



Elementary Parent/Student Handbook

Last edited 5/1/2025

Welcome to Big Rapids Public Schools!

The purpose of this handbook is to acquaint you with information concerning our school. The parent handbook is an important source of information about the various operations in place here at our elementary school. We encourage you to read, review, and discuss the handbook with your child.

As educators, we realize the importance and influence we have on your children. Realistically, however, we only see your child for seven and one-half hours a day, 175 days per year. This represents just nine percent of his or her life from birth to age 18. Therefore, your child has a much greater chance of achieving their full social and academic potential with your support and active participation.

We thank you in advance for helping your child succeed at Big Rapids Public Schools. We look forward to meeting our families, so please feel free to visit us. We are your school and will do everything possible to make you feel welcome.

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ANNUAL EDUCATION REPORT

The District and Building Annual Education Reports can be found on the District website: www.brps.org (look for the Michigan Department of Education Annual Education Report link). A copy is also available in the school office for your review.

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SCHOOL HOURS

SCHOOL HOURS

BROOKSIDE AND RIVERVIEW: 7:55 AM-3:30 PM

Eastwood: 7:45 AM -3:10

Please do not drop your child off before 7:45 AM. Children cannot enter the building early unless eating breakfast due to the lack of supervision before this time. Please dress your child appropriately for the weather while they are waiting to enter the building. Doors open at BS/RV by 7:50 AM and EW at 7:40. To ensure the safety of our school and students, we ask all parents to wait until 3:20 PM at BS/RV and 3:10 at EW to enter the school building to pick up students.

ABSENCE POLICY

Daily attendance is extremely important for school success. However, children who are ill belong at home. It is very important to us that your child is accounted for at all times. Whenever it is necessary for a student to be absent, it is the parent/guardian's responsibility to NOTIFY THE SCHOOL OF THE DATE AND REASON FOR THE ABSENCE. Please call the school immediately in the morning on the day of the absence. An automated attendance call will be sent each morning notifying the parent of an unexcused absence, and again in the evening letting parents know their child has an unexcused absence for that school day. Please provide a Dr. note for any visits to a medical facility for your child to have an "excused" absence. We discourage children from missing instruction time for music lessons, dentist and doctor appointments, vacations, and extra-curricular activities. If you must take a child from school before the end of the day, please come to the office and we will call your child down. If a child has been or is going to be absent for an extended period of time, parents should contact the teacher for any work that can be done at home. Research shows that attendance is an important factor in student achievement. Absenteeism directly correlates with lower achievement in reading, math, and general knowledge. All absences regardless if excused or unexcused still accumulate towards truancy. The purpose of this attendance policy is to foster responsibility and reliability on the part of district students to attend all classes. Please refer to <http://tinyurl.com/MDE-Policy>.

TARDIES/PICKED UP EARLY

A tardy is defined as a student entering class after the bell rings up to 30 minutes into the class period. Picking up early means leaving up to 30 minutes early at the end of the

school day. After 30 minutes, an absence will be recorded. Students missing greater than 30 minutes in the morning or afternoon will be considered as absent depending on circumstances. Again, we discourage children from missing any instruction time. An excess of absences or tardies will result in a written notice from the school. If attendance problems are chronic, the MecostaOsceola Intermediate School District Truancy Officer will be notified. ALL LUNCH ORDERS MUST BE PLACED BY 8:30 AM for that day's lunch - even if the student will not arrive at school until after that time.

ASSESSMENTS

The primary purpose of assessments is to improve students 'learning and teachers' teaching as both respond to the information provided. Assessments provide multiple measures and opportunities for students to create and demonstrate what they can do. Assessments are an ongoing process throughout the school year. Three times per year, students take benchmark assessments. Also, the NWEA is given three times per year, and the M-STEP once per year to 3rd and 4th graders. Data from all assessments is used to drive instruction and create educational plans for all students.

ATHLETIC EVENTS

The interest and support of younger students and their families for our high school and middle school teams is greatly appreciated. However, to keep these growing events safe and orderly for everyone, parents are encouraged to have adult supervision with their kindergarten through eighth-grade children at district athletic events.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Board policy protects all students from bullying/ aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written physical, verbal, and psychological abuse, including having, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusal to tolerate harassment or bullying are expected of administrators, faculty, staff, and volunteers to provide positive examples of student behavior.

