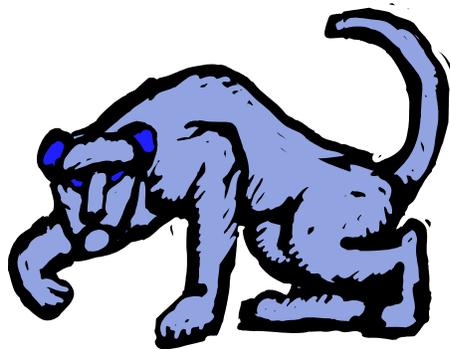


Polk Elementary School



Student Handbook

4651 Polk Street
Dearborn Heights, MI 48125

(313) 278-4455

Website: <http://district7.net/polk/index.html>

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Educational Records

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

1. The right to inspect and review student educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Dearborn Heights School District No. 7 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record, as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, under FERPA § 9528 parents must be notified that the school routinely discloses directory information to military recruiters upon request subject to a parent's request not to disclose such information without written consent. Dearborn Heights School District No. 7 designates the following as "Directory Information":

Student Name
Address
Telephone Number
Date of Birth
Year of Graduation

This Directory Information shall be released to a third party without written consent of the parent/guardian. Parents may refuse the release of this information upon written notification to the Superintendent within ten (10) days after receipt of the District's public notice.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Dearborn Heights School District No. 7 to comply with the requirements of FERPA.
5. All lockers and storage areas provided for student use remain the property of Dearborn Heights School District No. 7. They are subject to Inspection at any time.
6. Any vehicle brought to the District's premises by a student may be searched when the administration has reasonable suspicion to justify the search.
7. Parents have the right to be Informed prior to pesticide application on school properly.
8. In accordance with Section 763.84 of the Asbestos Hazard Emergency Response Act (AHERA), or the "Asbestos In Schools Rule," District No. 7 Is notifying employees and building occupants, or their legal guardians, of activities conducted within the past school year involving the asbestos Inspections, response actions and post-response action activities, including periodic reinspection and periodic surveillance activities that are planned or in progress at school district facilities.
9. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) - PPRA affords parents certain rights regarding our conduct of surveys, collection and use of Information for marketing purposes, and certain physical exams. These include the right to:
 - Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent
 - b. Mental or psychological problems of the student or student's family
 - c. Sexual behavior or attitudes
 - d. Illegal, anti-social, self-Incriminating, or demeaning behavior
 - e. Critical appraisals of others with whom respondents have close family relationships
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g. Religious practices, affiliations, or beliefs of the student or parents
 - h. Income, other than as required by law to determine program eligibility
 - Receive notice and an opportunity to opt a student out of:
 - a. Any other protected Information survey, regardless of funding
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or Its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
 - c. Activities Involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the Information of others
 - Inspect, upon request and before administration or use:
 - a. Protected information surveys of students
 - b. Instruments used to collect personal information from students for any of the

- above marketing, sales, or other distribution purposes
- c. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

District No. 7 will develop and adopt policies, In consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. District No. 7 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. District No. 7 will also directly notify, such as through US Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

District No. 7 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by Department funds
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Non-Discrimination Statement

Dearborn Heights School District No. 7 does not discriminate on the basis of race, color, national origin, sex, disability, or age in Its programs and activities.

This notice is provided as required by Title II, VI, VII, and IX and section 504, Age Act. and ADA of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, requests for additional information regarding the above may be forwarded to the designated Civil Rights Compliance Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Special Education & Student Services
20629 Annapolis
Dearborn Heights, MI 48125
(313) 278-1901, Ext. 226

Student Handbook Terminology

For the purposes of this handbook, the following terms and definitions apply:

1. **absence:** any time that a student misses 60 minutes (or more) of a half-day session during the course of the school day
2. **Board:** Dearborn Heights School District #7 Board of Education
3. **central office:** the administration located at the district Board Office, including (but not limited to) the superintendent and deputy superintendent
4. **designee:** a person of **18 years or older** identified by a parent for the purposes of acting on that parent's behalf at Polk Elementary school
5. **district:** Dearborn Heights School District #7
6. **main office:** indicates the principal or building secretary (or other individual designated by the principal or central office)
7. **parent:** the adult in whose custody the child legally resides; this includes any custodial relative or guardian
8. **student:** a child presently enrolled in and attending Polk Elementary School
9. **tardy:** any time a student arrives at (or leaves) school 15 minutes but less than 60 minutes late (or early)

Polk Elementary School Attendance Policy

- School begins at 8:20a and ends at 3:05p
- Half-days begin at 8:20a and end at 11:25a
- Late Start days begin at 9:20a

Michigan compulsory educational law states that students must attend school until they are sixteen (16) years of age. The law provides that “every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and sixteen (16) years, shall send that child to school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.” (MCL § 380.1561)

Students who attend school regularly are more likely to achieve high grades, enjoy school to a greater degree, and have more employment opportunities after leaving school. Regular and prompt attendance is necessary in order for a pupil to progress satisfactorily with his class.

A major factor in a student’s lack of progress in school is irregular attendance. Not only does the student miss the instruction that is given on the missed day, but children with excessive absences can also develop serious behavior problems. Once a child gets behind his classmates, it is difficult to catch up and quite often a student will develop a dislike for school and a lowered self-concept.

We recognize that there are times when a child should not be in school because of an illness or injury. However, in the event that a student needs to be absent from school, parents should notify the main office no later than 9:00 a.m. The student is required to bring a note the following day if the school was not previously contacted by telephone. Further, we encourage all parents to have their children at school on time every day. When a student arrive late to school, valuable instructional time is lost. Moreover, late students tend to disrupt class and interrupt instruction for other students when they finally arrive at class. If tardy, students are required to check in with the main office.

Absences

Students are expected to be in school except in cases of emergency or for reasons as explained below. 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.

In the event that a child is absent, a parent must contact the school no later than 9:00 am. The student must bring a note to school the day that he returns if a call was not made before that time.

We encourage all parents to make every effort to have students at school in a timely manner. Children that are consistently tardy and/or absent lose important instructional time and can be extremely disruptive to the other students by entering class late.

If a student is missing from the building without parental knowledge, police contact may become necessary.

Reporting Absences

A parent or guardian should call the school attendance line (313-278-4455 x.700) before 9:00 a.m. on the day of the absence.

If no phone contact has been made, a parent or guardian must send a signed, dated note with the student's name, dates and reason for absence. The student must bring the note to the attendance office immediately upon returning to school.

If the absence is pre-planned a parent or guardian must notify the school prior to the absence.

Students must be in attendance more than half of the school day to attend any extracurricular activities. This includes (but is not limited to): athletics, activity nights, school plays/musicals, and so on. Special consideration may be given if a doctor's excuse is provided to the school.

It is important that parents call school no later than 9:00 a.m. to report their child's absence.

Please call the school each day your child is absent unless the absences are prearranged. School policy requires us to attempt to contact a parent for each absent child unaccounted for. We will call all available emergency card numbers until we can ascertain that the child is home and that nothing has happened to them on the way to school.

In the event of an absence, it is the responsibility of both the student and the parent to keep all schoolwork current. Failure to make up missed work may have a negative effect of the students academic performance.

Late Arrivals & Early Departures

Students that miss 60 minutes (or more) of either the morning or afternoon session, whether due to late arrival or early departure, are considered absent for the session during which the missed time occurs.

Students delivered to school late must be signed in, and those picked up early must be signed out (and signed back in should they return).

Students will never be released to persons not listed on their emergency cards kept in the office without the explicit written permission of a parent. Individuals taking students out of school may be required to furnish legal identification (i.e. driver's license, state ID, etc.) to the office before the student will be released.

It is also important to note that students can only be released by office personnel, not by the classroom teachers. Students leaving early must be picked up at the main office.

