

Gobles Elementary School

Student Handbook 2018-19

409 North State Street
Gobles, Michigan 49055
Phone: (269) 628-9440
Fax: (269) 628-9391



Dear Student, Parent, and/or Guardian,

Welcome to another great year at Gobles Elementary School. This handbook is designed to give you an understanding of what is expected of all students who attend our school. It is not possible to anticipate every situation. This handbook, along with good, common sense, will allow students to receive the quality education that is their right. Our staff is dedicated to academic achievement, the development of good character, and a positive educational experience for all our students.

Please take the time to read and review this handbook with your student. The understanding of and compliance with the rules, policies, regulations and procedures in this handbook will go a long way to making this year successful and enjoyable for all. With your help and support, your student will understand our expectations and be better prepared to meet them.

Please complete your review and together, sign the document at the end of the handbook. Your student will return the signed document to their homeroom teacher. This lets us know that you are aware of the rules and regulations by which we govern the school while providing a safe, secure and successful learning environment.

It's going to be a great year. Please feel free to contact me if you have any questions or concerns. The Elementary office phone is 628-9440. My school e-mail is tbreen@gobles.org.

Sincerely,

Terry Breen
Principal
Gobles Elementary School

GOBLES ELEMENTARY SCHOOL

Our Mission

Create a culture of deliberate excellence

Our Vision

**Every graduate will be future ready for
Personal success, college and career, and
the global marketplace.**

**Gobles Public Schools Calendar
2018 – 2019**

Sept. 4	½ Day of School - Students Dismissed at 11:30	March 27	12:50 Students Dismissed Parent/Teacher Conferences 1:15 -7:00 p.m. K-5 th Grade
Oct. 3	12:50 Students Dismissed	March 29	No School
Nov. 2	1 st Marking Period Ends	April 1 -5	Spring Vacation
Nov. 7	12:50 Students Dismissed	April 17	12:50 Students Dismissed
Nov. 12	12:50 Students Dismissed Parent/Teacher Conferences 1:30 – 7:00 p.m. K-12 th	April 19	No School
Nov. 14	12:50 Students Dismissed Parent/Teacher conferences 1:30 -7:00 p.m. K-12 th	May 8	12:50 Student Dismissed
Nov. 16	No School	May 27	Memorial Day No School
Nov. 21-23	Thanksgiving Break	May 29	Baccalaureate
Dec. 5	12:50 Students Dismissed	May 30	Commencement
Dec. 24 – Jan. 4	Winter Vacation	June 10, 11, 12	11:30 Students Dismissed
Jan. 7	School Resumes	June 12	Last Day of School
Jan. 16, 17 & 18	2 nd Marking Period Ends ½ Day of School- Students Dismissed at 11:30 a.m.		
Feb. 6 .	12:50 Students Dismissed		
Feb. 26 & 28	Parent/Techer Conf. 6 th -12 th grade		
March 6	12:50 Students Dismissed		
March 22	3 rd Marking Period Ends		
March 25	12:50 Students Dismissed Parent/Teacher Conferences 1:15 – 7:00 p.m. K-5 th Grade		

Helpful Information

Key Telephone Numbers

Absence Reporting Number	628-9441
Elementary School Office	628-9440
Transportation Office	628-9343
Superintendent's Office	628-9390

School Hours and Attendance Procedures

School Hours

Full day of school – 8:00 a.m. – 3:15 p.m.

½ day of school – 8:00 a.m. – 11:25 a.m.

Breakfast is served between 7:40 a.m. and 7:55 a.m.

Student should not arrive to school before 7:40 a.m. Student who arrive after 8:00 a.m. need to get a tardy pass from the main office before going to their classroom.

The Importance of Regular School Attendance

It's a fact that students who attend school regularly learn more and are more successful than students who do not. Parents who make regular school attendance a priority also are helping their children learn to accept responsibility. That's an important lesson for success at school and in life.

Attendance patterns are formed early in the elementary school years. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school careers. That's important, because absent students miss out on carefully-planned sequences of instruction. They miss out on active learning experiences and class participation. They miss out on the opportunity to ask questions. They are more likely to fall behind, become frustrated, and are more likely to drop out in high school.

Source: 2005 The Parent Institute, www.parent-institute.com, Notebook on Family Involvement

When a student is absent from school

When your child is absent from school, we ask that you call our Attendance Phone Number (628-9441) before 9:00 a. m., if possible, each day that a child is absent from school. In addition, when the child returns to school, send a written note signed by a parent/guardian and provide the following information:

1. Your name
2. Child's name and grade
3. Date of absence
4. Reason for absence

School Attendance Procedures

Schools distinguish between excused and unexcused absences in their attendance records. In order for a child's absence to be recorded as excused, a parent must call the school using the above written procedures and send a note when the child returns to school. Examples of valid excuses for school absence include: illness of student, dental or medical appointments or treatment, family emergency, required court appearance, quarantine, and impassable roads. Unexcused absences from school (truancy) are not acceptable. Students who are listed as unexcused will not receive credit for school work that is missed.