This policy applies to all "at school" activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student.

BUS CONDUCT

Transportation service for students is a privilege, not a right. Students are allowed to ride Big Rapids Public School buses as long as they remain a student in good standing. A student in good standing is one who follows the bus rules. The primary role of the driver is to transport the students safely to and from school. While doing so, the driver is in complete charge of his/her bus at all times. Students are responsible for maintaining their own behavior while riding the school bus. Parents should remind their children to follow the bus rules and be a person of responsible character while riding to and from school and on field trips. For more information regarding school transportation, please call our Transportation Supervisor, Mark Weller, at 796-5406.

AFTER SCHOOL ACADEMICS - CARDINAL LEARNING CENTER (CLC)

Big Rapids Public Schools is happy to be able to provide an after-school program for all students through 8th grade. CLC is offered at Brookside, Eastwood, Riverview, and the Middle School every day after school until 5: for a minimal cost to families. The program has been updated to include an academic and leadership component. [Please](#)

[visit the parent resources on our website for more information.](#)

CHANGE IN STUDENT INFORMATION

We need to be prepared for emergencies. It is imperative that the school office is notified immediately of a change of address or of a change in emergency information during the academic school year.

CODE OF CONDUCT

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students: conform to reasonable standards of socially acceptable behavior; respect the person and property of others; preserve the degree of order necessary to the educational program in which they are engaged; respect the rights of others; and obey constituted authority and respond to those who hold that authority.

COURT ORDERS

Please make the office aware, in writing, of any custody orders that affect your child. We cannot restrict a parent from access to records, the teacher, or picking up their child unless we have a written court order on record.

DRESS CODE

Your child is expected to dress suitably for school and activities. Clothing should not be worn that represents an inappropriate character. Inappropriate clothing includes but is not limited to: short-shorts, cut-offs, halter tops, spaghetti strap tops, ripped-off shirts, unduly revealing clothing, hats, head coverings, bandanas, pajamas or tank tops with straps less than 2 inches wide. Clothing that advertises alcohol, drugs, tobacco or other activities may not be worn. Shoes covering the entire foot are expected to be worn to school for playground activity and safety to the student. No open-toe shoes can be worn

on the playground. Wearing/use of cosmetic makeup is not age-appropriate at this level; therefore, will not be allowed.

DISCIPLINE

Expectations

As part of the district-wide initiative students will be instructed through the “We Are BR CARDS” expectations. At Big Rapids, students are expected to be Compassionate, Accountable, Responsible, Determined and Safe (CARDS) to ultimately show Respect and Dignity. These characteristics will be taught, reinforced, and expected district-wide.

Consequences

As part of the district-wide discipline referral process, discipline will be determined as an **incidental** behavior that will not be documented, a **minor** behavior that will be documented and communicated to parents, or a **major** behavior that will be documented and communicated to parents. For the first minor offense, a staff member will communicate the situation with parents and parents will receive an automated email from Skyward within 24-48 hours of the behavior referral. If behavior continues, parents will only receive an automated email from Skyward within 24-48 hours of the behavior referral.

All behavioral issues may be addressed in a two-tiered approach starting with the teacher or staff member, or social worker/behavior specialist and then the administrator.

For **minor** discipline referrals, the following will be considered based on the severity and frequency of the behavior:

- Restorative Practices
- Lunch Detention
- Student Conference
- Soft and Quiet room
- What I Need (WIN) room
- Parent Contact
- Loss of privilege(s)

- Think Sheet

For **major** discipline referrals, the following will be considered based on the severity and frequency of the behavior:

- Behavioral warning
- Restorative Practices
- Lunch Detention
- Soft and Quiet room
- What I Need (WIN) room
- Threat assessment
- Outside Agency Referral
- In School Suspension
- Out of School Suspension
- Recommend Alternative Learning Environment

These guidelines are for each building and may be addressed differently by school personnel.