Enforcement of Attendance Policy

Michigan law states that all children are expected to attend school consistently during the school year. Excessive tardies and/or absences will result in notification by the school. Continued tardiness/non-attendance may result in school contact with the local attendance officer, who will take whatever actions necessary to correct this situation. (MCL § 380.1587, 1588)

Discipline and organization are the keys to the success of any school. Schools are institutions of learning, and all institutions have rules by which they are governed. For this reason, a school-wide behavior policy for all students is of highest priority. This is certainly not meant to take away from the authority of classroom teachers, but rather to make sure that when students are in common areas (i.e. lunch room, hallways, playground, etc.), they all follow of a consistent code of conduct.

Student Health & Well-Being

The health of all students at Polk Elementary School is very important to all of us. For that reason, we ask that all families keep a few things in mind when sending their children to school.

Student Health

Since the health and safety of our students is among our highest concerns, Polk Elementary School works to maintain excellent health conditions by taken actions including (but not limited to):

1. Keeping track of communicable illnesses
2. Identifying communicable ailments (such as chicken pox, measles, scabies, and so on), and working with families to prevent their spread
3. Maintaining appropriate and up-to-date immunization records for all students presently in attendance
4. Barring attendance by students identified as having nits or live lice in their hair. As per District Policy 8450, all such students will be excluded from school until such time as all of the insects and all of the eggs are removed

Telephone

It is the policy of Polk Elementary School that students may use the office phone to call home only in the case of illness, injury, or other emergency (as determined by the main office).

Students may not use the office phone to call home for missing work or class materials.

The teacher may allow a student to use the classroom phone, depending on the circumstances.

Families are encouraged to keep sick children (i.e. fever, vomiting, persistent productive cough, etc.) out of school until such time as they no longer display those symptoms. Children showing signs of illness at school may be sent home after the school contacts a parent or other appropriate emergency contact.

For more information about student attendance, please refer to the section titled **Polk Elementary School Attendance Policy**, beginning on page 5.

Registration

Families of children attending Polk Elementary School must provide a valid birth certificate and current immunization information, as well as any court orders or placement papers (in the case of guardianship), as directed by the State of Michigan. Students without such information on file can be excluded from school until such time as that information is provided.

Please direct any questions about birth records and immunization information to (313) 278-4455.

Medication

Should it be necessary for a student to take medication during the course of the school day, all containers must be kept in the main office to prevent accidental abuse. Medication must be in the original bottle and clearly labeled, identifying the student by name, the contents, the dosage, and the time(s) at which the medication should be administered.

Student medications must be submitted to the office along with a physician's note detailing its administration and Board policy form 5330F1 available through the main office.

Main office personnel will dispense medication to students at the office as per the physician's

written directions regarding its use.

Medication other than that prescribed by a licensed physician (i.e. aspirin, Tylenol, cough drops, etc.) will not be dispensed or distributed through the office without written directions from the doctor's office and the proper form (5330F1) on file.

It is **illegal** for any student to carry or distribute medication of any sort, including, but not limited to:

- Aspirin or other pain killers (i.e. *Tylenol*, *Advil*, etc.)
- Cough drops
- Inhaler (unless ordered by a physician and documented using form 5330F1a [available through the main office])

Personal Appearance, Dress & Hygiene

The standards for elementary school dress reflect common sense and concern for each child's comfort, safety, cleanliness, and sense of modesty. Parents are urged to supervise their child's dress on a daily basis. We expect parents to take an active role in supporting this "Dress for Success" dress code. There is a direct relationship between neat, appropriate attire and a positive learning environment.

All students attending Polk Elementary School must dress appropriately and according to the weather conditions.

Before sending children to school, please make sure that:

1. The student is dressed and groomed appropriately
 - appropriately-fitting clothing (i.e. no excessively tight or baggy clothes)
 - modest clothing (i.e. no revealing items like belly shirts, tank tops or shirts with spaghetti straps)
 - uncovered heads (i.e. no hats or hoods)
 - prescription glasses as needed (i.e. no sunglasses)
2. The student is wearing no makeup or unnatural hair color or style (i.e. no Mohawks)
3. The student is wearing no obscene, profane, or otherwise objectionable or inappropriate clothing
4. The student is dressed appropriately for the weather
5. The student is wearing footwear that is safe for the school environment

If a student arrives at school dressed or groomed inappropriately, the school may contact a parent to make arrangements for the delivery of appropriate attire or for the student to be removed from school for any necessary grooming (i.e. shower, deodorant, clean clothes, etc.). Persistent inappropriate dress or grooming may necessitate a conference between student, parent, and school representatives.