A doctor's confirmation of a student's personal illness may be required if it is deemed advisable by an administrator. Excessive absenteeism or tardiness shall be reported to the Van Buren County School Attendance Sheriff's Officer.

Excessive Absence Procedures

1. **After 3 unexcused absences** - letter from the attendance office will be sent home regarding our concern for the absences and to remind a parent/guardian of our attendance policy.
2. **After 5 absences** - letter from the attendance office will be sent home for both excused and unexcused absence. If there are 5 unexcused absences, a copy of the letter will be sent to the Van Buren County School Attendance Sheriff's Officer. The principal will phone the parent/guardian to discuss the problem.
3. **After 7 absences** – a letter will be sent home requesting a meeting with the parent/guardian, and the principal. The principal will phone the parent/guardian. If there are seven unexcused absences, a letter will be sent to the Van Buren County School Attendance Sheriff's Officer.
4. **After 10 absences** – a letter will be sent home requesting a meeting with the parent/guardian, and the principal. The principal will phone the parent/guardian. If there are ten unexcused absences, a letter will be sent to the Van Buren County School Attendance Sheriff's Officer and truancy report may be filed. A call will be made to the Van Buren County School Attendance Sheriff's Officer.

The Importance of Being on Time to School – Not Being Tardy

Being on time to school is very important for your child to have a proper start to the school day. Teachers generally give announcements, take attendance and lunch counts, review the day's schedule, and begin their lessons during this time. Students are expected to be in their classrooms and ready to learn at 8:00, before the last bell rings. Arriving after this time makes it difficult for all students and their teachers.

When a Student is Tardy

Students must receive a tardy pass from either the main office or Student Services Office before entering class. Almost all tardies are considered unexcused unless there was a valid reason for the tardy similar to excused absences written above.

Excessive Tardy Procedures

1. **After 4 tardies**- letter from the attendance office will be sent home regarding our concern for the tardy problem.
2. **After 6 tardies** - letter from the attendance office will be sent home regarding our increased concern for the tardy problem. If there are 6 unexcused tardies, a copy of the letter will be sent to the Van Buren County School Attendance Sheriff's Officer. The principal will phone the parent/guardian to discuss the problem.
3. **After 8 tardies** – a letter will be sent home stating that a meeting is needed with the parent/guardian, principal, and the Van Buren County School Attendance Sheriff's Officer. The principal will phone the parent/guardian to discuss the problem.
4. **On the 10 Tardy** – a call will be made to the Van Buren County School Attendance Sheriff's Officer.

Research supports the unquestionable link between attendance and student achievement. Students who attend school between 85 and 100 percent of the time pass the state tests in reading and math at much higher rates than students who attend school less than 85 percent of the time.

**Let's work together to ensure that our students
are as successful as possible!**

Procedures for Drop-Off, Pick-up, and Bussing

Drop-Off Procedures

If you transport children to school, please follow the procedures outlined below.

The school day officially begins at **8:00 am**. Children **may not** be dropped off before 7:40. This is for their own safety, as there is no one available to supervise your child before this time. Students in grades DK- 2nd grade should wait in the main office foyer until the 7:50 bell rings. Third grade students can enter the student services doors and will wait in the hallway outside their classrooms. Students in grades 4th & 5th need to wait outside at a designated door until the 7:50 bell. On inclement weather days, students will be instructed to wait in the hallway at their designated entrance. No child should report to the classroom or be in the hallways before the 7:50 a.m. bell. If students come to the classroom prior to the 7:50 a.m. bell they will be sent back to the foyer to wait.

Designated Student Entrances

DK- 2nd grade - need to enter the building at the main office entrance or at the Student Services entrance.

3rd grade – need to enter the building at the Student Services Entrance outside the cafeteria. Students will sit in the 200's hallway until teachers pick them up for class.

4th & 5th grade – need to enter the building at the entrance at the end of the 100 hallway.

Students Who Eat Breakfast

Students who eat breakfast in the cafeteria may go to the cafeteria after 7:40 for breakfast. Breakfast is served between 7:40 and 7:55 a.m. All students eating breakfast may enter the building at the Student Services entrance or at the main office entrance.

Where to Drop-Off and Pick-Up Students

Parents/Guardians who drop-off and pick-up students either before and after school or during the school day should use one of the two designated drop-off and pick-up areas:

- the parking lot in the back of the MS/HS Gym – safest location to drop-off and pick-up students is the first row of parking nearest the elementary lot.
- the turn-around driveway between the Elementary and MS/HS buildings

No vehicles, other than our school busses, should use the bus loading and unloading zone areas at the west elementary parking lot as a drop-off and pick-up location.

The two designated drop-off and pick-up areas have sidewalks students can use to enter the building instead of walking in front of cars or busses.

