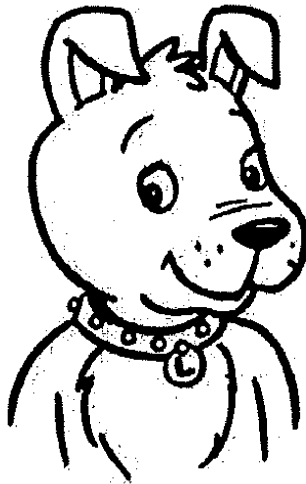


# **Eaton Rapids Public Schools Elementary Handbook**

2026-27

**Lockwood Elementary**

810 Greyhound Dr.



**Be Safe**  
**Appropriate Behavior**  
**Responsibility**  
**Kindness**

# Letter to Students and Parents/Guardians

On behalf of the faculty and staff, it is a pleasure to welcome you to the Eaton Rapids Elementary Schools. It is our goal to provide many exciting and challenging learning experiences this year. We trust that this year will be rewarding and special in the life of your family.

This year we look forward to working with your family in making our schools a great place to grow and develop academically and socially. We can and will, with a strong commitment between the home and school, provide a safe and secure learning environment. Remember, this is your school and together we can ensure quality education for your children.

During the year, do not hesitate to contact your school when you have a problem or concern. Early intervention and open communication will help us achieve success and promote a strong partnership. Together we can make our elementary schools family oriented.

This handbook is provided to acquaint you with the policies and procedures of your school. Please take some time to read and discuss its content with your child, sign and return the statement below. Also, please feel free to contact your school if you have questions, concerns, or would like to establish a conference.

Sincerely,

Jason Zeller  
Lockwood

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Please cut, sign and return as soon as possible to school

We have read and discussed the Eaton Rapids Elementary Handbook and understand the policies and procedures.

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Parent Signature

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Child's Name

# WELCOME

## Mission Statement

### Our Mission

- Guide
- Nurture
- Inspire

## Non-discrimination Notice

It is the policy of the Eaton Rapids School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Amy Jones  
Human Resource Director  
912 S. Greyhound Drive  
Eaton Rapids, MI 48827  
[\(517\)-663-8155](tel:5176638155)

## School Information

Lockwood Elementary  
810 Greyhound Dr.  
517-663-8194  
517-663-6836 (fax)

Principal: Mr. Jason Zeller

# ATTENDANCE/TRUANCY POLICY

Regular and punctual attendance is essential to a student's success at school. When students are absent, a parent/guardian is expected to notify the school office as soon as possible regarding the absence. An answering machine is available outside of school hours.

When students arrive late or leave early from school an adult **MUST** sign them in or out at the office.

Predetermined absences: If it is known in advance that absences from school must occur, a note stating the dates and reasons for the absence should be submitted to the teacher and office prior to the absence. It is advised that parents/guardians contact teachers before making decisions about taking students on trips during the school year to determine the effect these absences may have on their child's academic performance.

## Truancy Information

**Truancy policy notifications:** Consistent with the guidelines of the district's truancy procedures, parents/guardians will receive notification letters when students accumulate 7 absences in a semester and again at 10 absences. District-wide procedures specify the following guidelines for determining whether students are tardy or absent for a half day: NOTE: Every three (3) tardies or leaving early will be counted as one (1) day of absence for purposes of determining a student's chronic attendance issues.