For the sake of continuity (and to help us lead by example), we ask that all adult visitors to Polk Elementary respect and abide by our school dress code as well, particularly as it relates to appropriately-fitting and modest clothing.

Special circumstances, such as unseasonably warm weather or specially-designated "theme

days” or “spirit days,” may allow for deviations from the above listed guidelines.

The final arbiter of all issues relating to dress code at Polk Elementary School is the building principal.

Emergency Cards

Families with children attending Polk Elementary School are required to provide accurate and up-to-date emergency contact information to the school every year for every child. This information is kept on file in the Main Office in the event that a student is injured, becomes ill, or in case a parent or other emergency contact must be located.

It is imperative that this information be updated every fall as well as whenever any of the information changes. Should you move within the district, change your phone number, or need to change one or more emergency contacts, please contact the school for further direction at (313) 278-4455.

Accidents & Injuries

School personnel will attend to minor accidents and injuries at school, including small cuts, scrapes, and so on.

Should a student sustain a more serious injury, however, the school will contact a parent or other emergency contact, and may contact emergency medical services as well (if necessary).

Breakfast & Lunch Procedures

Polk Elementary School offers breakfast and lunch for all students; families may purchase meals by the day, week, month or year.

Breakfast is served from 7:55-8:10 a.m. to allow students to eat in the Multipurpose Room and still make it to class on time. **Presently, all students attending Polk Elementary may receive breakfast at no cost.** If you plan to have your child eat breakfast at school, please arrive no later than 8:10 a.m.

Students that attend the Polk Elementary School breakfast program are required to remain in the multipurpose room until the first bell, even if they finish eating prior to the first bell.

All students attending school all day have a total of 30 minutes for lunch. Students eat in one of three lunch periods.

Breakfast is free to all students at Polk Elementary School.

Applications for free/reduced lunch are sent home with all students at the beginning of the school year. If your circumstances change and you need one at a later date, additional forms are available through the Main Office.

Please call (313) 278-4455 with any questions.

Bicycles

Bicycle riders at Polk Elementary School must walk their bicycles to and from Eton Street and/or Annapolis Street while other students are walking on the sidewalk. Bicycles should be locked at all times in the racks provided on the east side of the building.

Emergency Dismissal & Evacuation

In the event of possible severe weather, disaster, or other unforeseen and catastrophic problem, the Michigan State Police will contact the schools. Central Office will determine dismissal procedures when conditions require students to be removed from the building. In most cases, however, the children will remain in the building for safety.

If an emergency requires the emergency release of students, the following guidelines apply:

- No student will be released early from school until a parent, guardian, emergency contact, or parent designee is contacted
- Students will be released only to parents or their designees
- School officials will request announcements concerning the emergency dismissal through any and all available media

In the event that Polk Elementary School needs to evacuate the building, staff and students will walk to St. Sebastian - located at Polk and Colgate – and assemble in their gymnasium.

Unclaimed Children

In the event that a student is not picked up from school when dismissed, the building administration may take some or all of the following steps:

- Attempt to contact the parent or other emergency contact
- Supervise the student on-site until the main office closes at 3:45 pm (or earlier in the case of early dismissal)
- Contact the Polk Elementary Child Care program
- Post a note in the office entrance window stating that the child has been placed in the Polk Elementary Child Care program
- Take the student to the Polk Elementary Child Care program, located in room 21

Should a student be placed in the Child Care program, the parent will be billed at a rate of \$10 for every 15 minutes that the child remains in their care.

Classroom Management & Student Discipline

All teachers at Polk Elementary School run their classrooms using a set of expectations. While these expectations vary from teacher to teacher, all are similar in that they seek to maintain a safe and orderly environment in which teachers can teach and students can learn.