Dismissal and Pick-up Procedures

The school day officially ends at **3:15 p.m.** If you need to pick-up your child early, you must go to the office to sign-out your child. The school secretary will call the classroom to inform the teacher and the child of the need to leave early. **You may not come down to the classroom to pick-up your child.** Teachers cannot dismiss a child from their room if he or she is not signed-out in the office. If you know your child will be leaving early, please send a note informing their teacher of the approximate time of pick-up, so that teachers can make sure he or she is ready to leave. If your child will be going home a different way than the usual method, you **MUST** send a note to school letting teachers know. Teachers cannot honor these requests if they are not in writing.

Bus Riders

Students in grades DK – 2nd who ride a bus will be escorted to their bus at the end of each day by their teacher. Students in grades 3rd - 5th will not be escorted to their bus by their teacher. Students in the upper grades will depart the building at their designated point of entrance in the morning and use the side walk on the north side of the elementary to reach their bus. Further information about our transportation procedures begins on page 14 of this handbook.

Pick-Ups

If your child will be picked-up at the end of the school day, Kindergarten students **must be signed-out and picked-up in the cafeteria**. A staff member will escort students to the cafeteria where they will wait to be picked-up. 1st grade students **must be signed-out and picked-up in the music room hallway** near the 1st grade classrooms. Students in K – 1st are not allowed to walk out to a waiting car. Someone must come into the building to pick-up and sign-out students. If the Gobles Elementary staff does not know you or the person picking-up your child, they may ask for identification. While you may view this as an inconvenience, it is for the safety of your child! Your child may also be signed-out by an older sibling in grades 2 and up.

*Students in grades 2nd – 5th do not have to be signed-out at the end of the school day. Students in these grades will leave their classrooms and walk to where siblings, parents/guardians are waiting to pick-up. **All families are encouraged to create a consistent “meeting place” where they can meet their child before transporting them from school.**

Traffic Pattern Information

The information below is designed to help parents/guardians and visitors to our school better understand where to drop-off and pick-up children, where to park when visiting, and traffic flow patterns at the elementary. Safety of children is our priority so it is important to follow the procedures below.

Where to Drop-off Children and Pick-up Children

There are two areas designated for dropping-off and picking-up children on school days.

1. The large parking area on the west side of the MS/HS building with access from Van Buren Street (CR 388) is the best location to drop-off and pick-up children as they can use the sidewalks instead of crossing traffic lanes.
2. The loop between the elementary and the MS/HS can be used to drop-off and pick-up children. We ask that drivers do not park in the circle drive and only use loop to drop-off and pick-up children.

*Please do not park in the west parking lot of the elementary building. The bus loop in the west parking lot should never be a drop-off or pick-up area. People are not to walk between the busses when they are parked in the bus loop.

Where to Park When Visiting the Elementary

1. The large parking area on the west side of the MS/HS building with access from Van Buren Street (CR 388). Please park in a designated parking space and not in the bus loop adjacent to the building.
2. The parking lot on the east side of the elementary with access from M-40.

*Please do not park in the loop between the elementary and the MS/HS if you are leaving your vehicle. This loop drive is designated for drop-off/pick-up and is to be kept clear for emergencies.

Breakfast and Lunch

A school lunch and breakfast program is provided every school day by Gobles Food Services Department. Each grade at the elementary school has a specific time for lunch. Breakfast for all students is served from 7:40 – 7:55 a.m.

Gobles Public Schools participate in the federal Free/Reduced lunch program. Applications for free/reduced lunches are mailed home each year and are also available in the school office. There are federal guidelines that are followed to qualify families for Free/Reduced lunches. All applications are treated confidentially. We encourage all families to review the guidelines to determine if they may be eligible for the program. If you have questions about the Free/Reduced program please speak with the principal or Eric Meloche, the Food Services director at 628-9447.

All students will have a school food service account established. Parents/guardians may deposit money at any time on your child's account. We ask that you pre-pay for lunches/breakfasts whenever possible. Parents may send one check for multiple students to one building, for example: you have one child in the Middle School and one in the Elementary; you may bring the check into either building. The registers are capable of separating the checks however you would like the money split.

Elementary students may only charge up to \$5.00 on their lunch accounts. When a student has a negative balance, a letter requesting that money be deposited into your child's account will be sent home. If money is not deposited, the child will not be allowed to purchase any products. It is the parents' responsibility to provide either money for school lunch or a sack lunch.

Lunch Deposit.com

Parents/guardians may make deposits online with a credit card or debit card (for a fee). Parents may monitor their child's lunch account information (for free) by setting up a lunch account by using the link Lunch Deposit.com on the Gobles Public School website.

Cafeteria Rules & Guidelines

Food is to be eaten in the cafeteria unless permission to eat elsewhere is obtained from a staff member. Students who have a lunch detention may be assigned to another area to eat during the detention period. While students are in the cafeteria, we expect students to:

1. Use quiet voices
2. Remain seated except to clean their tables
3. Clean up after themselves
4. Become silent when directed to by an adult
5. Remain seated until their teacher signals their class to line-up

Students should take pride in themselves and in their school by using good manners, talking in a quiet voice, and cleaning-up after eating.

