# GRANDVIEW PARENT STUDENT HANDBOOK TABLE OF CONTENTS

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Welcome to Grandview, a Michigan Blue Ribbon Exemplary School and a Michigan Evergreen School!

Dear Parents / Guardians,

On behalf of the entire Grandview staff, it is my pleasure to welcome you to an exciting new school year. It is a privilege to have the opportunity to work at Grandview, along with the great kids, parents and staff who make up the Grandview community. We are very proud of Grandview and hope you share that pride with us! With your help and support, we can make this school year highly productive and enjoyable for you and your child.

At Grandview we emphasize academic skills and good citizenship, as well as encourage creative thinking and problem solving. At the same time, we work to maintain a high level of interest and involvement for each child. In addition to academic growth, it is our goal to help every child develop into a responsible, respectful, safe and caring person.

We live in a time when educating children is a challenging task. Continuous open communication between home and school is needed if our children are to learn and grow. We welcome your suggestions, comments, questions and participation so that together we can continue to provide excellent educational opportunities for all of our students.

I sincerely hope this handbook will help you become better acquainted with your school. Please read it carefully and share the information with your child. I also send home a school newsletter via email every week throughout the year, so you will always be well informed about school happenings.

I look forward to working with each of you during the coming year. Please feel free to call the school or email me with any questions, or drop in and introduce yourself. We are here to provide the best possible education for your child. I believe this can happen only if parents and teachers work closely together as a team and I look forward to working with you!

Sincerely,

Michelle Barsh, Principal
CLARENCEVILLE PUBLIC SCHOOLS  
20210 Middlebelt Road  
Livonia, Michigan 48152  

Administration Directory  

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
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<tr>
<td>Mr. Paul Shepich, Superintendent</td>
<td>248-919-0400</td>
<td>fax 248-919-0430</td>
</tr>
<tr>
<td>Mr. David Bergeron, Assistant Superintendent for Business Operations</td>
<td>248-919-0400</td>
<td>fax 248-919-0430</td>
</tr>
<tr>
<td>Mrs. Renee Valentine, Assistant Superintendent for Learning Services</td>
<td>248-919-0400</td>
<td>fax 248-919-0430</td>
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<tr>
<td>Mr. Neil Thomas, Director of Special Services</td>
<td>248-919-0290</td>
<td>fax 248-919-0403</td>
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<tr>
<td>Grandview Elementary School</td>
<td>248-919-0404</td>
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<tr>
<td>19814 Louise St.</td>
<td>absent student line 248-919-0317</td>
<td>fax 248-919-0434</td>
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<tr>
<td>Livonia, MI 48152</td>
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<tr>
<td>Mrs. Michelle Barsh, Principal</td>
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<td>Botsford Elementary School</td>
<td>248-919-0402</td>
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<tr>
<td>19515 Lathers</td>
<td>absent student line 248-919-0385</td>
<td>fax 248-919-0432</td>
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<td>Livonia, MI 48152</td>
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<tr>
<td>Mrs. Christine Teff, Principal</td>
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<tr>
<td>Clarenceville Middle School</td>
<td>248-919-0406</td>
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<tr>
<td>20210 Middlebelt Road</td>
<td>fax 248-919-0436</td>
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<td>Livonia, MI 48152</td>
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<tr>
<td>Ms. Stacey Lown, Principal</td>
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<td>Mr. Kevin Murphy, Assistant Principal</td>
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<tr>
<td>Clarenceville High School</td>
<td>248-919-0408</td>
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<tr>
<td>20155 Middlebelt Road</td>
<td>fax 248-919-0438</td>
<td></td>
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<tr>
<td>Livonia, MI 48152</td>
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<tr>
<td>Mr. Troy Nelson, Principal</td>
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<td>Mr. Alan Kantor, Assistant Principal</td>
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GRANDVIEW ELEMENTARY SCHOOL STAFF
2017-2018

Office
Mrs. Michelle Barsh – Principal
Mrs. Lisa Ruspaj - Main Office Secretary

Kindergarten
Rm 129 - Cherie Franges
Rm 130 - Christine Rhines
Rm 111 - Amy Mahoney

First Grade
Rm 117 - Meghan McGuffin
Rm 119 – Dawn Habkirk

Second Grade
Rm 120 - Keri King
Rm 121 - Paige Engberg

Third Grade
Rm 122 - Shannon Thomas
Rm 118 - Rachel Hayes
Rm 116 - Michelle Gamble

Fourth Grade
Rm 108 – Jennifer Ballou
Rm 104 - Stefan Terpack
Rm 106 - Cindi Gibson

Fifth Grade
Rm 110 - Michelle Jacobs
Rm 112 - Kimberlee Strzempka

Special Education
Rm 105
Rm 123 - Melissa Caswell

Special Subject Teachers
Rm 125 - Art
Rm 126 - Music - Anthony Altovilla
Rm 222 - Physical Education - Dustyn Truitt
Rm 313 - Library / Info. Tech. - Lisa Piontek

Support Staff
Rm 113 - Intervention Teacher - Jayne Cox
Rm 115 - ELL - Karen Morrison
Psychologist - Renee Wilkins
Speech - Shavonne Readus
Social Worker - Kim Ford
Technology – Kim Logie-Bates

Para Educators
Tammy Smith - Special Education
Jodie Griffin – Title 1
Debbie Silvernail - Title 1
T.J. Altovilla – Title 1
Sharon Harting – Title 1

Latch Key/Pre-School
Kathleen Nagle, G.S.R.P
Jackie Hurst, Latch Key/Preschool

Cafeteria
Debbie Laich-Grefke - Cook
Simone Elatab - Cashier
Jill Reitzel – Cook’s Assistant

Noon Hour Supervisors
Kim Beevers
Shani Schoenfeld
Sherry Borden
Stacey Wittscheck
Leca Arnold
Clarenceville School District
2017 - 2018 School Year

August 28, 2017  New Teacher Staff Professional Development (Full Day)
August 29, 2017  Teachers Report Professional Development (Full Day)
August 30, 2017  Teachers Report Professional Development (Full Day)
August 31, 2017  Teacher Work Day (Full Day)

September 1-4, 2017  Labor Day Holiday - No School for Students or Staff
September 5, 2017  First Day of School - Half Day for Students AM / Professional Development PM

November 7, 2017  Election Day - No School for Students or Staff
November 15, 2017  Elementary Students ONLY - Half Day for Parent/Teacher Conferences
November 23-24, 2017  Thanksgiving Break - No School for Students or Staff

December 23, 2017-January 7, 2018 Winter Break - No School for Students or Staff
January 8, 2018  Classes Resume (Full Day)
January 15, 2018  MLK Day - No School for Students / Professional Development (Full Day)

February 19-23, 2018  Mid-Winter Break - No School for Students or Staff
March 30, 2018  No School for Students or Staff (Comp Day)
April 2-6, 2018  Spring Break - No School for Students or Staff
May 28, 2018  Memorial Day - No School for Students or Staff
June 19, 2018  Last Day of School - Half Day for Students AM / Teacher Work Day PM
CLARENCEVILLE SCHOOL DISTRICT VISION STATEMENT
The vision of Clarenceville School District is that all students be empowered to face the challenges of the 21st century. We provide our students with an academic foundation designed to promote the skills necessary to be successful in an ever changing and global society: problem solving, effective communication, technical skills, critical and creative thought, an understanding and appreciation of diverse cultures and physical, social, and emotional wellness.

Supported by an enthusiastic faculty, dedicated staff, committed families, and a proud community, we create a safe and caring environment that fosters deep and enduring personal relationships. Within this supportive atmosphere, our students explore their talents and interests, set individual and group goals, and pursue courageous endeavors in all areas of their lives. Cooperative relationships among families, businesses, organizations, community members, and the school provide strong ties which enhance learning beyond the walls of the school.

We value a culture of civility where all stakeholders are treated with fairness, are celebrated for their successes, and are respected for their contributions.

We prepare our students to live their lives with resilience, compassion, and above all, integrity. As our students move through life, we know that they are prepared to act knowledgably, lead thoughtfully, share generously, and contribute meaningfully.

CLARENCEVILLE SCHOOL DISTRICT MISSION STATEMENT
The mission of the Clarenceville School District is to provide individuals a variety of educational opportunities that enable them to become lifelong learners and productive members of a changing world.