1. If you are coming from breakfast - not tardy if you arrive at class before 8:55.
2. Late arrival (before 10:00 a.m.) with excuse Tardy (3 tardies equal one day's absence)
3. Late arrival (later than 10:00 a.m.) with excuse Half-day absence
4. Depart before 10:00 a.m. Full-day absence
5. Depart between 10:00 – 2:30 Half-day absence
6. Depart after 2:30 but before 3:50 Early departure-tardy (3 equal an absence)

## Eaton Rapids Truancy Policy

- Regular school attendance is extremely important to a student's success in school. The Eaton Rapids Public Schools are committed to student academic engagement. To that extent, the schools will work with the Eaton County Court System to enforce the State of Michigan mandatory attendance law and eliminate truancy in our school district.
- According to the policy of the Eaton Rapids Public Schools, students who accumulate ten (10) absences per semester (excused and unexcused count together) may be referred to the county Truancy Intervention Program (TIP). District policy describes truancy as: "a student being absent from school without permission, chronic tardiness, or excessive absences." It will be at the discretion of the building administrator to decide if the student's absences merit a truancy referral.
- Before a student is referred for truancy, the school district will work with the parent/guardian of the student to "get them back in school" immediately. Failure on the part of the parent/guardian to do so will result in a referral to the Truancy Intervention Program (TIP).
- TIP offers support to parents and students in Eaton County and at the same time, enforces Michigan's Compulsory School Attendance Act. TIP provides positive support to increase continuous and consecutive school attendance. The Court requires the parent/guardian and student to participate in the age appropriate TIP program until the attendance problem is resolved. Failure to do so will result in more formal court involvement.

# SCHOOL POLICY

## **Medication in School:**

Students are not permitted to bring medicine to school or take medicine at school unless an ERPS "Medication Authorization Form" has been signed by both the parent and provider, and filed in our office. It is the parent/guardian's responsibility to contact the office or school nurse to request this form for completion.

- All **prescription medication** must be in the original prescription container, labeled with the child's name, date, and dosage before being administered.
- Over-the-counter medication (including cough drops) must be in the original container and labeled with the child's name.
- Medication is kept locked in the office and administered by our designated staff members.
- **All** medication must be transported to and from school by the parent/guardian or by parent request, transported by transportation personnel (bus driver and/or bus aide).

**NOTE:** A copy of the complete Medication Policy D-13 is available upon request.

## **Special Medical Needs:**

It is very important that the office knows if your child has special medical needs (i.e., allergies, seizures, asthma, reaction to bee stings, etc.) It is the parent/guardian's responsibility to fill out appropriate emergency forms and to make available medical supplies in the office if warranted. This information needs to be updated yearly.

## **Illness & Injury:**

Students will receive attention for any injuries or illnesses in the school office. We will contact parents, family members listed on the Enrollment Emergency Card and medical personnel as necessary. Students are responsible for reporting any injuries to school personnel.

## **Illness Exclusion from School:**

We follow Health Department recommendations when sending children home or excluding them from school. Students will be sent home if they have a fever (temperature 101.0 or above), are vomiting, have diarrhea, or other symptoms of communicable diseases. Students may not return to school for a minimum of 24 hours after the fever is gone (without the use of fever-reducing medicine). Keeping sick students at home means that they keep their viruses to themselves rather than sharing them with others. More information can be found under the sick child policy on [www.erpsk12.org](http://www.erpsk12.org).

### **Communicable Diseases:**

Michigan Law requires our school district to make every attempt to protect students and employees from suspected communicable diseases. Therefore, if a student has a dangerous communicable disease, he/she will be sent home until a note is provided from a doctor, at which time the student may return. Michigan law requires that schools report the possible occurrence of communicable diseases to the local health department. To assist in this and to prevent the spread of illness, please include the following when calling in your child's absence: student name and teacher, your name, description of symptoms or name of illness if diagnosed. Please also let the school know if a suspected illness is later confirmed by a medical provider.

### **Head Lice:**

We will follow Health Department recommendations in regards to exclusion from school.

### **Wellness Policy:**

As required by law, the Board of Education establishes the following Wellness Policy for the Eaton Rapids Public School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks, supporting the development of good eating habits, and promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the school alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The entire Wellness Board Policy can be downloaded on the website at [www.erpsk12.org](http://www.erpsk12.org), or a copy may be requested from the school office.