Student Behavior and Discipline

School-wide Rules and Behavior Management System

Our goal is that all students, staff, and visitors feel safe while they are at school. Our staff believes that all students have the right to come to a school that is free of teasing, bullying, harassment, and free of disruptions that interfere with the learning of any child. Therefore, Gobles Elementary has a systematic behavior management system that is in effect for the entire school (classrooms, hallways, playground, and cafeteria).

School-wide rules:

1. Follow directions the first time and every time.
2. Walking feet.
3. Keep your hands, feet and objects to yourself.
4. Use appropriate language (no put-downs, threats, or swearing).
5. Respect others, respect yourself, respect your school, and respect the earth.

School-wide Behavior Communication Form

When a child chooses to break a school-wide rule, there is a consequence and a record is kept. Page 9 contains a copy of the school-wide behavior communication form that will be used to notify families. For more serious violations of school rules, the principal will make contact with a parent/guardian and determine the discipline to be given.

Gobles Elementary School - Behavior Communication Form

Student: _____ **Date:** _____ **Time of Incident:** _____
Grade: _____ **Name of staff member completing form:** _____

Description of Incident:

BEHAVIOR

- Disrespectful Defiant/Uncooperative Refusal to follow staff directive
- Physical Contact – pushing, grabbing, hitting, biting, etc. Stealing
- Threats/Intimidation Swearing/Obscene/Lewd/Vulgar Language Academic Cheating
- Damage to School Property or Property of Another Misuse of School Technology

Occurrence **First** **Second** **Third** **Occurrence**

School Response to the Incident/Behavior:

Consequences may vary at the discretion of Teacher & Administrator depending on the severity of the incident and may include:

- Time out in classroom or school office or ISS room
- In-School Suspension (ISS) - length may vary from short time period to days
- Out-School Suspension
- Reverse Suspension - Parent in class with student

NEXT Steps to Solve the Behavior:

Parent Signature _____ **Date** _____

Each teacher also establishes specific classroom rules that reflect, clarify, and go beyond our school-wide rules.

Any action that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions include delay or prevention of lessons, assemblies, field trips, or other school events. Harassment of students is prohibited and applies to all activities on school property or any school sponsored event. Making false reports of harassment to get someone in trouble are prohibited. Gestures, comments, threats, or actions to a student that cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation are considered bullying and are not tolerated. Any situation that a student believes to be improper harassment or bullying must be reported to the classroom teacher, counselor, or principal.

Every effort is made to maintain confidentiality during investigation of reports. However, in some circumstances a proper investigation will require the disclosure of names and allegations.

Dress Code

Our commitment to educating the whole child includes an understanding of proper grooming. Neatness, appearance, and cleanliness of a person reflect pride in one's self, in one's family, in one's school, and in one's community. In order to provide a safe and healthy environment and promote a positive learning atmosphere for all children, the following dress code and appearance expectations have been developed. We ask for your help in assuring all students follow these guidelines:

1. Students should be dressed appropriately for the weather with the expectation they will be outside at recess time.
2. Students' dress and grooming should reflect reasonable standards of health, safety, and decency.
3. Clothing with drugs/alcohol/tobacco logos or inappropriate or suggestive language, symbols, or gestures is not permitted.
4. Muscle shirts or bare midriffs, halter-tops, strapless, spaghetti strap tops are not appropriate.
5. Shorts or skirts, when standing with arms at side, must be at least fingertip length.
6. Appropriate footwear is to be worn. No flip-flops or open toe sandals on the playground. No "Heelys" at school.
7. Hats, bandannas, and headscarves are not to be worn in the building.

Illegal Substances

The unlawful possession, use, or distribution of illicit drugs, alcohol, tobacco, or other illegal substances by students is prohibited on school premises or at any school activity and compliance is mandatory. Disciplinary action, up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards.

Weapons at School

The possession or use of a weapon or any object that is used as a weapon including knives (of any size or type), razors, firearms (including air and gas-powered guns whether loaded or unloaded), clubs, or dangerous materials (matches, lighters, fireworks, etc.) are prohibited at school, or a school activity, or while a student is in route to or from school in a vehicle used by the school to transport students. This includes look-a-like toy weapons that are presented as a real weapon or reacted to as a real weapon. A student who has been found to possess or use a weapon shall be subject to discipline up to and including permanent expulsion from the regular K-12 program per school board policy and Michigan State laws.

Physical Assault, Fighting, Harassment, Verbal Threats

Any student who intentionally causes injury to another person will be disciplined up to and including suspension and/or expulsion. This includes harm caused from a physical assault, a verbal assault, and/or making threats to another.

Suspension/Expulsion

At times, a student behaves in a manner that may result in the student being suspended or expelled. No student, otherwise eligible for attendance, shall be excluded from a district program unless that student has substantially interfered with the maintenance of good order or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A suspension can be short-term suspension (not more than ten (10) days) or a long-term suspension (for more than ten (10) days depending on the severity of the student's actions).

An expulsion, unless otherwise defined in Federal and/or State law, is the permanent exclusion of a student from Gobles Public Schools. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.01.