CLARENCEVILLE SCHOOL DISTRICT BELIEF STATEMENTS
1. All people have value, worth and dignity.
2. Everyone can learn
3. All individuals are unique
4. Learning is a life-long process
5. Everyone can experience success
6. Change is inevitable
7. Cooperation leads to greater learning and productivity
8. Continuous improvement comes from trying new ideas

GRANDVIEW ELEMENTARY SCHOOL VISION STATEMENT
Grandview Elementary School will provide a comprehensive academic program which motivates our students to achieve at their personal best. We are committed to fostering a respectful, responsible, and caring environment that promotes critical thinking, develops life-long learners and values all languages and cultures.

GRANDVIEW ELEMENTARY SCHOOL MISSION STATEMENT
The mission of Grandview Elementary is to honor the past, nurture the present and prepare for the future.

EQUAL EDUCATION OPPORTUNITY
It is the policy of the Clarenceville School District to provide an equal education opportunity for all students. Any person who 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 Clarenceville School District Compliance Officer at the Superintendent’s Office.

Complaints will be investigated in accordance with the procedure described in Board Policy. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.
GRANDVIEW SCHOOL TIMES

OFFICE HOURS are from 7:45 a.m. to 4:15 p.m. each day.

SCHOOL HOURS
   Full Days - 8:35 a.m. - 3:43 p.m.
   Half Days - 8:35 a.m. - 11:30 a.m.

Changes in these hours may be caused by curriculum workshops, holidays, and other reasons and will be announced in parent newsletters and on the website.

CHILDREN WILL NOT BE ABLE TO ENTER SCHOOL BEFORE 8:10 AM.

LUNCH and BREAKFAST PROCEDURES

Breakfast begins at 8:10 AM. If participating, children should enter the building, and go immediately to the gym to eat.

At lunchtime children have 25 minutes for lunch and 25 minutes for recess. The lunchroom and playground are supervised by adults from the community who serve as noon hour supervisors. This is a very difficult job for these supervisors and they need your support. Children are expected to give these supervisors the same respect they give to a teacher, and they are expected to behave appropriately in the lunchroom and on the playground. The rules are explained to all students at the beginning of the year, are posted in each classroom and are found in the Student Code of Conduct section of this handbook.

FREE LUNCHES
Some families are eligible for free breakfast and lunch or reduced price breakfast and lunch. Applications are available in the office and must be updated as changes occur. All applications must be renewed at the beginning of each school year. Children who are eligible for free lunch have milk included with the school lunch. However, if a child brings lunch from home, the milk must be purchased.

HEALTHY BREAKFAST AND LUNCH CHOICES
We do our best to provide healthy breakfast, lunch and snack choices for our students. It is a priority at Grandview to focus on what is best for children in all areas. PLEASE DO NOT SEND POP OR CANDY WITH YOUR CHILD.

PREPAY BREAKFAST AND LUNCH SYSTEM
We use a prepay system for lunch and breakfast purchases at Grandview. All students have a meal account. Each time the account is accessed, the account number must be used. When payment is presented to the office or in the child’s classroom, the money is deposited into the child’s account. Students use a debit system to purchase lunch, breakfast, treats or milk. Parents may pay AHEAD by the week or even longer. Checks should be made out to the Clarenceville School District.

Sometimes children forget their money for meals. They will be allowed to use the debit system for one day, one loan at a time. Money that is charged on the debit system must be paid before another loan can be made. If your child is going to purchase breakfast or lunch, please make sure he/she has money in the account. THIS IS NOT A CHARGE SYSTEM, BUT A PREPAY SYSTEM. We sincerely appreciate your cooperation.

Balance statements are sent home weekly to students with an outstanding balance. If you have a question about your balance, please call immediately so it can be addressed. Please remember to discuss your guidelines for purchasing treats with your child. For safety and environmental reasons, we ask that students not bring glass bottles or metal cans to school. For nutritional reasons, we ask that students not bring pop or candy. Juice, water and snacks are available for purchase ranging in price from 25 to 75 cents. If parents do NOT want their children to purchase additional items, please send a note to the office.
STUDENT RIGHTS AND RESPONSIBILITIES
The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Sometimes it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/ her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school social worker.

STUDENT WELL-BEING
Student safety is a responsibility of the staff. All staff is familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident s/he must notify a staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the front office. A student may be excluded from school until this requirement is fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

EMERGENCY MEDICAL AUTHORIZATION
The Board has established a policy that every student must have an Emergency Medical Authorization form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic events and any extra-curricular activities and co-curricular activities. The emergency medical authorization form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

CONCUSSION ACKNOWLEDGEMENT FORM
In accordance with the State of Michigan's concussion legislation, Clarenceville School District is required to provide concussion education materials from the Michigan Department of Community health to parents and their child(ren). This information is available at http://1.usa.gov/1Jj9KbK. A signed copy of the Parent and Student Concussion Acknowledgement must be on file in the Grandview office before your child will be allowed to participate in physical education classes or any school related sports activities. A copy of that form can be found here http://1.usa.gov/1s8TGUW. Additional concussion information is available here http://www.cdc.gov/headsup/index.html.

FRIENDS OF GRANDVIEW ORGANIZATION
We are very fortunate at Grandview to have a very active parent support group. This organization, made up of parents and teachers, is known as the "Friends of Grandview" or F.O.G.! All parents of Grandview students are automatically members and are sincerely encouraged to participate. General meetings are generally held the second Tuesday of every month and begin at 6:30 p.m. Free pizza and child care is provided so parents may more easily attend the meetings. FOG sponsors several service and fund-raising projects throughout the school year as well as many family activities. Funds are used to help the school purchase playground equipment, technology, general classroom materials and school assembly programs as well as an assortment of other learning enrichment materials.

FRIENDS OF GRANDVIEW WEBSITE AND FACEBOOK PAGE
https://www.facebook.com/pages/Friends-of-Grandview/340233446055271
You can find a wealth of information on both the FOG webpage and Facebook page including a calendar of upcoming events, FOG Board contact information, extra-curricular activities, and photos of school events.
CLARENCEVILLE WEBSITE
Find out about all of the happenings at Grandview and in the district by surfing the Clarenceville website at www.clarencevilleschools.org.

EMERGENCY SCHOOL CLOSING
Emergency closing of school may be necessary on rare occasions. Parents will be notified of an unscheduled school closing by phone but may also check the district website or the local radio and TV stations.

ATTENDANCE/TRUANCY POLICY
It is vital for your child’s educational growth that he/she be on time and attends classes on a regular basis. Research shows that children who attend classes on a regular basis are more successful in school than those who are frequently absent. While we realize that children do become ill or that there are other circumstances that may require your child to miss school, we ask that you consider attendance a very important responsibility.

If your child must miss school or be late, please notify the school by either:
1. A note to the teacher or office.
2. A phone call to school prior to 9:00 a.m. on the day of the absence. Use the attendance line and leave a message. The number is 248-919-0317.

NOTE: Please understand that we will monitor attendance and punctuality closely. It is your legal responsibility as a parent to see that your child is in school regularly and on time. The Michigan School Code states that a student should not be absent in excess of ten school days. Excessive absences are considered truancy. Students absent more than ten days not verified by a doctor will be evaluated for a court referral. Even if you have called school or written a note, if your child’s absences or tardies are excessive, follow up will be done. A doctor’s letter should be on file in the office if there is a long-term illness that causes frequent absences. Letters will be sent to parents of children who miss school or are tardy more than 10% of any marking period and we will pursue court action if necessary to see that children are in school regularly and on time.

A student who does not attend classes will not be allowed to participate in after school or evening activities that day. Exceptions may be granted by the principal.

MAKING UP WORK MISSED DUE TO ABSENCE
Students are responsible for making up work missed due to illness or vacation. Students who are absent will be allowed to make up work missed. They must make up the work in a reasonable amount of time determined by the teacher.

SMOKING
Smoking is not allowed on school property at any time.

VISITORS
Visitors, particularly parents, are welcome at Grandview. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the school without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment before coming to school, in order to schedule a mutually convenient time. Conferences are not appropriate during instructional time. Students may not bring visitors to the school without prior written permission from the principal.