Each teacher will clearly define and explain their classroom management policies, rules, and behavior system to the students at the beginning of the school year. They will also practice these policies, rules, and behaviors to insure that all students are fully aware of what is expected of them while in school.

While individual classroom rules and policies are not included in the Family Information Guide, teachers will provide this information to parents and/or guardians upon request.

School Expectations

All students attending Polk Elementary School are required to meet three expectations:

1. Be safe
2. Be respectful
3. Be responsible

Be safe: All members of the Polk Elementary School community should always behave in a fashion that is safe both for themselves and for others. Examples of **safe behavior** include (but are not limited to):

- Keeping one's hands to oneself
- Walking in the classrooms and hallways
- Using all equipment, both in school and on the playground, appropriately

Examples of **unsafe behavior** include (but are not limited to):

- Running, jumping, or climbing on objects anywhere other than the playground or Multipurpose Room during Gym
- Throwing objects of any kind anywhere other than the playground or Multipurpose Room during Gym
- Hitting, kicking, tripping, biting, or fighting, whether real or "just playing"

Be respectful: All members of the Polk Elementary School community should treat others in a polite manner, regardless of their own personal feelings. Examples of **respectful behavior** include (but are not limited to):

- Saying "please" and "thank you"
- Speaking in a volume appropriate to the situation

Toys & Electronic Devices

Toys and electronic devices may not be brought from home without prior permission from the classroom teacher or principal.

Such items include, but are not limited to:

- CD and mp3 players
- handheld video games
- cellular telephones
- collectible cards

Toys or electronic devices brought to school without permission may be confiscated by an adult until the end of the school day, at which time the item may be returned to the student with the clear instruction that it not be brought back to school.

Further violations may result in the item being confiscated until such time as they are claimed by the student's parent, or even until the end of the cardmarking or school year.

- Offering to help others when they ask

Examples of **disrespectful behavior** include (but are not limited to):

- Name-calling, putdowns, and other inappropriate language (i.e. teasing, swearing, etc.)
- Yelling or screaming
- Taking and/or damaging things that don't belong to you

Be Responsible: All Polk Elementary School students should follow the directions of the teachers, aides, and support staff members, whether in the classroom, the hallways, or on the playground.

Examples of **being responsible** include (but are not limited to):

- Doing what you are told by a teacher, aide, or other member of the school staff
- Completing assigned class work and homework in a timely fashion
- Behaving in a safe and courteous manner (as described in rules 1 and 2)

Examples of **being irresponsible** include (but are not limited to):

- Refusing to follow directions
- Failing to complete class work or homework
- Behaving in an unsafe or discourteous manner (as described in rules 1 and 2)

Choices & Consequences

All actions – appropriate or otherwise – have consequences.

Inappropriate choices also have consequences. While not all inappropriate choices have clear consequences, most do. Students that make poor choices may suffer a variety of negative consequences, from failing a quiz if they choose not to study to receiving a suspension for choosing to get in a fight.

Moreover, students that regularly make poor choices tend to view themselves as failures or “bad kids,” and thus fall into a cycle of misbehavior and negative consequences. While we understand that everyone makes mistakes from time to time, we believe that it is important that students recognize the importance of making good choices, not just regarding how it affects them, but how it affects the school.

Students that behave in an appropriate manner, follow the classroom and school rules, and perform to the best of their abilities are likely to receive primarily positive consequences. Sometimes the consequences may be physical rewards, such as a ribbon, a certificate, or a piece of candy. Other rewards are less tangible, such as a good test grade or a verbal or written compliment from a teacher. Regardless, appropriate behavior and the ability to make good choices are two of our goals for all students attending Polk Elementary School.

While all teachers maintain their own classroom behavior policies, sometimes bad choices and inappropriate behaviors require intervention from outside the classroom. If a teacher's attempts to correct a student's behavior within the classroom fail, then that teacher may refer the student to the principal for further action.