A student may be removed from a class or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or s/he may be given a short-term suspension by the building principal or another district administrator. A student removed for ten (10) will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

The Superintendent may recommend to the Board a long-term suspension or that a student be expelled.

Steps to Problem Solving

Communication between home and school is encouraged. Families are encouraged to contact the classroom teachers or the building principal whenever they have a questions or concerns about an issue related to school.

The Gobles Public School Board of Education policy for a step-by-step approach to problem solving sets up a procedure for a parent with a question, problem, or complaint to follow:

1. Contact the teacher who is closest to the situation,
2. If unresolved, contact the building principal,
3. If still unresolved, contact the Superintendent,
4. If still unresolved or resolution is unsatisfactory, contact the Board of Education.

Notice of Nondiscrimination Policy

At Gobles Public Schools, no person shall be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity or employment on the basis of race, color, national origin, gender, age, weight, height, marital status, or physical handicap. If any person believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Superintendent.

Emergency School Closings

If school should be closed because of weather or an emergency, an announcement will be made on radio stations WOOD, WKZO, WSJM, WKPR, WIRX, COZY, WNWN, WHFB and WPKP. Announcements will also be made on T.V. Channels 3, 4, 8, and 41. Parents must assume responsibility for providing an alternate shelter/home if parents are absent. Please have a plan with your child in case of an emergency school closing after the students have already arrived at school, or if he or she arrives home and no one is there. The parent is responsible for providing the school with current home and/or work telephone numbers and to notify the school of any change in that information. Closings are also posted on the District's website at www.gobles.org.

School to Home Communication

Newsletters and notes are sent home from time to time. Check with your child regularly to make sure you are not missing important information about events, activities, special notices, and requests for conferences. The local [Advertiser](#), [Kalamazoo Gazette](#), [Paw Paw Courier Leader](#), and [HomeLink](#) carry Gobles Schools' news. Also, check the District's website at www.gobles.org for news and updates.

Indoor Recesses

Students are kept indoors for recess on rainy days or when the wind chill registers below 0° F. On days when the wind chill registers below 0° F, students may be allowed to go outside for 5 to 10 minutes during their recess. PLEASE BE SURE THAT A STUDENT IS DRESSED APPROPRIATELY FOR RECESS WHATEVER THE WEATHER.

Administering Medication to Students, Health, and Safety

For the safety and health of all Gobles Elementary School community members, any medication to be taken at school must be checked in at the office. School personnel may administer medication only if:

1. It is prescribed by a physician, and an Authorization Form signed by the physician and the parent/guardian.
2. Medication is in the original container from the pharmacy with directions.
3. Written permission from the parent or guardian is on file. (forms are available in the office)

All medicine must be brought to the Student Services Office or picked up from the Student Services Office by an adult and be in the original container. Special cases related to medications should be discussed with the principal. A physician's prescription or written direction is required along with a completed Authorization Form to allow a student to take over-the-counter or non-prescription medications at school. Any unused medication unclaimed by the parent at the end of the school year will be destroyed.

To protect the school community, the school's staff has the authority to remove or isolate a student who appears to be ill, has been exposed to a communicable disease, or has a highly transient pest, such as lice.

Student Security

Students may not leave the school grounds before dismissal time unless they are signed out in the office. Parents/guardians or other responsible adults listed on the information card must come to the principal's office to sign out students. Students will be called to the office for release. Parents should not go directly to the classroom without checking in at the office. Identification (driver's license) may be requested.

Students are not permitted to be picked up from their bus once they have boarded. Bus drivers are not allowed to release students until their regular stop, unless they have permission from the office. These security measures help protect everyone.

Student safety is a responsibility of the staff and they are familiar with emergency procedures for fire, lock down, tornado drills, and accident reporting procedures. Drills are conducted in accordance with State law.

The doors of the elementary building are locked during school hours. Please enter the building through the doors by the principal's office (off Van Buren Street). All visitors to the building are to register at the office and obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

Clothing Labels

Whenever possible, articles of clothing (including boots and gym shoes) should be clearly labeled with the student's name. If your child is missing an item, please check the lost and found located near the Student Services Office.

Student Valuables

Students are encouraged not to bring items of value to school. Hand-held games, cell phones, CD and MP3 players, DVD players, iPods, toys, jewelry, etc. should not be brought to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Field Trips

A permission form will be sent home for parents to sign for field trips. Field trips that support the curriculum may be planned for each classroom throughout the year. It is a privilege to attend class field trips. A student may be denied attending a field trip if their behavior is a safety or supervision concern.

Telephone Calls

Children will not be allowed to use the office or classroom telephones to call home except in case of an emergency. Children will not be called to the phone except in emergency situations.

Computer, Network, and Internet Usage

Gobles Elementary School provides computers and access to the Internet and other resources for a variety of educational uses. All users of computers and the network are expected to access these resources in a responsible manner consistent with the educational and informational purposes for which they are provided. Access to our network is a privilege, not a right. Students must have the permission of their parent(s) shown by a signed Acceptable Use Policy on file before they may use district computers.