### **Recess:**

Fresh air and exercise have proven to aid in the physical and educational growth of students. Children will go outside as long as the "real feel" temperature is 10 degrees or above. Children should be in school only when well enough to go outside. *A doctor's statement is requested for a child to be excused from outdoor recess.*

### **Exempting Child from Specific School Services:**

All students are required to take part in all aspects of the elementary school programs unless they have been exempted from participation by the administration, superintendent, or the Eaton Rapids Board of Education.

### **Parents/Visitors/Volunteers:**

For the welfare and safety of our students and staff, all parents/guardians, visitors, and volunteers are required to sign in and out at the school office and wear an ID badge. All volunteers, including parent volunteers, must have an application and criminal background check completed annually.

Parents are welcome at school. Board policy states, "Visitors should give reasonable advance notice of their desire to come to school to visit and observe."

To respect the educational integrity of our classrooms, teachers are not able to have conferences with parents during the regular class sessions.

We ask that your child does not bring another student to visit their classroom during the school day.

### **Weapons:**

The Gun Free Schools Act, as amended, mandates that states which receive Elementary and Secondary Education funds must enact a law requiring expulsion for not less than one year, of students found to have brought a weapon to school. Such expulsions, however, may be modified by school officials on a case-by-case basis or administered in a manner consistent with the Individuals with Disabilities Education Act.

The Weapons Free School Zone Act signed by Governor Engler on October 12, 1994 became effective on January 1, 1995. Accordingly, the Board of Education of Eaton Rapids Public Schools (or the Superintendent, a principal or other district official as may be designated by the board) shall permanently expel a pupil from attending school in the school district, if the pupil possesses a weapon in a weapon-free zone. A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

If a child consciously or unconsciously brings any of these items to school, a disciplinary process begins at once. Parents/Guardians will be immediately contacted, and a Risk Assessment will be conducted. Parents will be asked to remove their child from the building until the Risk Assessment has been completed.

Such expulsion is mandatory, unless the pupil established, in a clear and convincing manner, at least one of the following:

1. That the object or instrument, possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon.
4. That the weapon was possessed by the pupil at the suggestion or request or direction of, or with the expressed permission of, school or police authorities.

**Disclosing Directory Information:**

The Family Education Rights and Privacy Act (FERPA) gives public schools the right to disclose directory information. Board policy designates these items as directory information:

- Name of student
- Name of student's parents
- Address, phone number (if not unlisted)
- Date of birth
- Grade level
- Extracurricular participation
- Achievement/awards/honors
- Student's photograph
- School attended before Eaton Rapids
- Weight and height (if part of an athletic team)

If a parent or student 18 years or older does not wish to have any of this above information disclosed, the school the student attends must be notified in writing.

**Child Abuse and Protection:**

Michigan law requires that school administrators, counselors, teachers, or other staff members to report all suspected child abuse or neglect to the proper legal authorities. The law mandates that any school employee, pursuant to the performance of his/her duties, having reasonable cause to believe that a child coming before him/her has physical injuries that may have been intentionally inflicted by a person responsible for the child's care, shall notify the administrator in charge of the child.

**Special Education Services:**

Our Special Education Programs provide services to the handicapped from birth to age 26. Speech and language therapists provide remedial help with speech and language development. Teacher consultants provide for adaptation that allow special education students to be educated in the general education classrooms. Mildly to severely impaired students are provided programs and served in designated buildings of the district. Therapy and diagnostic services are provided through the cooperative efforts of the District and the Eaton Intermediate School District. Students having profound disabilities, blindness, deafness, etc., may receive instruction outside the District when it is determined that this meets their unique needs. All programs are administered within guidelines of both state and federal regulations and are provided free of charge to parents of handicapped students.

# STUDENT EXPECTATIONS

## **Student Conduct:**

We recognize that self-discipline, the foundation for learning, is a principle goal of education. School staff help students develop skills of responsible behavior by creating an environment in which students may acquire those skills. Students will be expected to share in this responsibility by following the BARK:

- Be Safe
- Appropriate Behavior
- Responsibility
- Kindness

If students do not assume this responsibility, the following procedures will be followed to give students the opportunity to correct behavior.