MUSTANG MESSENGER and SCHOOL MESSENGER
Every Friday the school newsletter called the “Mustang Messenger” which contains information about events happening at Grandview is emailed home. Paper copies are available in the school office. Parents are asked to read this important information. The Mustang Messenger is also posted on the Clarenceville web site www.clarencevilleschools.org

The School Messenger System is an automated voice mail notification system used to inform parents/guardians of student absences and other important school announcements. If you do not receive these important phone calls, please contact the office. Please note: If your phone number changes at any time, you must contact the office to have it changed in the system.
PRE-SCHOOL AND LATCHKEY PROGRAMS  Director: Jackie Hurst  248-919-0320
Grandview has a wonderful pre-school program for 3 and 4 year olds as well as an excellent Latch Key program for before and after school care for school age children. Latch Key hours are from 6:30 AM to 6:00 PM. Information about these programs is available by calling the Grandview office at 248-919-0404 or the Grandview Latch Key room at 248-919-0320.

Grandview also has a Great Start Readiness Preschool Program (GSRP) taught by Mrs. Jackie Hurst. For more information contact Rene Leftwich at 248-919-0360 or by email at rene.leftwich@clarencevilleschools.org

HEAD LICE
From time to time, we have cases of head lice among students. Head lice are not dangerous, but are extremely contagious and do require treatment. If a case is discovered at school, a parent of the student involved is contacted to pick up the child. A general notice (without the child’s name) is also sent to all members of the child’s class. Two treatments are needed to complete the necessary procedure and the child is not allowed to return to school until ALL nits are removed from the hair. This is a time-consuming task, but one which must be done to avoid the spread of lice to others. It is impossible for school personnel to check entire classrooms on a regular basis. We ask parents to check their children’s heads frequently and to notify the school if head lice are found.

LOST AND FOUND - PLEASE LABEL YOUR CHILD’S BELONGINGS!
The Lost and Found is located in the hall near Room 105. To help identify your child’s misplaced articles, please label lunch boxes, boots, coats, mittens, etc. We donate articles that are left for long periods of time to charity. Please visit the lost and found when you are in the building to see if any of the items there belong to your child.

REPORTING TO PARENTS
Clarenceville elementary schools use a standards based report card system. There are four marking periods in the school year: two during the first semester and two during the second semester. Report cards are given at the end of each marking period (4 times a year) for grades K-5. The last report for the school year is mailed home approximately one week after school is closed for the year. In addition, parent contact is achieved through classroom newsletters, phone calls and email.

Parent Teacher conferences are held twice a year. It is essential that parents attend scheduled parent-teacher conferences in the fall. Spring conferences are by teacher invitation or parent request. We want you to always be well informed about your school and what we are doing with your child. Any time you have a concern regarding your child's progress, please contact your child's classroom teacher right away; do not wait until the regularly scheduled conferences or report cards. The important dates are noted below.

1st marking period
09/05/2017-11/03/2017
Report Cards during Conferences Nov 14-15

2nd marking period
11/06/2017-1/26/2018
Cards go home week of February 5, 2018

3rd marking period
1/29/2018-04/13/2018
Parent Teacher Conferences on March 7, 2018
Cards go home week of April 23, 2017

4th marking period
4/16/2018-06/19/2018
Cards mailed home Friday, June 25, 2018

PARKING
We kindly ask visitors who will be in the building longer than 5 minutes to use the parking lot and NOT the circle drive between the hours of 8:00 AM and 4:00 PM. The circle must be reserved for buses and emergency vehicles. If you wish to enter the building, please park in the parking area and not in the circle drive. The high school parking lot does provide additional parking space for Grandview on evenings when popular functions or activities are taking place.
**BUS TRANSPORTATION**

Bus transportation is provided for students who live within the district boundaries and more than a mile from the school, or where the Board of Education has determined that the main thoroughfares create a safety concern. Children who ride the bus will enter and exit the building through the front doors.

School bus drivers have a tremendous responsibility. They must always be conscious of their driving and should be able to provide full attention to driving. Children must be well behaved in order for this to happen. Children who demonstrate poor behavior on the school bus may be denied such district transportation. A child is usually not on the bus coming to school or going home from school more than 20 minutes. It is expected that a child will sit quietly without causing problems for that short period of time. Please impress upon your child the need to use appropriate behavior while on the bus.

Bus schedules and routes are prepared by the Transportation Department. Any questions regarding bus transportation may be addressed by calling the Transportation Department at 248-919-0410.

**PARENT TRANSPORTATION**

**BETWEEN 8:00 AND 9:00 AND 3:00 AND 4:00, THE CIRCLE DRIVE WILL BE FOR BUS USE ONLY**

**MORNING DROP OFF PROCEDURE**

All parent drop off in the morning takes place at the back of the building (Door #7) near the High School. Parents should enter the back parking lot from Middlebelt Road by turning into the north entrance of the High School. Parents may only drop off students in the back of the building between 8:10am and 8:40am. Safety patrol students will be at the entrance to guide children into the building. PLEASE REMEMBER: NO CHILDREN WILL BE ALLOWED TO ENTER THE BUILDING BEFORE 8:10am UNLESS THEY ARE ATTENDING LATCH KEY. Also remember, after 8:40am, students must enter through the front doors with a parent in order to be signed in at the front office and receive a tardy pass. This will require parents to park in the front lot and walk in to the school with their child(ren). Arriving at school on time is critical to a good start of the day for your child(ren). Please make every effort to arrive on time.

**AFTERNOON PICK UP PROCEDURE**

CHILDREN WILL NOT BE ALLOWED AN EARLY DISMISSAL FROM THE OFFICE AFTER 3 PM SO WE CAN ENSURE A CALM AND SAFE END TO THE DAY FOR ALL STUDENTS. Please plan accordingly.

**PICKING UP BY CAR**: Parents who will be transporting their child home by car should be registered with the school office in order to do so. A name tag will be provided for your car. Parents should pick up their child(ren) at the back of the building (Door #7) near the High School. Please enter the High School parking lot from Middlebelt Road by turning into the north entrance of the High School. Form 3 lines beginning at the back door of Grandview and wait in your car for a staff member to guide you...Once you are near the door, your child(ren) will be called outside and enter your car through the side closest to Grandview. When exiting the parking lot, continue out the loop and turn right on Middlebelt to keep traffic flowing.

**PICKING UP BY PARKING & WALKING UP TO THE SCHOOL**: Parents that would like to pick up their child at the school door should park in the Grandview parking lot and wait outside of Door #3 on the North side of the parking lot until dismissal. This option is only available after school. These doors are locked in the morning. All students (except those arriving by bus) in the morning should enter in the back of the building near the High School.

**WALKING**

Students who are within walking distance may walk to and from school. However, they will not be allowed into the building until 8:10 AM. Children will not be allowed to walk through the woods by the school for safety reasons. Parents who walk their children to and from school may wait outside at the Door #3 entrance until dismissal and their children will be sent to them.

Thank you so much for your help and cooperation with this procedure.
TRANSPORTATION CHANGES - WRITTEN PARENT PERMISSION REQUIRED
Children are expected to go directly home each day by their usual means. Any change in this daily routine must be indicated by the parent in a written note to the school on the day of the change (preferably before noon). If a child is going home with another child, BOTH children involved MUST have a written note. Such arrangements WILL NOT be made by the school office. Children will not be allowed to contact parents during the school day to make transportation changes.

ANIMALS AND PETS
The Clarenceville School District generally does not allow animals and pets to be brought to school for safety reasons. Exemptions may be made by the principal and no animal is to be brought to school without the permission of the principal. PLEASE DO NOT BRING YOUR DOG WHEN YOU ARE PICKING UP YOUR CHILD UNLESS IT REMAINS IN THE CAR.

HEALTH CONDITIONS - COMMUNICABLE DISEASES
Please let us know of any medical condition which could affect a student’s progress at school. Such conditions as diabetes, heart problems, emotional disturbances, epilepsy, severe allergic reactions, etc. can manifest themselves at school. These conditions must be clearly indicated on the child’s emergency card and discussed with the classroom teacher early in the year. Communicable diseases, such as chicken pox, pink eye, etc. must be reported to school. Please refer to the Oakland County Health Division communicable disease chart found in this book for more information.

IMMUNIZATIONS
Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the building secretary.

GIVING MEDICATION TO STUDENTS
We cannot give medication of any kind without a completed medical authorization form, signed by a physician. This includes cough medicine, aspirin, or any over-the-counter medication, as well as prescription medication. We cannot make any change in the dosage or time indicated. If a change occurs, a new form must be completed. Authorization is good for 1 year only and a new form must be completed each year.