Homework

Homework is assigned school work to be done outside the regular class period or at home. There are various types of homework – some of it is regularly assigned by the teacher as a standard part of his/her teaching and some of it is a result of class activities. Regularly assigned homework begins in kindergarten and continues throughout the grades.

Testing

All students participate in DIBELS (K–5), M-Step (3–5), and NWEA (K-5) assessments. Assessments are used to assess student growth and to inform staff of student instructional needs.

Special Services

A speech consultant, social worker, psychologist, and occupational therapist are provided through the Van Buren I.S.D. To have a child enrolled in any of these programs or to receive special accommodations, a referral must originate from the classroom teacher, a parent, or the principal. A meeting of involved parties is held to discuss a student's needs and to complete a referral for Special Education or a 504 Plan. To make a referral, contact the principal.

Reading and Math Support Services

Reading support programs for K- 5th grades through Title I are to provide additional instruction to a student whose test scores (DIBELS, MEAP, NWEA and/or classroom assessments) indicate s/he could profit with intensive small-group instruction. Math Support is provided during Success Math time at all grade levels.

Classroom Assistance Program (C.A.P)

C.A.P. provides instructional support for students in grades 4 and 5 who are having academic difficulties in the regular classroom. The students receive additional academic and organizational support.

Vision and Hearing Tests

The Van Buren County Health Department provides vision and hearing screening yearly to children in specific grades.

Counseling

A part-time School Social Worker provides services for individual, small groups, and classrooms.

Parents' Club

Gobles Elementary Parents' Club has been part of the Gobles Elementary School since 1974. This is a non-profit organization, which assists and supplements the activities of the Gobles Elementary School. For the club to maintain their current level of services to both our teachers and students, they need parent interest, support, and participation. Come join them. They share a wealth of information about our schools, and they offer a variety of voluntary opportunities. The club meets the first Tuesday of each month at 7:00 p.m. in the Elementary Library.

Volunteer Program

The purpose of this program is:

1. To provide parents and other interested citizens an opportunity for public service.
2. To afford participants an opportunity to develop an understanding of the educational process.
3. To extend to participants the opportunity to develop new and satisfying classroom learning experiences.

Those interested in further information about assisting in classrooms or with other school activities are asked to call the elementary principal, the classroom teacher, or Parents' Club. Any individual who

volunteers to work in the schools or on any school sponsored activity for three consecutive or more days shall submit to a criminal history check prior to being allowed to participate in any activity or program.

Transportation

General Information

School bus transportation is provided for eligible students and shall be considered a privilege to be enjoyed only as long as the student accepts responsibility for their own personal conduct and carefully follows all rules and regulations.

The purpose of this portion of the handbook is to provide students and parents/guardians with general information about the Gobles Public Schools pupil transportation system. Michigan Public Act 187 of 1990, the Pupil Transportation Act, outlines the laws all school districts must follow regarding student transportation. A copy of P.A. 187 is available for review during regular office hours in the Operations Office. Many, but not all, of Gobles Public Schools transportation policy, regulations, and safety rules are included in this handbook.

Gobles Public Schools operates a fleet of 7 to 8 regular education buses. Buses travel about 125,000 miles each year and transport over 400 students each day. Gobles Public Schools provides transportation services for over 400 field trips and athletic events each year.

Gobles Public Schools is proud of its fleet of buses, professional drivers and certified mechanic. In addition, the Michigan State Police inspects the fleet on an annual basis. Gobles Public Schools strives for excellence in transportation services to you, our customers.

Michigan law does not require transportation of regular education students to and from school. Please take time to read the following pages and review them with your children in order to protect your transportation privileges. It is the mutual responsibility of the parent/guardian and school district personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly pupil transportation.

Bus Routes and Bus Stops

Safety is the most important factor in transporting Gobles students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and bus routes are established based on safety, efficiency, and the age of students as well as the State of Michigan guidelines. Bus stop locations must avoid as much traffic as possible. Stops shall not be on a hill, before, or after a curve. Buses shall be visible for 400 feet in both directions when stopped, and stops shall be at least 200 feet apart.
2. Students should arrive at the bus stop five minutes prior to the scheduled arrival of the bus. This will allow time to catch the bus but not enough time for problems among students to arise. **Parents/Guardians are responsible for their students until the bus arrives.**
3. By state law, students **SHALL** cross at least 10 feet in front of the bus. They will receive proper crossing procedures from their bus driver.

The district reserves the right to change stops and routes when necessary. Parent cooperation is required to make sure students ride the buses to which they are assigned. This ensures that the school will know who is actually on a bus; a student can be located in an emergency; overcrowding is controlled and that other possible problems can be prevented. Walking distances and bus routes may be adjusted temporarily if necessary because of unsafe or impassable roads.

Transportation Eligibility Requirements

Walk and Ride Policy

Students may find it necessary to walk some distance to their designated bus stops or to school. In compliance with state laws, Gobles Public Schools walk/ride policy is:

- Elementary school students, grades Kindergarten – 5, may be expected to walk up to 1 mile to school or up to ½ mile to a bus stop.