On a case-by-case basis, intervention (and assignment of consequences) by the principal may include, **but is not limited to**, the following:

- Behavior plan
- Direction to attend Peer Mediation (see below)
- In-school suspension

- Loss of recess/privilege
- Lunch detention/exclusion
- Out-of-school suspension
- Parent contact
- Student conference with principal
- Student sent home
- Written apology

The principal may suspend a student from school up to ten days. Suspensions are intended to help correct a situation or problem behavior. Suspension result when – in the judgment of the principal – a student’s behavior is disruptive to the learning process and/or poses a threat to himself, his peers, or the staff of Polk Elementary School. Parents shall be notified when the student is suspended, preferably by telephone.

Peer Mediation

Students in 4th and 5th grade who show leadership ability, maintain good grades, and regularly demonstrate appropriate behavior at Polk Elementary School may be referred by their teachers to attend Peer Mediation training.

Peer mediators are students who – after receiving the necessary training – work with other students to resolve conflicts that might otherwise be referred to the office. Peer mediators listen to both sides of the situation from those involved, then work through a clearly-defined process to come up with a solution acceptable to both sides.

Students may also choose to attend peer mediation without being directed by a teacher or the principal. If two students feel that they have a problem, but that they can resolve it themselves (with a little help), then meeting with the peer mediators may be the ideal solution.

If the students attend peer mediation, they are expected to abide by the agreement that they reach. Failure to do so may result in an office referral, and the fact that the student(s) didn’t follow through with the mediators’ recommendations may be taken into account if additional disciplinary measures are required.

Zero-Tolerance Behaviors

Zero-tolerance behaviors (and their consequences) may include – but are not limited to – the following:

- Assault
- Bullying, intimidation and threats
- Fighting
- Intentional maliciousness (i.e. property damage)
- Possession of a toy or look-alike weapon

Possession of weapons or controlled substances – as defined by State law – will result in police contact and may lead to suspension/expulsion and other consequences as stipulated by state and federal law as well as Board policy 5772.

Discipline & Attendance

Students suspended from school are prohibited from attending any district extracurricular activities during the duration of their suspension.

Off-Campus Behavior

During such times as the students of Polk Elementary School are away from the school for school-related activities (i.e. field trips, 5th grade camp, middle school visit, etc.), all students are required to meet the same expectations as when they are on the school premises. Inappropriate behaviors will be dealt with by school personnel either on site or immediately upon returning to the school, whichever is most appropriate.

Students whose behaviors are consistently inappropriate during field trips and so on may (at the principal's discretion) be banned from future off-campus activities.

Visiting Polk Elementary School

Safety Comes First

Our primary mission at Polk Elementary is to educate all of our students in a safe and orderly environment. For this reason, all exterior doors at Polk Elementary School are closed while school is in session. No person may gain entry to the school without identifying himself and entering through the Eton Street entrance on the south side of the school building.

Further, we ask all visitors and volunteers to come to the Main Office when they arrive so that they can a.) sign in, and b.) receive an identification sticker or badge.

Visitors to the school that forget to sign in will be stopped and sent to the office to sign in and get an ID sticker.

Unannounced visitors are also welcomed at Polk Elementary School. We ask that visits to classrooms be arranged with teachers ahead of time. Nothing interrupts the flow of teaching worse than surprise visitors, so we appreciate your support in upholding this policy when you visit the building.

“How Can I Help?”

The staff and students of Polk Elementary School warmly welcome parents, older siblings, grandparents, aunts, uncles, and cousins to visit the school both as observers and as volunteers. A cornerstone of any school is the volunteerism of its extended family.

Having said that, it is also important to remember that the safety and well-being of our students and staff is top priority. For this reason, all potential volunteers are required to submit to a voluntary criminal background check through the Michigan State Police Department. **Forms for this purpose are available through – and must be returned to – the main office.**

Classroom volunteers are welcome additions from Kindergarten all the way through 5th grade. Whether chaperoning a field trip, serving as a Guest Reader, or simply stopping by to see all of the wonderful things that go on in your child’s classroom, your support and offers to help out are what make Polk Elementary School such a great place for learning.