1. The student will be re-directed and given the opportunity to make the appropriate choice.
2. If the behavior continues, the student will be asked to take time in a designated area and decide when he/she is ready to join the class by correcting behavior.
3. If the inappropriate behavior continues, the student will be asked to go to a thinking chair in another classroom. Once the student is ready to go back and fix the behavior, he/she is sent back to the home classroom.
4. At this point, if inappropriate behavior continues, the student will lose a special or recess.
5. If there is a major behavior incident, steps 1-4 may be skipped. The student will be issued an Office Discipline Referral (ODR) and will meet with the principal. Appropriate consequences will be determined and parents may be contacted.

Parents should use discretion on any items brought to school that interfere with the learning process or that present a danger to students; themselves and others. The following items **should not** be brought to school for use: non-educational items, gaming systems, cell phones, iPods, game cards (pokemon, etc), skates/skateboards of any kind, etc. The school **will not** be held responsible for damaged, lost, stolen or broken personal items of students.

## **Substance Abuse:**

Students violating established school and or district policy in regards to substance abuse will be subject to discipline standards which may include suspension or expulsion. Copies of the district policy are available from the building administrator.

## **Threats, Harassment and Bullying:**

### **2. 5517.01- BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior towards 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 physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, or anyone else, 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 refusing to tolerate harassment or bullying is expected of administrators, faculty, staff and volunteers to provide positive examples for student behavior.

All students are expected to treat one another with courtesy, dignity, and respect. No students are to be subjected to any form of threats, harassment or bullying. Any student who believes he/she needs help in stopping any type of threats, harassment or bullying shall verbally report the incident to any staff member with whom he/she feels comfortable discussing the incident. If a thorough investigation reveals that aggressive threats, harassment or bullying has occurred, prompt consequences will be assessed that match the severity of the occurrence. Repeated incidents of threats, harassment or bullying will result in increasingly serious consequences to the offender up to a recommendation to the superintendent for expulsion.

## **School Dress and Appearance:**

Any manner of student dress or appearance that is offensive to other students or staff and is, in the judgment of administration, disruptive to the learning environment or unsafe will not be allowed. A parent/guardian may be contacted to bring in suitable clothing.

# GENERAL INFORMATION

## **Textbooks, Workbooks & Library Books:**

Textbooks, workbooks, and library books are supplied by the school district without a service fee to parents. Children are held responsible for the condition of all learning materials checked out to them. Normal use will carry no assessment, but loss or damage beyond repair will be assessed a replacement fee not to exceed the reasonable cost of the item.

## **Acceptable Use of Technology Resources:**

Use of District IT Resources is a privilege, not a right. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Student Code of Conduct governs students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates Board Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.).

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/emails, and records of their online activity).

Students will be assigned a District-provided school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services/apps.

All students will need to use District Information & Technology Resources. It is considered, upon assigning the student their school email account and/or school issued device, that the student (and the parent/guardian if they are minors) is [agreeing](#) to abide by the terms and conditions of [Board Policy 7540.03, Student Technology Acceptable Use And Safety](#), and accompanying guidelines. Signed consent is inferred in this instance.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The Principal may deny, revoke, or suspend access to and use of the District IT Resources to individuals who violate the Board's Student Technology Acceptable Use and

Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Additionally, if a student's school issued device stops working properly, the teacher should be notified and/or the student can take it to their building media-tech for assessment. A spare device may be assigned. Please note: If the damage is the result of a student's negligence or intentional destruction, the student/family will be responsible for the cost of the repair or replacement of the equipment per [Board Policy 5513, Care of District Property](#).

### **Report Cards:**

Report cards are issued two (2) times a year.