- Middle and High school students, grades 6 – 12, may be expected to walk up to 1 mile to school or up to 1 mile to a bus stop.

Upon request by a parent/guardian, the district may approve transportation for an individual student regardless of residential distance from the school if a travel route is judged hazardous or if other extenuating circumstances exist. NOTE: Once a student boards a bus, they must remain on that bus until they reach their final destination.

Procedures for Changing Buses

Students will only be allowed to ride their regularly scheduled bus route(s). A regularly scheduled bus route(s) would include only scheduled home or daycare pick up and drop off locations. In order for a stop to be a “regularly scheduled” stop for your child you must complete a “Transportation Information Form” so that we are able to approve and document the bus stop on our driver route sheets. We will no longer be able to accommodate non-bus riding students. Please do not call or send notes for your child to have friends ride home with them.

Field/Athletic Trips

Students are required to return on the same bus they left on if more than one bus goes to a given destination at the same time, unless other arrangements are made between the driver and the trip sponsor/coach. If a student goes home with a parent/guardian instead of riding the bus back, the trip sponsor/coach must give authorization and visibly see the parent/guardian when releasing the student.

Parent/Guardian Responsibilities

Parents/Guardians will:

1. support safe riding practices and reasonable discipline practices.
2. model, teach and hold their children accountable for appropriate behavior.
3. make certain their student(s) arrive at the bus stop on time and be responsible for their student’s behavior until the bus arrives. Parents/guardians are responsible for their student(s) going to, from and at the bus stop.
4. provide alternative transportation for their student(s) if oversized objects or live animals must be transported to or from school, or when a student’s bus riding privileges are suspended for cause.
5. ensure that payment is made for damages resulting from vandalism to the bus.
6. work with school personnel to reinforce appropriate bus riding behavior.
7. have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
8. support emergency evacuation drills and other emergency procedures as set by the school district.
9. respect the rights and privileges of others.
10. become familiar with district policies, regulations, and principles of school bus safety.
11. be willing to show photo ID when picking up students, when requested by a transportation staff member.
12. notify the Operations Office and appropriate school office promptly of any address or phone number changes.

Student Responsibilities

Students will:

1. observe appropriate classroom behavior to protect their riding privileges.
2. be courteous to others, demonstrate responsible citizenship through positive social interactions while on the bus, use no profanity or be verbally abusive.
3. not eat, chew gum, drink, smoke, or possess illegal substances, weapons or obscene materials on the bus.
4. cooperate with the bus driver and follow the bus driver’s instructions the first time they are given.

5. load on the bus single file and remain seated while the bus is in motion. The aisle must remain clear of feet, books, and other items.
6. extend nothing, including head, hands and feet out of the bus windows. Open windows only with permission, and then only half way down to the "black line".
7. be responsible for intentional damage to the interior or exterior of the bus and understand and agree s/he will be charged for such damages.
8. display proper respect for the rights and comfort of others on the bus.
9. be on time at bus stops and stay off roadways while waiting. **Buses cannot wait for tardy students.**
10. cross 10 feet in front of bus at all times.
11. limit objects that are brought on the bus to those items that can be safely held by the student. Do not bring or use any items on the bus that could affect the health, safety, and security of any passenger. Examples: scooters, skateboards, tubas and live animals may not be transported on the bus.
12. realize that any driver distraction is potentially hazardous to the safety of all passengers. Throwing items is unacceptable and noise levels must be kept to a minimum. All persons are to remain silent at railroad crossings.
13. not use radios, walkmans etc. on the bus, this includes athletic and field trips.

Kindergarten and Special Education Students

In addition to the previous responsibilities, the following procedures have been established in order to provide for the safe and orderly transportation of students who may have difficult time communicating information or making appropriate personal safety decisions.

Responsibilities

Parents/guardians/childcare providers will:

1. have the student ready at least five minutes before the bus's arrival time.
2. be at home when the bus arrives at the student's home. If not, the bus driver will take the student back to school. The parent will be called and be responsible for picking up the student in a timely manner.
3. call the Operations Office if the student will be absent. If the student is absent for three consecutive days and the Operations Office does not receive a phone call, the bus will not stop again until the parent/guardian calls to resume transportation.
4. notify the Operations Office and appropriate school office promptly of any address or phone number changes.
5. participate in the IEP meeting that decides the student's unique transportation needs.

Drop Off Release Forms

When students are returning home, grades 1 – 5 will only be released from the bus if a parent or guardian is visibly present and acknowledges the driver's presence. Parents/guardians may have their children in grades 1-5 released at the drop off point regardless if anyone is present by submitting a signed "Student Drop Off Release" form to the Operations Office. Students in grades 6 – 12 may be released at their designated drop off point at any time. If there are multiple children in a family, all students may be released without a parent or guardian present only if one of the members of the family is in grades 6 – 12. A parent, guardian or childcare provider must be seen every time a developmental kindergarten or kindergarten student is dropped off by his/her self or when s/he is not with a sibling in grades 6 – 12.