For those interested in lending a helping hand, contact your child’s (or children’s) teacher(s) and let them know that you are interested in visiting the school as a parent volunteer. Working with the teacher to schedule dates and times to visit and help out is the best way to stay involved with your child, offer your abilities to the school, and make Polk Elementary School that much better for everyone.

Remember, though we appreciate your time and your willingness to help out, sometimes teachers just need to work with their students without extra helpers. **Help yourself and your children’s teachers by calling and making arrangements ahead of time.** That way we can avoid any confusion or hurt feelings that misunderstandings sometimes create.

Finally, as noted above, all volunteers are required to have a voluntary criminal background check on file in the main office before making arrangements to help out at school.

Talking With Teachers

There are times when parents need to talk with their child's teacher about something. This may be about a child's grades, behavior, events at home that affect the child at school, or just about anything else. Clear and continual communication between home and school are important to the success of all students, and the staff of Polk Elementary School welcomes and encourages interaction between parents and teachers.

If the need arises for a parent-teacher conference, please contact the Main Office and speak to a staff member about arranging a meeting. The secretary will pass the message along to the teacher, who will return your call as soon as possible. At that time, you and your child's teacher can schedule a time to meet.

Again, it is important to remember that unannounced visits to classrooms have a big impact on student learning. For that reason, **parents and other visitors will not be permitted to go into a classroom during school hours without prior arrangements with the classroom teacher.**

Similarly, requests to speak to the teacher by phone during the school day will be sent to that teacher's voice mail; **the office will not interrupt instruction except in an emergency.** The teacher will be notified of the call at an appropriate time.

Please understand that, while we encourage parents and other family members to communicate with teachers, we want to make certain that all contact flows through the proper channels. Like you, we want what is best for the students of Polk Elementary School.

Animal Visitors

With the exception of classroom pets (which are cleared with the building principal ahead of time), we respectfully request that all would-be non-human visitors remain at home instead of coming to Polk Elementary School. It's not that we don't like our furry, feathered, and scaly friends, but there are students at our school that are allergic to various members of the animal kingdom, and our first responsibility is to the children.

Consequently (with the exception of therapy animals or guide animals) we ask that – for the safety and well-being of our students - all animals remain off school property during school hours (8:00a-3:30p).

Special Needs

If you are a person with special needs and would like to attend one of our school functions, please inform the office by calling (313) 278-4455 at least 24 hours in advance of the event.

Learning Starts at Home

Why do children attend Polk Elementary School?

There are certainly many answers to this simple question, but most of them boil down to one thing: to learn.

In order for the students attending Polk Elementary School to be successful, however, there are a few things that need to go on outside of school:

- **Students all need to get a good night's sleep.** Children require at least eight hours of sleep every night in order to effectively learn; consistent bedtimes during the week make certain that they get the rest they need to be ready for school the next day.
- **Growing minds and growing bodies need to be fed.** Healthy meals promote better health, provide energy to learn and work, and help the mind and body perform best. It is important that children eat regularly and in appropriate quantity. If your child has breakfast at home, try to provide ample time for them to eat before coming to school. If they eat breakfast at school, make sure to get them there early enough so that they can finish and get to class on time. Whether brought or bought, let your child know that you expect them to eat a healthy lunch.
- **Turn off the television (and that includes electronic games).** Students that are active in sports and other activities outside of the house are likely to have more friends, do better in school, and steer clear of trouble. Sports and clubs offer children the opportunity to interact with others outside of school, learn new skills, and have fun.
- **Children's minds are like sponges.** They absorb just about everything that they can. Reading with your child encourages them to improve their own abilities as well as showing that their learning is important to you, too. For the best results, children should read – or be read to – for at least 20 minutes every day.
- **Talk to your children.** The best way to let your children know how important they are is to tell them. Ask them what they did at school. Tell them about your day. Though they may resist at first (especially older students), persistence pays off. Children who communicate with their parents generally do better academically and find themselves in trouble much less.