*Suspension – Removal from recess, class, or an activity for a designated time period/date due to violation of school rules and regulations. Could be in-school (ISS) or out-of-school (OSS).

EARLY DISMISSAL

No student is allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the school office. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

ENRICHMENTS

Big Rapids Public Schools is proud to offer a comprehensive selection of curriculum. Students participate in a variety of enrichment classes including physical education, music education, Spanish instruction, and computer technology.

FAMILY ACCESS

Big Rapids Public Schools provides an Internet-based service that allows parents and guardians to log on and obtain information regarding individual students in their families. With a confidential password that is assigned by the District Technology Office, it is possible to see such things as attendance, schedules, amount of money spent through Food Service and what was purchased, the balance of the Food Service account, and academic information of each individual child in the family. The password will only give access to the information of students in that family. You can apply for an account by visiting www.brps.org and clicking on 'for PARENTS'>Skyward Family Access. BRPS is proud to be able to offer up-to-date communication between schools and families and we strongly encourage you to apply for a password.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire drills, tornado drills, and lockdown drills are conducted to make certain students learn proper safety procedures and adhere to all safety guidelines.

FOOD SERVICE

Your child may bring lunch from home or purchase lunch at school. BRPS Food Service Department is computerized for your convenience. Each student has a personal food service barcode number. Each family has one account. One check will pay for students in an entire family whatever school they are attending. Payments may be applied to your account on a daily, weekly, or monthly basis. For your convenience, you may purchase several meals in advance and use them as desired. Menus will be sent home each month. Daily payments are accepted but not recommended. BRPS offers an online food service payment option using "e~Funds for Schools" electronic payment services. You have the ability to make lunch payments electronically either by using your checking account or your credit card. Access to this service is user friendly and is accessed with your Family Access account. Instructions are available on the BRPS website (www.brps.org). Click on the "Parents" link, then select the "Online Payments".

CHARGES ARE ALLOWED ONLY WHEN NECESSARY. We will send home an application for free or reduced-price school meals with each student. These forms are also available throughout the school year upon request in the office. Any questions can be directed to the Food Service Department (796-7653). Please visit our website for the most up-to-date prices on lunch and breakfast. ALL LUNCH ORDERS MUST BE PLACED BY 8:30 AM for that day's lunch - even if the student will not arrive at school until after that time. The State of Michigan requires a Special Dietary Needs Accommodation form to be completed and on file with food service before special dietary needs can be accommodated. Some restrictions require the signature of a physician or licensed medical staff. This form is available in the office or on the BRPS website (www.brps.org) under the food service department forms.

HEALTH REQUIREMENTS

All communicable diseases must be reported to the office. The school is required to report this information weekly to the County Health Department. Head lice are a common condition that can be transmitted where any group assembles regularly, especially among children whose hats and jackets hang close together. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your child's head frequently. Look around the ears and back of the neck. Be sure you have good light; stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. Dandruff or scalp flakes move very easily. Nits do not. If there are lice, notify the school and start treatment immediately. Parents will be notified if an active case of head lice is found while the student is at school. Parents must accompany the student to the school office the following day with confirmation of treatment. School personnel will re-examine the student's hair. If live lice are found, the student may not be readmitted to class and school administrators/staff will review lice removal techniques with the parent and send the student home. If live lice are not found, the student may return to class. Over the next few weeks, designated staff will periodically check the student to ensure the head lice have been successfully treated.

HEALTH/ILLNESS

When a child is ill, being in school can be extremely difficult. Concentration, listening skills, and tolerance of others become all the more challenging when a child is not feeling well. Any child with a fever or other symptoms of illness (vomiting, diarrhea, etc.) should stay at home. If a child becomes ill when in class, the teacher will send him/her down to the office. The staff in the office will contact the parents or designated person on the emergency card to come and pick the student up.

HOMEBOUND AND HOSPITALIZED SERVICES

Big Rapids Public Schools provides homebound and hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. Please contact us for more information if you feel your child will qualify for and require these services.

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 in accordance with State law. Any questions about immunizations or waivers should be directed to the principal or school office.

INDIVIDUALS WITH DISABILITIES

The Americans with Disability Act (A.D.A.) 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 District's programs and facilities.