ACCIDENT - ILLNESS - RELEASE OF STUDENTS DURING SCHOOL HOURS
Leaving school during school hours is discouraged. If it is necessary for a student to be released from school early, he/she should bring a note from home thoroughly explaining this to the teacher. Students leaving the building must be signed out and released from the office. Teachers are instructed not to release a child to anyone unless told to do so by the office. If you come to pick up your child before school is dismissed, you must sign him/her out in the office and your child will be called to the office to meet you. Whenever a student is sick or injured in school, parents are contacted to make arrangements for their child’s care. In the event that parents cannot be reached, the school will call the people designated on the emergency card. Children will only be released to people listed on the emergency card, unless there is written permission from the parents indicating otherwise.

Please make sure you keep us well informed of any phone number changes. In the event that no one on the emergency card can be reached, the child will be made as comfortable as possible in the school office until arrangements can be made for the child to be taken home. For children who require immediate professional medical attention, transportation to the hospital will be arranged.

PARENT INVOLVEMENT
We are always in need of and welcome parent volunteer help at Grandview, sometimes in the classrooms and sometimes in the library. We truly appreciate parents who are available to help. Your assistance is very valuable and is an excellent opportunity for you to become directly involved with your child’s educational program. You will be surprised how rewarding this kind of experience really is! We welcome your help and your ideas. If you are interested in volunteering in the classroom you need to complete an IChat form (available in the office) and submit a copy of your driver’s license for a quick background check. This is a free and quick process. Thank you!
SCHOOL LEVEL PARENT INVOLVEMENT POLICY

Grandview Elementary strongly believes and encourages active parent support and involvement in each child's education. We invite and welcome all parents to join in a true partnership to build a strong foundation in education for all Grandview children. Many opportunities are available for your participation, including the following:

Communication:
• Parent teacher conferences twice a year (More if needed)
• Weekly/daily communication homework/folders
• Staff email addresses are available on the district website and parents are encouraged by staff to utilize this service at their convenience.
• Each classroom is equipped with phone service, including voicemail that teachers can retrieve/respond to during prep times and before/after school.
• Weekly Mustang Messenger is emailed to families and is available online to inform parents of upcoming events.
• Grandview Parent/Student Handbook
• Grandview uses social media to inform parents. On Twitter @Grandview_Elem and Facebook https://www.facebook.com/grandviewmustangs/
• Many after school events are held throughout the year, giving parents an opportunity for informal communication.
• The principal is available for informal communication daily before and after school during student arrival and dismissal and throughout the day.

Decision making at the building:
• Participate in parent surveys which impact building decisions
• Involvement on school improvement committees
• Monthly Friends of Grandview (FOG) parent meetings to plan school-wide student activities and programs
• CAT (Child Assistance Team) meetings allow parents to have a voice in the issues that impact their child. The decisions made at these meetings are collaborative between staff and parents.

Active involvement in student learning:
• Parent volunteers are encouraged to help in the classrooms, media center, playground, lunchroom, and during evening programs.
• Parents are expected to monitor and assist in daily homework assignments.

Together we make a commitment to ensure the success of every child at Grandview.

FIRE, STORM AND LOCK-DOWN DRILLS

Grandview conducts 5 fire drills each year to practice safe evacuation of the building in case of fire. During a fire drill, we are usually able to vacate the building in sixty seconds. We caution children to treat these drills with a great deal of seriousness. Children are taught the procedure during the first week of school and it is reviewed periodically throughout the school year.

Children are also instructed by teachers in safety procedures used in the event of a severe storm or a lock down event. We conduct 2 Tornado drills and 3 lock down drills each school year. Children will not be released from school during storm warnings until the regular mode of transportation is available at the end of the day, or until parents sign their children out at the office. Parents will not be permitted to enter the building and children will not be released during a lock down event until the all clear signal has been given by school administration.

FIELD TRIPS

The Detroit Metropolitan area has an abundance of stimulating and mind-improving places for parents and schools to use in educating children. Each classroom is encouraged to take one field trip during the year which is related to topics studied. Before a child is allowed to go on a school related and sponsored trip, we MUST have a signed permission slip from the child's parent. Children will NOT be released from the building with verbal phone permission. Please do not put your child in the position of having to remain at school while his/her class goes on a special trip. Trips are always made using school arranged transportation.
CURRICULUM
Clarenceville Schools give an excellent and well-rounded education at all levels. Our greatest emphasis in the elementary school is on reading, mathematics, and writing. The following is a list of subjects taught each week: Reading, English, Mathematics, Social Studies, Writing, Science and Spelling. Please refer to your child’s grade level curriculum overview on the district website for more specific information.

SCHOOL SUPPLIES
Each child needs to have tennis shoes for physical education class for safety reasons. (PLEASE PURCHASE SHOES THAT DO NOT LEAVE BLACK MARKS ON THE FLOOR.) For safety reasons, children will not be able to participate in physical education class if they do not have appropriate shoes. Textbooks and workbooks are furnished by the school district. If a child loses or damages a book, parents will be billed for a replacement. In general, children are requested to bring crayons, pencils, glue sticks and a pair of small scissors at the start of the school year, and pencils need to be replenished often. Please refer to the school supply list for more specific information. Pencils and crayons are always good birthday or holiday gifts!

ASSIGNMENT BOOKS
We feel very strongly that organization and home-school communication are the keys to school success. Each student in grades 3-5 is given a Grandview assignment calendar in which he/she is responsible for keeping homework and writing daily assignments. This assignment book must be taken home EVERY AFTERNOON, signed by a parent, and returned to school EVERY MORNING. The assignment book is a way for parents to see what homework children have each day, and to help prepare appropriately for daily and long range assignments.

HOMEBOUND INSTRUCTION
The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school counselor regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

INDIVIDUALS WITH DISABILITIES
The Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the building’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact the Special Education Director to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY
Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of the District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact the Director of Curriculum to inquire about evaluation procedures and programs offered by the District.

GRANDVIEW LIBRARY
Grandview has an excellent Library facility and a wonderful librarian, Mrs. Lisa Piontek. Please encourage your child to bring library books home and see that they do read them. The library is also open for parents to use, so don't hesitate to come in and check out books! You can help us by seeing that your child takes good care of the books and that he/she returns them on time. Parents are responsible for payment if books are damaged or lost.
Students should be read to every day at home. Even after children learn to read themselves, they enjoy the closeness of reading together with a parent. Reading with and to your child is THE MOST IMPORTANT thing you can do to help your child succeed at school. Please take the time to read with your child often.

PHOTOGRAPHY AND VIDEO TAPEING OF STUDENTS
Parents may request that their child NOT be photographed or video-taped during the school year. Throughout the year, staff members of the Clarenceville Schools may take still or video pictures of the children in school. Students frequently participate in quality concerts, plays, and other programs that the general public enjoys. The school or district newsletters, the district’s cable station, facebook page, twitter and the Grandview website and social media sites are places that broadcast the accomplishments of your youngsters. Any parent or guardian who does NOT want their child’s picture used in the school newsletter, on the district’s cable channel, or on the internet, must exempt their child from being photographed by writing a letter to the school principal. Note: Children’s full names will not be attached to any pictures used on the internet.

VIDEO MONITORING SYSTEMS
A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

BIRTHDAY PARTIES
Birthdays are special occasions and children love to celebrate them! At school we enjoy celebrating with the children as long as it does not interfere with the instructional program. Please contact the teacher BEFORE sending or bringing treats to school. Treats should be in individual servings and nut free - NO FULL CAKES PLEASE. Whenever possible, we ask that parents provide healthy snacks to celebrate birthdays.

SCHOOL ENRICHMENT PROGRAMS
Band
Our elementary band program begins in the fifth grade where students are given instruction in the song flute and then given an opportunity to rent an instrument for further instruction.

Physical Education
Children receive 40 minutes per week of physical education instruction. Children come in contact with a great deal of physical exercise on a daily basis, and our program is designed to provide training in coordination, attitude, and sportsmanship.

Art
Children receive 40 minutes per week of art instruction. This program gives youngsters a good start in developing creative talent or skill.

Vocal Music
Children receive 40 minutes each week of vocal music instruction. This program provides an excellent beginning in the development of musical talents and skills.

Library and Informational Technology
Children receive 80 minutes each week from our certified librarian and technology specialist.