### **Parent/Teacher Conferences:**

Conferences are scheduled in the fall and spring for parents to meet with teachers concerning the welfare and progress of their child. Parents do not have to wait for scheduled conferences if they have concerns. Contact the school office to make arrangements.

### **Buying/Trading or Selling Items in School:**

Students are not to sell, trade, or purchase any items from another student in school without written permission from the principal.

### **Breakfast/Lunches:**

#### **Free/Reduced-Price Breakfast/Lunch:**

All students are eligible for free breakfast and lunch. Breakfast and lunch will be served every day including half-days. It is important to still fill out the free/reduced lunch/breakfast forms. See the link below:

<https://eatonrapids.familyportal.cloud/>

### **Lunchroom Conduct:**

Behavior and conduct is expected to be safe, orderly and relatively quiet. As a general guideline, students are expected to:

- Always walk
- Follow directions
- Use inside voices
- Use good manners
- Respect each other's space
- Remain seated until given permission to leave
- Eat their own lunch
- Pick up after themselves

### **Closing/Delay of School:**

When weather conditions create hazardous driving situations, an emergency closing or delay may occur. In this event, you will receive either an email or instant alert. Be sure that your child knows what to do if you will not be home during emergency closings or early dismissal.

**Field Trips:**

Teachers may plan field trips as an extended experience in the units of study. To participate in a field trip, the student must have displayed continued adequate classroom behaviors. Most trips are taken by school bus during the school day. Some trips may require teachers to collect fees from individual children to cover costs. Student's attendance on the trips is expected. Parents are notified of the trip in advance and are often asked to serve as chaperones along with the classroom teacher. A parent/guardian signed permission slip must be on file before a student can participate.

**Parent/Teacher Organization (PTO):**

The PTO Executive Board of GIS, Lockwood, and GCE meets each month during the school year. The PTO meets to organize special events for the students and their families and to keep the lines of communication between parents and teachers open and easily accessible. All parents are welcome to attend the meetings and help with activities and be part of your child's educational experience.

**MiChild Health Insurance:**

Eligible families have available to them low-cost or free health care coverage. Services are provided by many HMO's and other health care plans. Families who would like to find out if their children qualify for the MiChild and Healthy Kids can call 1-888-988-6300 or go to [www.michigan.gov/mdch](http://www.michigan.gov/mdch).

**Equal Opportunity:**

All policies and procedures adopted by the Eaton Rapids Public Schools are intended to be fair, reasonable, and for the good of the school and of the students. All are intended to comply with federal law and constitutional rights of individuals. Race, religion, sex, national origin, sexual orientation, and handicap will not be grounds for denying participation in classes or programs for which a student is otherwise eligible. Complaints of such discrimination must be made in writing to the principal of the school or the district's Equal Opportunity Director, Mrs. Amy Jones, by parents on behalf of their children.

**Policies and Procedures:**

THESE POLICIES ARE NOT AN ALL-INCLUSIVE LIST. THE DISTRICT RESERVES THE RIGHT TO AMEND AND/OR MAKE CHANGES WHEN NECESSARY AND APPROPRIATE.

# PROBLEM SOLVING

## **If There is a Problem at School:**

Eaton Rapids Public Schools are committed to the success of every student. It is well understood that best results are achieved when the school and home work in partnership with one another. Although steps are taken to assure that each student has a positive school experience, problems will sometimes occur. To ensure that problems are handled promptly and effectively, the district has developed Policy A-8. The steps are summarized below. Copies of Board Policy A-8 are available in each school building.

1. Talk first with the teacher if the problem is related to the classroom.
2. Contact the principal if you wish to receive assistance in solving issues that are not resolved after talking with the teacher or if they involve something outside the classroom.
3. Contact the superintendent if you wish to receive assistance in solving issues that are not resolved after talking with the principal.
4. Contact the Board of Education if you wish to receive assistance in solving issues that are not resolved after talking with the superintendent.