LOCKERS

Student lockers, desks, and other containers or storage areas assigned for students' use remain the property of the District and within the control and supervision of

District personnel and officials. Lockers, desks, and other containers or storage areas assigned to students are subject to inspection by school personnel or authorities at various times without the prior consent of the student and the student should not expect privacy regarding items placed in them.

MEDICATIONS

Prescription:

1. Before any prescription medications or treatments are administered at school, the building must have on file both of the following:
 - a. Written authorization/consent from the parent/guardian including authorization for the student to self-administer if so desired. No student is allowed to possess and/or self-administer prescription medications or treatment (with the exception of inhalers); this includes carrying medication to and from school unless ordered by a doctor.
 - b. Prescription information from the physician, including approval for the student to self-administer if requested by the parent.
2. Only medications in their original containers labeled with the date, student's name, name of the prescription, exact dosage, and doctor's name may be administered by any school personnel. You are responsible for providing the correct dosage of medication. School personnel will not split tablets.
3. School personnel administer medication or treatment only in the presence of another adult.
4. All medications are kept in a locked storage area of the office. A log of each prescribed medication for each student is maintained which will name the staff person giving the medication, the date, and time of day. This log is kept in the locked storage area along with authorization forms and medications.

Over the Counter:

1. Students are NOT allowed to possess and/or self-administer these medications.
2. Over-the-counter medications must be kept in the school office and administered by school personnel.

3. Written authorization/consent of the parent/guardian for administering these medications must also be on file in the office and contain the name of the student, the name of the medication, the dosage, and the time of day to administer.

New forms are required for each current school year for any changes in medication (i.e. time, dosage). Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. Please ask your doctor to prescribe medication in this way. Medications not picked up at the end of the school year (June) are destroyed. New medications must be provided each year.

PARENT INVOLVEMENT OPPORTUNITIES

Parents/guardians of our students are not only encouraged to become involved in their student's education but the district believes it is an essential ingredient in student success for parents to be involved in the schools. Therefore, the district asks parents to attend all announced parent opportunities and meetings and to call their student's teacher or school principal if they would like to be involved at their school in any way. Please note that all parent volunteers need to have a Michigan State Police criminal records check done two (2) weeks prior to an event. Release forms are available in the office and must be completed before any event. School dress code and code of conduct apply to parents and volunteers as well as students.

PARTIES

Children will usually have Halloween, Christmas, and Valentine's Parties or some other type of seasonal celebration. Each classroom has room parents, who work closely with the teacher to coordinate these events. Individual teachers will communicate with you and your family regarding treats and parties. Please do not send invitations or gifts for birthday parties to school for distribution, unless the entire classroom is invited.

PARENT/TEACHER ORGANIZATION

Your P.T.O. is responsible for numerous classroom and school activities. The P.T.O. helps with the cost of field trips, special lunches, as well as class recognitions. Please consider being part of this organization – look for meeting dates in the newsletter that comes home. Contact your school for more information.

RECESS AND PLAYGROUND

Outdoor play is a critical part of every child's development and adults are always present to supervise. Please make sure that your child is dressed appropriately and safely for recess. During inclement weather (rain, heavy snow, wind chill below zero), recess will be held inside. Each elementary building has a separate set of guidelines/procedures to follow. Please inquire about these at each building.

SCHOOL CLOSINGS (WEATHER AND EMERGENCY)

During the school year, Big Rapids Public Schools may experience cancellations due to inclement weather. Not all school cancellations are the same. Some cancellations may occur in the evening, morning, or even during the school day. Each one of these situations is handled differently by Big Rapids Public Schools. Below are examples of how we handle these various notifications:

1. **All Notifications:** Any time the decision is made to cancel school, BRPS will post information on our website, Facebook, and notify local radio and television stations.
2. **Morning Cancellations:** When the decision is made to close school early in the morning, in addition to step 1 above, BRPS sends an email and text notification to families of children attending our schools.
3. **Next-Day Cancellations:** On days the decision is made to close the following day, BRPS will complete steps 1 and 2 above, and also include a phone message to parents when the decision has been made before 10:00 pm.
4. **Early Release Days:** On days BRPS closes early as a result of deteriorating weather, In addition to 1 above, BRPS will notify families using email, text,

and a phone message letting them know when we are releasing students and any other necessary information.