ADDITIONAL ENRICHMENT PROGRAMS
From time to time, programs become available which provide extra opportunities for our students. Parents are encouraged to share their talents with our students and may volunteer to teach such activities as knitting, scrapbooking, science, chess etc. These can be done during lunch recess time or after school hours. We also sometimes offer activities that require payment, such as Tae Kwon Do or Chess instruction (if a parent has not volunteered). These are offered as additional enrichment and parents choose if they would like to have their child/ren participate.

OPPORTUNITIES FOR STUDENT LEADERSHIP
We offer the following extra curricular activities for students at various grade levels: Flag Football, Choir, Service Squad, Safety Patrol, Science Fair, Art Fair, Floor Hockey, POMS, Computer Science Club, Tae Kwon Do and Soccer, Floor Hockey, Softball. Each of these learning activities offers students a wonderful opportunity to
develop leadership skills. In addition, Student Council and the Co-Op Services Credit Union Grandview Branch offer realistic and meaningful opportunities to develop and practice leadership.

OPPORTUNITIES FOR RECOGNITION

PRINCIPAL’S BREAKFAST
Each month, we have “Breakfast with the Principal” to recognize children who have been working hard to do a good job at school. Parents are invited to join their honored child from 8:00-8:30 AM in the gym. Preschool siblings may attend with the parents and free child care is provided for school age siblings in the library. Awards are given for both good citizenship and academic achievement. Children are recommended by their classroom teacher based on academic and citizenship effort and achievement and are invited by the principal.

POSITIVE BEHAVIOR ASSEMBLIES
Each month all school assemblies are held to recognize students who have excelled in such things as: Good for a Substitute, Walking Club, Green School projects, Play 60, Good Behavior (Lucky Horseshoes) and Random Acts of Kindness. A variety of small rewards are given at these assemblies.

SCHOOL DRESS CODE

School is a place of business for education! Student dress should be appropriate for the learning process. Dress Code rules apply in the school building during school hours and at all school-sponsored activities.

- Students are expected to keep themselves well groomed and neatly dressed at all times.
- All students will exercise sound hygienic practices – clean body, hair and clothing.
- Halter-tops, tank tops, or any other shirt or blouse that leaves the top of the shoulders, midriff, back or chest bare are not to be worn. Shoulders on all shirts are to be at least 2” wide.
- Clothing with inappropriate slogans, profanity, illustrations or advertisements is not to be worn.
- Clothing that is excessively tight or excessively loose may not be worn. Pants and shorts must be worn at the waistline.
- Shorts, skorts and skirts must be at least as long as the tip of the longest finger when arms are extended.
- Hats, bandanas, scarves, dew rags, wave rags, hoods, sweatbands etc. are not to be worn.
- Sunglasses are not to be worn.
- Undershirts, boxer shorts and sleepwear are not to be worn as outer garments. No pajama pants.
- Appropriate footwear must be worn at all times. Flip-flop type sandals are not appropriate for safety reasons. Shoes and sandals must tie or strap onto the feet.
- Coats or jackets (for outdoor wear) are not to be worn in school unless there is a school heating problem.
- Children are expected to wear outside clothing appropriate for the weather. Outdoor recess is held when the wind chill is above 10 degrees and when it is not raining. Between zero and nine degrees, discretion will be used in determining recess location. Hats, boots, coats and gloves are expected in cold temperatures.

The school administration has the authority to make the final interpretation of the dress code guidelines.

MONEY AND OTHER VALUABLES
If you send money to school with your child, please follow these procedures:
1. Place the money in an envelope with the student's name and room number written clearly on it.
2. Children should never carry money loosely in a pocket.
3. Remind your child to never leave money or in his/her school desk when he/she leaves the room.

We discourage parents from allowing children to bring large amounts of money to school. Large amounts of money or items of value taken to school by students are normally questioned by members of the staff. In most cases we will call or contact the home if this situation occurs. The school cannot be responsible for money or items lost or stolen here at school. Each child must be responsible for his/her belongings.

TEACHER REQUESTS
Parents are encouraged to allow classroom teachers to make the assignments for the following school year. It is educationally advantageous to have professional educators look at teaching and learning styles and make the
best possible placement for each child. If there are circumstances that might assist us in classroom placement, we ask parents to express that information in a letter directed to the principal, stating specifically the educational reason for placement consideration. This does not mean requesting a specific teacher, but relaying information about your child that might help with his/her placement. This must be done by May 1.

DRUG FREE ZONE
The Clarenceville Board of Education has declared Grandview Elementary School a Drug Free Zone. The use of drugs is against the law. The possession of drugs is unlawful. The use of alcohol by students is wrong and harmful. The Clarenceville Student Code of Conduct sets penalties for students who use or possess drugs or alcohol on school property or at a school sponsored activity. Students who violate these rules will receive the penalties outlined in the Student Code of Conduct up to and including expulsion and referral for prosecution to law enforcement agencies. Compliance with these standards is mandatory in accordance with the laws of the State of Michigan.

SPECIAL EDUCATION  Director of Special Services: Mr. Neil Thomas  248-919-0290
Special Education Services are mandatory in the State of Michigan. The Clarenceville School District provides a multitude of special education services to children age 0 to 25. The office of the Director of Special Services is located in the Middle School. Grandview School has two (2) certified Special Education teachers on staff, as well as a psychologist and a social worker. All of these specialists work hand in hand with the general education teachers. The goal of our special education program at Grandview is to remediate the problems and get children back into the regular classroom full time as soon as possible. The decision on program placement for a child with a problem in the special education area must be the result of a committee decision and not one person acting alone. Testing for Special Education is done by certified special education staff and the school psychologist and is only done with parental permission. Parents are invited to attend meetings regarding the test results and possible program placement. A child may be referred for special help by the classroom teacher, the principal or the parent.

Nuisance Items - ARTICLES NOT ALLOWED IN SCHOOL
Anything that may be considered dangerous or unnecessary for school use should remain at home. Nuisance items are any item or device which distracts from the learning environment. These include, but are not limited to:

- Guns (any kind)
- Knives
- Electronic Devices
- iPods / Mp3 Player
- Skateboards
- Toys
- Trading Cards
- Playing Cards
- Matches / Lighters
- Hardballs
- Fireworks
- Laser Pointers
- Wallet Chains
- Animals
- Medications
- White Out/Liquid Paper
- Electronic Games
- Shoes with wheels

Toy versions of the above articles (toy guns etc.) are also prohibited.

Electronic Devices – Unless they are being used for a classroom presentation with teacher approval, the use of cell phones, Mp3 players, iPods, electronic games, cameras, headphones, earphones, and other similar items must be turned off and out of sight during the school day. The school/district is not responsible for broken, lost, or stolen equipment.

Cell Phones
Students may be in possession of a cellular telephone, or other electronic communications device subject to the terms of this policy and the administrative rules of the district. Unless permission is granted by the teacher or principal, cell phones may not be used at any time during the school day (from the time the child enters the school in the morning until the time they leave the school after dismissal) or on the district buses, and must be turned off and out of sight. The school/district is not responsible for broken, lost, or stolen devices.

Progressive discipline for unauthorized use of cell phones and electronic equipment is as follows but may vary:
- First Offense: Confiscation of device requiring parent/guardian pickup.
- Second Offense: Confiscation of device requiring parent/guardian pickup and 30 minute detention.
- Third Offense: Confiscation of device requiring parent/guardian pickup and 1 day of in school suspension.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting,
sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on the sexual offender registries as well as the full weight of district discipline under the student code of conduct.

GRANDVIEW DISCIPLINE PROCEDURES

To support our vision and mission and to ensure the maintenance of an educational environment at school, we have established student code of conduct and homework procedures. It is impossible for children to learn without appropriate behavior and without completing assigned schoolwork. A series of consequences is in place and will occur for both homework and discipline concerns. The support of parents is important to the success of the educational program.

GRANDVIEW ELEMENTARY SCHOOL RULES

1. Respect and obey all adults.
2. Use good manners everywhere.
3. Use proper language.
4. No rough play or fighting.
5. Walk safely and talk quietly.
6. Respect property, projects and people.
7. Respect privacy of others.
8. Use facilities correctly.
10. During inside recess, stay in your room and behave appropriately.
11. Objects are not to be thrown.
12. Use equipment properly and follow rules for equipment use.
13. Go out and come in at your bell times.
14. Stay within the playground boundaries.
15. Wear appropriate clothing for the learning atmosphere and the weather.
16. Do not interfere with the learning and rights of others.
17. No snowball throwing.
18. No gum chewing.