Student Crossing Procedures

Please review these important safety procedures with all of your children. Everyone needs to know not all cars stop as required by state law, even when the red lights are flashing on school buses.

When crossing the street to board the bus:

1. Students will wait in a group at the designated bus stop at least 10 feet away from the edge of the roadway.

2. Drivers will hold up the crossing paddle with the “red circle (indicating “stop”)”facing the student. The driver will turn the paddle around to the “black on yellow smiley face” side when it is safe to cross the street. If it is dark, the driver may turn on an inside light to be seen easier.
3. Students will proceed directly across the road always staying at least 10 feet in front of the bus and board the bus. Stay out of the “DANGER ZONE”.
4. Do not stop in the middle of the street or cross behind the bus.
5. If the driver blows the horn, it means to “Freeze” and to look at the driver for further instructions.

When crossing the street after leaving the bus:

1. Student's will exit the bus and take 10 giant steps in front of the bus staying on the side of the street. Stay out of the “DANGER ZONE”.
2. Students will stand in a group and look to the driver for instruction to cross.
3. Drivers will hold up the crossing paddle with the “red circle (indicating “stop”)” facing the student. The driver will turn the paddle around to the “black on yellow smiley face” side when it is safe to cross the street. If it is dark, the driver may turn on an inside light to be seen easier.
4. Students will proceed across the street.
5. Do not cross behind the bus.
6. If a paper or article goes under the school bus, always ask the bus driver for help. Nobody will be allowed to crawl under the bus to retrieve an item.
7. Do not get mail from roadside mailboxes until after the bus leaves the stop.
6. If the driver blows the horn, it means to “Freeze” and to look at the driver for further instructions.

Therapy Dog Information

Gobles Elementary Schools is fortunate to have two trained therapy dogs a part of our school culture and support program. Kim Marsh, a building secretary, is the owner of the two therapy dogs. Below is a letter From Mrs. Marsh with a permission slip.

Dear Families of Gobles Elementary:

Gobles Elementary will be incorporating an animal assisted intervention team~ Paws for Love. Students may be in contact with a certified therapy dog throughout the school.

Animal assisted intervention team provides many benefits. They will help children learn compassion, empathy, responsibility, respect, and self-discipline. The dogs offer comfort and non-judgmental love with studies, including the Paws for Reading program and new this year, a Math program. A short time with a dog can decrease levels of anxiety and increase emotional support.

The animal assisted intervention team is under the supervision of Kim Marsh, Gobles Elementary Secretary. Linus is a Red-fox male Labrador. He has received his S.T.A.R (Socialization, Training, Activity, Responsibility) Certificate, his Good Canine Citizenship certificate, a certificate in K9 Nosework, Rally work, and Agility. We continue to work on obedience training toward his AAI Certificate. Peppermint Patty-a.k.a Patty, is a Black female Labrador. She has also received her S.T.A.R Certificate, Rally work, and Good Canine Citizenship Certificate. We are also currently working on more obedient training towards her AAI Certificate. Copies of all records of classes, immunization records, and a list of medications that the dogs are on, are in a file in the Main office. Please ask Mr. Breen if you would like to see the dogs file.

We all are look forward to meeting with your student in the near future, as we become an Animal Assisted Intervention Team here at Gobles. If you have any questions regarding the Therapy dogs, please feel free to call me, 628-9440.

Sincerely,

Kim Marsh

Please check, sign and return to school

___ **Yes**, I give permission for my child (PRINT child's full name) to participate in Animal assisted activities and for photographs to be used on social media. (Twitter, Gobles Webpage, Gobles Facebook page

___ **Yes**, for permission. However **NO** to photographs to be used on social media (Twitter, Gobles Webpage, Gobles Facebook page)

___ **No**, I do not give permission to participate and no, to photographs of my child to potentially be used in: Twitter, Gobles Webpage, Gobles Facebook page

Child's Name _____

Parent's signature

Gobles Elementary School Contract

We request that parents/guardians read this handbook carefully, discuss it with their child, and support us as we enforce the expectations that we deem to be essential to the welfare of our students and our school.

As a Gobles Elementary School community member, I will be a respectful, positive group member who is honest, punctual, open-minded, kind, and responsible. These expectations are in effect any time I am on school property or participating in any school sponsored activity.

I understand that as a Gobles Elementary School community member if I do not meet the expectations outlined in this handbook to maintain a safe and positive environment, I may receive one or all of the following consequences (consequences are not listed in any particular order):

- | | |
|---|--------------------------------------|
| -behavior contract | -time out |
| -parent and teacher/principal meeting | -review rules/policy |
| -confiscate prohibited items (teacher/ principal) | -in school suspension |
| -request to clean, repair or replace damaged item | -out of school suspension |
| -community service | -lunch duty/detention |
| -parent contact | -expulsion |
| -after school detention | -before school detention |
| -recess detention | -required apology to offended person |

All illegal behaviors will include notification of legal authorities. Violations of this contract will be addressed individually.

We request that parent and student sign below to indicate that you have reviewed the information in this student handbook.

Student Signature

Parent Signature

Date