Texting Options: BRPS has added the option allowing you to receive text messages for weather and other emergency notifications. Text messages will come from “98900”, and your first text message will include information to “Opt-out” from further notifications. BRPS encourages you to stay connected and allow these types of messages to be sent to you. We will only use texting for these types of important messages. If you do choose to opt-out, you can always opt-in by sending “Start” text message to 98900.

To summarize, BRPS will always email, text, and contact via radio and television, and post-school-related weather closings on the BRPS website at www.brps.org. BRPS will also place an automated phone call to parents between the hours of 7:00 am and 10:00 pm.

SCHOOL PICTURES

School pictures will be taken every fall on a prepay basis. Retakes are scheduled for a later date. Pictures are published in the school yearbook. You are not obligated to purchase picture packets. From time to time, newspaper photographers, reporters, and/or television crews visit various schools. We also may wish to publish your child’s picture and/or name in a newsletter or on a school-authorized Web site. Unless we hear from you, we will assume we have your permission for your child to appear in a picture and/or be interviewed by a reporter for possible publication. Please let us know in writing if you prefer that your child not answer questions or appear on camera.

SCHOOL VISITORS

Parents and visitors are to check in at our office before going to any other part of the building. Parents are welcome and encouraged to visit the school, but the safety of all students must come first. If you wish to conference with the teacher, it is helpful to both the parent and school staff to know ahead of time. Please make an appointment with the office when possible. Pre-school and school-age visitors

are not allowed unattended in the classrooms. All school volunteers are required to be screened by the District through the Michigan State Police with a criminal history file search. Release forms are available in the office.

SERVICES

BRPS provides a variety of programs and services to students who qualify for special education services including teacher consultant support and resource classrooms. In conjunction with the MOISD (Mecosta-Osceola Intermediate School District), we provide speech and language, social work, occupational therapy, or physical therapy as determined by an individual educational plan. Should you have any questions or concerns or believe your child to be eligible for any of these services, please contact the school principal for further consultation.

SUSPENSIONS AND EXPULSIONS PROCESS

A suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the Principal within one (1) school day of the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The decision of the principal may be appealed in writing to the Superintendent within one (1) school day of the parent's receipt of the decision.

The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The Superintendent's decision shall be considered final. The parents may appeal to the Board of Education only in cases of alleged violation of due process by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parent's receipt of the decision and shall include a

statement of the alleged violation of the policy. The Board shall notify the parents of its decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

TELEPHONE USE AND NOTES

School telephones are often very busy. We are happy to deliver important telephone messages. Due to the abundance of messages at the end of the day, no messages will be taken after 2:30 PM to ensure all messages get delivered to the respective students. Children are more successful in school when they have a consistent daily schedule. We understand that changes are sometimes necessary. Therefore, we need a parent note if your child has a change of plans at the end of the school day. Students without written permission for a change of plans will go home via their usual transportation.

TOYS/PERSONAL POSSESSIONS

The school strongly discourages students from bringing toys, personal possessions, or electronic devices to school. The exception to this request would be for the child's "Show and Tell" time. However, items of special value should be left at home (i.e. electronic games, iPods, hand-held devices). When a child brings personal items to school, the school is not responsible or liable when items are lost, stolen, traded, damaged, or broken. Cell phones are not to be on during school hours of 7:55 AM - 3:20 PM. PLEASE MAKE SURE TO IDENTIFY ALL YOUR CHILD'S BELONGINGS.

TRANSFERRING OUT OF DISTRICT

Parents must notify the principal about plans to transfer their child to another school. When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

WEAPONS

All school buildings are by State law a “Weapons Free Zone” and no weapons may be carried in the school by any student or adult. No adult (even those with permits) may carry weapons in the school except for law enforcement personnel. If a dangerous weapon, or any object portraying a weapon is found in the possession of a pupil at school, at a school activity, or while the student is in route to or from school on a bus, the school will report it to the parents, the local police, and that student is subject to expulsion.