HOMEWORK PROCEDURES

Procedures regarding homework will be given to students and parents by their classroom teacher. Completion of assignments is an important aspect of a student’s learning. STUDENTS ARE RESPONSIBLE TO COMPLETE ASSIGNMENTS AND RETURN THEM ON TIME.

BEHAVIOR GUIDELINES

Appropriate behavior is essential to maintain a learning environment at Grandview. STUDENTS ARE RESPONSIBLE FOR BEHAVING APPROPRIATELY SO THAT THEY DO NOT INTERFERE WITH THEIR OWN LEARNING OR THE LEARNING OF OTHERS. Grandview places importance on appropriate student behavior. When student behavior is not as expected, parents are generally contacted by the teacher and/or principal to discuss consequences.

**FIGHTING AND OTHER SERIOUS INFRACTIONS WILL BYPASS ABOVE STEPS AND WILL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE PRINCIPAL TO BE FOLLOWED BY IMMEDIATE CORRECTIVE DISCIPLINE. THE PROGRESSIVE STEPS OF DISCIPLINE ACCUMULATE THROUGHOUT THE SCHOOL YEAR AND ARE CUMULATIVE BETWEEN TEACHERS.**
HOMEWORK POLICY

The District intends that homework assignments become an integral aspect of the instructional program.

A Guide to Homework Assignments
This guide is based on input from Clarenceville teachers and the current research on the impact of homework on the learning process.

A. Teacher Responsibilities
The teacher has the responsibility of planning and designing homework assignments which contribute to the student's learning of the subject matter. It is also very important for teachers to incorporate the timely collection, evaluation, and return of homework assignments into daily time allocations. Providing immediate feedback of well-designed homework assignments is one of the strongest imperatives of any effective homework policy.

B. Types of Homework Defined
1. Practice - Practice assignments are the most common and simple type of assignment given to help students master specific skills. Practice exercises should be limited to material presented in class. Examples of practice assignments are many, as this is the oldest and most traditional form of homework. In its usual form, this type of assignment accompanies the introduction or reinforcement of materials. Any assignment which intends students to practice an acquired skill or remember information falls into this classification of homework.
2. Preparation - Preparation assignments are given to prepare students to gain maximum benefit from subsequent lessons. Examples of preparation assignments would include the reading of text material prior to class discussion. Any activity which is designed to focus student thought on material to be covered in class is a preparation assignment.
3. Extension - Extension assignments are given to determine if the student can transfer a skill or concept to a new situation. Extension assignments differ from practice assignments in the degree of application and abstract thinking required. Examples of these higher order skills include projects and papers. Extension assignments result in a project that is more than a restatement of previously learned material.
4. Creative - Creative assignments require students to integrate many skills and concepts in the process of producing a response. Creative assignments normally take more time to complete than the other three types. One emphasis of the creative assignment is to allow students to explore new ways to state information. Examples of this type of assignment are things such as student written plays, graphic displays, and three-dimensional responses to problem solving.

C. Length of Time for Homework Assignments

<table>
<thead>
<tr>
<th>Grade</th>
<th>Homework Expectations and Max. Homework Time/Day</th>
<th>Max. Homework Time/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>(Minimal, as needed) Homework is to be minimal and based on teacher judgment of student needs.</td>
<td></td>
</tr>
<tr>
<td>1-3</td>
<td>15 min. to 30 min. as needed</td>
<td>150 minutes</td>
</tr>
<tr>
<td></td>
<td>a. Homework will become an increasing expectation in the student's educational program.</td>
<td></td>
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<tr>
<td></td>
<td>b. Homework is assigned at the discretion of the teacher with an emphasis on reading, math, and language arts.</td>
<td></td>
</tr>
<tr>
<td>4-6</td>
<td>30 min. to 60 min., as needed</td>
<td>300 minutes</td>
</tr>
<tr>
<td></td>
<td>a. Homework is expected to be part of the students' education program.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Homework emphasis is on reading, math, and language arts.</td>
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<tr>
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<td>c. Additional assignments are given which will assist the student to learn and develop initiative and responsibility.</td>
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</table>
A Parent's Guide to Helping Children with Homework

It will require an investment in time, effort, and energy to put this system of helping with homework into place with your children. We encourage you to make this investment, as it will result in more quality learning and improved school performance.

There are **seven important steps** toward helping your child gain the maximum benefit from his/her school experience and from the school work brought home.

1. **Set a definite time for study each school day which meets these conditions:**
   a. Primary age children must have parental help with homework assignments.
   b. Plan a time which will not be interrupted.
   c. Set both a starting and ending time.
   d. Have other material available, such as reading books, for use when a child completes his/her assignments prior to the end of established time. Children must be working from start to the end of the established time. Thus children avoid the temptation to rush through work to do something else.
   e. Keep the child's attention span in mind when planning the length of study time. Young children may do better with two short study periods as opposed to one long one.
   f. Give the child some relaxation time after school prior to the start of the study session.

2. **Provide a proper place for study.**
   a. All students need a work area, which is well lighted and has a hard surface upon which to write.
   b. Research shows that some children produce their best homework when low levels of background music are present in their work area. This music should not be loud enough to disturb concentration.

3. **Provide materials needed for completing assignments.**
   a. Pencils and paper.
   b. A pencil sharpener and eraser.
   c. Other items such as a ruler, graph paper, a pen, and a dictionary as the child advances in ability.
   d. Older students may need to make trips to the library to locate resource materials.

4. **Require your child to organize school materials.**
   a. Provide some type of organizational tool such as a notebook.
   b. Have your child keep all returned assignments until you check them.

5. **Require your child to make a daily list of homework assignments.**
   a. Provide a specific place for your child to list all homework assignments.
   b. Parents should develop the habit of checking this daily list.
   c. Provide a blank calendar for older children who will have to contend with long-range assignments such as book reports or projects.

6. **Provide support when your child becomes discouraged**
   a. Help your child find the solutions to difficult assignments without telling him/her the correct answers.
   b. Sometimes a short break in the midst of a difficult assignment will help to clarify the problem.
   b. Do not hesitate to contact the teacher should your child have repeated problems with the difficulty of homework assignments.

7. **Help your child to understand the difference between studying a subject and completing an assignment.**
   a. Help your child read and reread textbook materials to gain basic information.
   b. Have children correct errors on old work, quizzes or tests.
   c. Encourage older children to take notes during class sessions.
   d. Have children review problems, work sheets, notes, and text information **before** taking quizzes or tests.
   e. There is more to studying and learning than completing assignments and turning them in.
   f. Encourage your child to read for pleasure at every opportunity.
TRANSPORTATION

Our district transports a large percentage of our students. The safety of students while riding the buses is one of our prime concerns. Please remember - It is a privilege to be able to ride a school bus.

Aside from the mechanical condition of the bus fleet, the drivers are key factors in transporting students safely to and from school. It is their responsibility to maintain order on the bus, while at the same time watching the road and traffic conditions. This is an impossible task for bus drivers if students are disorderly or uncooperative.

The responsibility for the safe transportation of students must be shared by students, parents and school personnel. Please read carefully and share the following pages with your children.

RULES AND REGULATIONS FOR BUS PASSENGERS

REMEMBER, the bus driver is not only responsible for the bus, but has complete authority to control the conduct of the bus passengers while in transit. All students will follow instructions issued by the driver. If at any time, in the judgment of the driver, a student fails to follow instructions and becomes a violator of any of the Rules for Bus Passengers, the driver will fill out a written notice.

Previous to Loading:
1. Student conduct at the bus stop is a joint responsibility of parents and school officials. Children, while waiting for the bus, should be watched by the parents whenever possible.
2. Students must walk to the bus stop using the sidewalk.
3. If there is no sidewalk, stay as far from the road as possible. Always walk facing traffic.
4. Students should be at their designated stop at leave FIVE minutes, but not more than TEN minutes, prior to the scheduled arrival time.
5. Students should stay off the road at all times while waiting for the bus and conduct themselves in a safe manner.
6. Remember the "Danger Zone". Always stay at least ten feet away from a moving bus.
7. Wait until the bus comes to a COMPLETE stop before attempting to enter the bus. There can be absolutely NO pushing or shoving. There will be NO saving of spots in line with books, bags, jackets, or whatever.
8. Riders may board and depart only at their assigned bus stops.

Remember: Walk out far enough in front of the bus so you can see the driver and the driver can see you. Then proceed across the street until you can see past the side of the bus. Stop, look to the left and then to the right. If both directions are clear, finish crossing the street. Walk as far as possible away from the road to your home.

While on the Bus: (*DENOTES A MAJOR VIOLATION)
1. *Students are forbidden to do anything that is detrimental to the health and safety of any passenger or the driver.
2. *Students should not extend anything out of the windows at any time, i.e., themselves, books, papers, etc.
3. *Students are forbidden to throw any objects within the bus, out of the bus, or at the bus driver.
4. *Students are forbidden to hold on to or touch in any way, the outside for the bus while it is in motion.
5. *Bus riders must treat the seats and other equipment in the bus with respect. Students are forbidden to mutilate or deface the bus in any manner. Damage to the bus must be paid by the offender or the parents prior to using school transportation.
6. *Students are forbidden to fight on the bus, at the bus stop, or on the way to and from the bus stop.
7. *Students will use the emergency door only in the case of an emergency or as directed by the driver during evacuation drills.
8. *Students are prohibited from smoking, using alcohol or narcotics in any form on the bus.
9. *Students are forbidden to carry weapons of any nature aboard the bus.
10. The bus driver is in complete charge of the bus and the students while in transit and students will obey the driver.
11. Each student boarding the bus will locate a seat, sit down, and stay in a sitting position on that seat until arriving at the destination. The driver will not place a bus in motion until all are seated properly.
12. Students cannot reserve or “save” seats.
13. The bus driver has the authority to assign seats.
14. Students will not lower the windows unless the driver gives permission.
15. Students will not be allowed to bring anything on the bus which cannot be held comfortably and safely on their laps. Students will not bring animals on the bus. Do not bring glass containers on the bus.
16. Students are expected to help keep the bus clean, sanitary, and orderly. No eating or drinking is allowed on the bus.
17. Students are not allowed to create excessive noise or distractions that might prevent the driver from hearing emergency vehicles or in any way distract the driver from driving in a safe manner.
18. Students are not allowed to use profane language or give obscene gestures.
19. Students will not tamper with any mechanism or switches on the bus, including the doors.
20. Students must not talk while the bus is stopped for railroad crossings.
21. Students must get off the bus at their regular stop, unless proper authorization is received from their parent and school official.

General Rules: *DENOTES A MAJOR VIOLATION*

1. *Students are prohibited from SHAGGING the school bus.
2. Under NO circumstances are students to stop in front of the bus.
3. Students NEVER cross the road in back of the bus.
4. Students must not cross immediately in front of the bus. They should walk away from the front of the bus until they can see the driver's face. Then proceed until they can see past the side of the bus.
   Students should look both directions before continuing to cross.
5. Students should use the same precautions when leaving their bus stop as they do when approaching the bus stop.

* MAJOR VIOLATIONS:
Breaking the rules identified by an asterisk (*) is considered of a very serious nature. Following the rules is highly important to the safe operation of the school bus. Any infraction of these rules will result in immediate suspension of riding privileges for a minimum of three (3) and up to five (5) days. A second violation of any of these rules will result in suspension for not less that five (5) and up to ten (10) days. Thereafter, repeated violations and penalties will be determined on an individual basis by the principal and/or the transportation manager and result in not less than ten (10) days suspension.

MINOR VIOLATIONS
The rules without an asterisk (*) are not as serious as the major violations, however, they are still important to the safe and efficient operation of the bus and must be adhered to by all students.

Any minor violation immediately becomes a major violation if the enactment causes a threat to the safety of the students or the driver of the bus.

Any infraction of these rules will result in a **WRITTEN WARNING**. A student who receives a written warning must return it to the driver of the bus, signed by a parent. The administration will contact the parent by telephone.

If the infraction occurs on the way to school, the bus driver will immediately notify the building principal and give the principal a copy of the written notice. If the infraction occurs on the way home from school, the bus driver will immediately notify the transportation manager and give the manager a copy of the written notice.

**APPEAL PROCESS:**
1. Transportation Manager 248-919-0410
2. Principal, Mrs. Michelle Barsh 248-919-0404
2. Superintendent of Schools, Mr. Paul Shepich 248-919-0400
DISCIPLINARY STEPS FOR HANDLING STUDENT MISCONDUCT ON THE BUS

MINOR VIOLATIONS

1st Violation:
Bus driver fills out the warning form. Administration contacts the parent. Warning is hand carried home by the student, signed by the parent and returned to the driver before the student can ride the bus.

2nd Violation:
Minimum of one (1) day and up to three (3) days of bus suspension. Bus driver contacts parent, fills out violation form and turns form in to the appropriate administrator. Administrator telephones parent and mails violation form to the parent.

3rd Violation:
Minimum of three (3) days and up to five (5) days of bus suspension. Bus driver fills out the violation form, contacts the parent and turns the form in to the appropriate administrator. Administrator telephones the parent and mails the violation form to the parent.

ANY FURTHER VIOLATION WILL AUTOMATICALLY BECOME A MAJOR VIOLATION

MAJOR VIOLATIONS

1st Violation:
Minimum of three (3) days and up to five (5) days of bus suspension. Bus driver contacts the parent and appropriate administrator. Bus driver fills out the violation form. Administrator telephones the parent and mails the violation form to the parent after the driver has made the home contact.

2nd Violation:
Minimum of five (5) days and up to ten (10) days of bus suspension. Bus driver contacts the parent and appropriate administrator. Bus driver fills out the violation form. Administrator telephones the parent and mails the violation form to the parent after the driver has made the home contact.

3rd Violation:
Minimum of ten (10) days bus suspension with possible exclusion for the school year. Bus driver contacts the parent and appropriate administrator. Bus driver fills out the violation form. Administrator telephones the parent and mails the violation form to the parent after the driver has made the home contact.
MANDATORY EXPULSION for Certain Acts of Misconduct: Weapons, Arson, and Criminal Sexual Conduct
The Clarenceville Board of Education will, as provided by Michigan law, take action to permanently expel a student who possesses a dangerous weapon, commits arson or criminal sexual conduct on district property, in district buildings, or at district school-sponsored events or physically assaults a school employee, volunteer, or contractor. The parent, legal guardian, and/or student shall be notified of the referral. It is the intent and responsibility of this district to be in full compliance of the law. Each student subject to expulsion shall be informed of their due process rights by the administration. An expulsion based on a finding that the student engaged in one or more of such criminal acts bars the student from enrolling in any other public school in this state unless he/she is re-instated after servicing the mandatory period of expulsion.

Reporting
The superintendent will notify the board in writing and follow the expulsion process outlined in policy #8350 and #8350R. Any expelled student will be referred to appropriate social service agency by the special services office. The special services office will handle the reporting of the information to the local law enforcement and the Department of Education as required by law.

Discipline of Students with Disabilities
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

STUDENT CODE OF CONDUCT - SUMMARY OF GENERAL GUIDELINES GOVERNING STUDENT CONDUCT

A. Playground
   1. Students are to follow the directions given by the recess duty teacher or the lunchroom aides.
   2. Students must use all the play equipment in a safe manner. Pushing and shoving on any playground equipment is prohibited.
   3. There should never be more than one person on a swing.
   4. Students are not to go up the slides in the wrong direction.
   5. Once students are outside, they do not enter the building during the recess period without permission from the teacher or aide.
   6. When recess is over, students should line up at their assigned places immediately.
   7. Play material or equipment should not be brought to school from home.
   8. There will be no throwing of objects of any kind. Snowball throwing is NOT permitted.
   9. Other than touch football or tag, there will be no body contact games played on school property.
   10. Playground equipment such as balls and bats should be brought inside by the same students assigned to take it outside.

B. Lunchroom
   1. Children enter the lunchroom in single file.
   2. Children will not push or shove at any time while at school.
3. Places in line are not saved and cutting into a line is not allowed.
4. Students must keep their hands away from the computer at all times. Lunch cards must be given directly to the cashier.
5. Talking is permitted in the lunch line and in the lunchroom; however, talking must be at a low volume with absolutely no shouting.
6. There is never to be any running in the lunchroom during lunch.
7. Once children are seated, they are not to get up without permission.
8. To secure permission or ask a question, raise your hand.
9. Places may not be saved at the lunch table.
10. All paper, trays, food scraps and plastic items must be removed from the table and the floor at dismissal time. The lunchroom should be treated as your parents expect you to treat your dining room at home.
11. After being released from the table, students will line up at the designated area. No student will leave without permission.
12. There will be no throwing of any items during the lunch period.
13. Personal lunch boxes are to be taken back to the room after dismissal. However, other items such as milk cartons, plastic spoons, etc. are not to leave the lunchroom. All eating must be done in the lunchroom unless permission is given to do otherwise.
14. Students must follow the directions given to them by the lunch aides.
15. No glass bottles should be brought to school.
16. We expect all students to help keep the lunchroom clean and appropriately quiet.