ANNUAL NOTICES

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal before coming to the school. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

NOTICE OF NON-DISCRIMINATION AND COMPLAINT PROCEDURES AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, “Protected Classes”) in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this

District. Educational programs shall be designed to meet the varying needs of all students. If a person believes that s/he has been discriminated against or denied equal opportunity or access to the District's programs, activities or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution the matter. The following person is designated as the District's Civil Rights Coordinator: Mrs. Deb Tyson, Curriculum/ Human Resource Director, 20134 15 Mile Road, Big Rapids, MI 49307; telephone number 231-796-2627.

ANNUAL AHERA (Asbestos Hazard Emergency Response Act) NOTIFICATION

Big Rapids Public Schools conducted a three-year mandatory reinspection for the presence of friable asbestos in our schools. Based on the findings of this inspection, a comprehensive management plan was updated. The AHERA management plan is located at the Board of Education office and the Facilities Office and is available for inspection without cost or restriction during normal business hours, from 8:30 AM-4:00 PM, Monday through Friday. Our procedures for dealing with asbestos in our schools reflect our desire to make our schools a safe place in which students learn. If you have further questions, please call Brian Akey, Facilities Supervisor at 592-0631, or on our website at www.brps.org.

Getting your Child Off to a Good Start

One way to maintain the excitement of the first days of school is to help your child prepare for the challenges of school. There are many things that you as a parent can do to ensure that your child is prepared for school each day.

1. Teach your children to be organized. School is their "job". Help them develop a system to assume the responsibilities of making sure homework assignments are complete and to have the supplies that are needed each day.
2. Children need a good night's sleep. It is very important that your child come to school rested each day. Establish an evening bedtime schedule for your child and stick to it.

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3. Develop a calm morning routine. Allow enough time for a healthy breakfast and a timely school arrival.
 4. Share your child's day Your own reactions and attitudes will go a long way towards determining how your child feels about school, the teacher, and other students.
 5. Read to and with children every day. Kids who "practice" their reading do better than those who don't.
 6. Build a "can do" attitude in your child When she/he tries something hard, praise the effort. Help break a big project down into smaller tasks. Then praise him/her as each step is completed.
 7. Join your school's parent organization Sign up to help in some way. When parents are involved, kids learn more...and their schools are better too!

[Click here for the Academic Calendar](#)

DIRECTORY

Board of Education

- Jeremy Mishler
- Michelle Rasmussen
- Dave Murray
- Pete Kent
- Jeff Godfrey
- Shavon Jane
- Christopher Vennix

Board meetings are held at 6:30 PM on the second Monday of each month in the High School Media Center.

Central Office Administration

(231) 796-2627

21034 15 Mile Road, Big Rapids, MI 49307

Superintendent—Tim Haist

Curriculum/Human Resource Director—Deb Tyson

Finance Director—Melissa Stevens

Big Rapids High School

(231) 796-7651

21175 15 Mile Road, Big Rapids, MI 49307

Principal—Ron Pincumbe

Assistant Principal—Jim Grugett

Athletic Director—Dawn Thompson

Big Rapids Middle School

(231) 796-9965

500 N. Warren Avenue, Big Rapids, MI 49307

Principal—Josh Bull

Assistant Principal—Ruth Gullekson

Brookside Elementary

(231) 796-8323

210 Escott, Big Rapids, MI 49307

Principal—Kara Schafer

Eastwood Elementary

(231) 598-9700

410 N. Third Ave., Big Rapids, MI 49307

Principal—DeAnna Goodman

Riverview Elementary

(231) 796-2550

509 Willow, Big Rapids, MI 49307

Principal—Renee Kent

Big Rapids Virtual School

(231) 796-3489

14980 215th Avenue, Big Rapids, MI 49307

Administrator - Josh Easler

Mentor—Tim Buckingham

Food Service Department

(231) 796-7653

Director—Jane Devries

Transportation Department

(231) 796-5406

Supervisor—Mark Weller

Technology Department

(231) 592-8503

Director—Joe Bouman

Facilities / Grounds Department

(231) 592-0631

Supervisor—Brian Akey