C. Disruptive and Disrespectful Conduct
1. Disruptive and disrespectful conduct toward school personnel and school property will not be tolerated.
2. The use of obscene or profane language is absolutely prohibited.
3. Fighting on school property, on the way to school, or on the way home from school is absolutely prohibited.
4. All students must accept the direction of school district personnel.

D. Hall Traffic
1. Students must not disturb classes while in the halls at any time.
2. There is to be no running inside the school, except during gym classes.

E. School Property
1. Children who ride a bus to school may not leave the school property without a parent or principal's signature in the office.
2. Children are not permitted to walk to a restaurant during the noon hour.
3. Children who walk to school may walk home for lunch, but written permission must be on file in the school office.
4. Children who walk to school may not ride a bus to a friend's house after school.
5. Children should never play on the blacktop area assigned for parking unless permission to do so has been given by the building principal.

F. Classroom Behavior
1. We will not tolerate a student stopping a teacher from teaching or students from learning.
2. Students are expected to complete all assigned work on time.
3. We expect students to seek permission if they wish to speak or leave their assigned seat.
4. We expect students to work quietly without disturbing others.
5. If a student is absent, he/she is expected to make up the missed assignments within the handbook prescribed time period.
6. Students are expected to come to school and/or class prepared. They should have pencils, paper, books, etc., necessary to do their work.

Each teacher establishes classroom rules at the beginning of the school year, which are expected to be followed. It is the teacher's responsibility to keep parents well informed should any problems occur.
Procedures for Disciplinary Action

Violators of school regulations will be handled by using corrective measures short of suspension whenever possible. In the handling of each offense, every effort shall be made to have the action taken commensurate with the nature of the offense in the light of surrounding circumstances.

Violations referred to the building principal, which are of a minor nature, will be handled by the informal chat method. The principal will talk to the offending student and reach an agreement regarding how the student should behave.

The following are examples of severe behavior problems and usual consequences.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Usual Penalties</th>
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<tbody>
<tr>
<td>1. Attendance in school while under the influence of alcohol or drugs</td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Suspension of up to 4 days</td>
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<tr>
<td>2. Repeated offense of #1</td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Suspension of 10 days</td>
</tr>
<tr>
<td>3. Possession or use on school property or at school functions of alcohol or other substances not medically prescribed</td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Suspension of up to 4 days</td>
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<tr>
<td>4. Repeated offense of #3</td>
<td>Parent contact</td>
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<tr>
<td></td>
<td>Suspension of 10 days</td>
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<tr>
<td></td>
<td>Police notification</td>
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<tr>
<td>5. Sale on school property or at a school function of alcohol, narcotics, or drugs</td>
<td>Suspension of 10 days</td>
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<td>Police notification</td>
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<tr>
<td>6. First offense of the use or possession of lighted tobacco within the school building or on school property</td>
<td>Suspension of 1 school day</td>
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<td>Parent contact will be made by the principal</td>
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<td>7. Repeated offense of #6</td>
<td>Suspension of up to 10 days</td>
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<tr>
<td>8. Repeated violation of established school rules</td>
<td>Suspension of up to 4 days</td>
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<tr>
<td>9. Vandalism to school property</td>
<td>Restitution and, depending on seriousness of damage to the property, suspension and/or prosecution</td>
</tr>
<tr>
<td>10. Fighting in school, at school or when the school is the responsible authority</td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Possible suspension depending upon the seriousness</td>
</tr>
<tr>
<td>11. Repeated offense of #10</td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Suspension of up to 4 days</td>
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</tbody>
</table>
STUDENT CODE OF CONDUCT - SUMMARY OF GENERAL GUIDELINES GOVERNING STUDENT
CONDUCT continued

Procedures for Disciplinary Action (continued)

12. Throwing snowballs in school or on school property (including bus stops) Parent contact Possible suspension depending upon the seriousness

13. Repeated refusal to follow the directions made by the classroom teacher or other school district employees Parent contact Suspension up to 4 days

14. Stealing - Misdemeanor Restitution of stolen property and possible suspension of up to 4 days and possible police notification

15. Extortion Parent contact Suspension of up to 4 days

16. Intimidation of others Parent contact Suspension of up to 4 days

17. Flagrant violation of appropriateness and modesty of dress Parent contact Possible suspension of up to 4 days

18. Assault/Assault and Battery Parent contact Immediate suspension and recommendation to the superintendent for a long term suspension and/or expulsion

19. Display of disrespect toward volunteer parents, faculty or staff Parent contact Suspension of up to 4 days

20. Failure to use overpass between Clarenceville Middle School and the High School First offense parent contact Second offense: parent contact and 1 day suspension

STUDENT SCHOOL SUSPENSION and EXPULSION
Building principals may suspend for a short-term and the superintendent or a board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendations to the board regarding the expulsion of student guilty of any of the following:

*Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the board;
*Willful misconduct which substantially disrupts, impedes or interferes with the operation of any school;
*Willful misconduct which substantially impinges upon or invades the rights of others; or
*Disobedience of an order of a teacher, police office, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.
STUDENT SCHOOL SUSPENSION and EXPULSION continued

Suspensions
A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten school days.

The board authorizes the superintendent or the building principals to suspend a student for a short-term not to exceed ten school days without board action or approval. The board authorizes the superintendent to suspend a student for up to 180 school days (long-term) without board action or approval.

A long-term suspension shall not be imposed upon a student until an opportunity for a formal hearing on the suspension has been afforded the student.

Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the superintendent.

Discipline of Students with Disabilities
This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation
The superintendent shall develop detailed written regulations to implement this policy in compliance with state law requirements. He/she shall ensure uniform and consistent application of the policy and shall report to the board as required on its effectiveness.

Expulsion
No student may be expelled from the district until an opportunity for a formal hearing before the board has been afforded the student. See policy #8360.

Appeals
The student and parents or guardians may appeal to the board or a board appointed hearing officer regarding a long-term suspension ordered by the superintendent.

Hearing Officer
The board may appoint one or more hearing officers for purposes of hearing appeals made in cases of long-term suspension. The hearing officer shall be a member of the board or a certified employee of the district. Whenever a board appointed hearing officer hears any appeal, a written report shall be provided the board. After receiving the report, the board shall determine the appeal with or without an additional hearing. Any appeal determination by the board in accordance with this policy and administrative procedures shall be valid to the same extent as if the matter were fully heard by the board without a hearing officer.

Written Notices
All required written notices shall be mailed to the residence of the parents or guardians at the address on file in the school records of the student. For a student who is 18 years of age or older, written notices shall be addressed to the student and mailed to the address on file in the student’s record. In lieu of mailing, the written notice may be personally delivered.
Federal Educational Rights and Privacy Act (FERPA) / Student Records

Parents of students (under age 18) and eligible students (18 years of age and over) are notified, in accordance with the requirements of FERPA that they have the right to:

1. Inspect and review their (or their children’s) educational records;
2. Seek amendment of those educational records which you believe to be inaccurate.
3. Consent to the disclosure of certain personally identifiable information, such (“directory information”) contained in a student’s educational records, unless the school district, under FERPA is authorized to disclose the information without first obtaining consent.

Requests for inspection and review of student records, and requests for amendment of educational records must be made in writing as follows:

- To the building principal for any student currently enrolled in that school; or
- To the superintendent for those students no longer enrolled in the school district.

The school district may disclose directory information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. This directory information may be provided in yearbooks, or other periodic publications of the school district as well as school safety reporting requirements that the school district is required to periodically provide to local law enforcement agencies and the Superintendent of Public Instruction.

Parents of students and eligible students who wish to have directory information omitted from school district directories, yearbooks and similar publications must make a request in writing on or before September 1 to the student’s building principal. If no request is made, directory information may be included in school district publications, and reported, to the extent necessary to local law enforcement, the armed forces and the Superintendent of Public Instruction. For additional information or explanation, please visit the website: