Lillian Fletcher Elementary School
STUDENT/FAMILY HANDBOOK

School Year – 2026-2027

Your Child. Their Education. Our Commitment.

Student/Family Handbook

for

Lillian Fletcher Elementary School

Welcome to Lillian Fletcher Elementary School.
All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Julie Cassie, Principal **[**568-4452**]**

Savannah Burridge, School Secretary **[**568-4452**]**

Michael Leskowich, Superintendent of Schools **[**568-4463**]**

Adopted by the Board of Education on August 17, 2026.

Discipline Code adopted by the Board on August 12, 2024.

Homer Board of Education

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Cara Gaborik

Superintendent----------Mike Leskowich, 568-4461
Principal----------Julie Cassie, 568-4452
Secretary----------Savannah Burridge, 568-4452

STAFF ROSTER

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Morgan Minix

FIRST GRADE
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Steven Weaver

SECOND GRADE
Kim Eishen
Debbie Minix
Hannah Burdette

BEHAVIOR SPECIALIST
Christy Penza

THIRD GRADE
Brittany Coolidge
Debbie Minix
Courtney Poe
Brandi Maes

FOURTH GRADE
Cassie Pierce
Ashley Prueter
Deven Tyler

SPECIAL EDUCATION
Angela Burns
Jessica Canfield
Kellie Mulnix

SCHOOL SOCIAL WORKER
CISD Employee

PHYSICAL EDUCATION
Kim Turbin

DIRECTOR OF INSTRUCTIONAL SERVICES
Shannon Shepherd

SPEECH THERAPIST
CISD Employee

ART
Nichole Mansfield

SCIENCE
Tracey Crandall

SCHOOL NURSE
Charlene Lebron

Other services available to Homer students:

Occupational Therapist
Physical Therapist
Hearing Screening - administered to grades K, 2, 4
Vision Screening - administered to grades K, 1, 3
Psychologist - academic testing only
Special Education Consultant

For further information call (517) 568-4452.

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2024**.** If you have questions or would like more information about a specific issue or document, contact your school principal or, superintendent, or access the document on the District's website: www.homerschools.net by clicking on "Board of Education tab under DISTRICT" and finding the specific policy or administrative guideline in the Table of Contents for that section.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. School administrators reserve the right to establish fair and reasonable rules and regulations for actions that are not covered in the student handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 31, 2018. If any of the policies or administrative guidelines referenced herein are revised after July 31, 2018 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

The mission of the Homer Community Schools, in partnership with the community, is to create a positive culture that engages and encourages students to achieve excellence.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officers listed below:

Julie Cassie	Mike Leskowich
LFE Principal	Superintendent
568-4452	568-4461

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. **Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

B. **Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;
5. providing information and involving families in monitoring student progress;

6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;

7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. **Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities;

2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

D. **Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;

2. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. **Involving Families in Decision Making and Advocacy**

1. involving families as partners in the process of school review and continuous improvement planning;

2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

F. **Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;

2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through

publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

SCHOOL DAY

The school day is from 8 am to 3 pm. Breakfast will be served beginning at 7:50 am.

7:30-Crossing guard on duty
7:50-Doors open
3:00-Busses depart

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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

STUDENT WELL-BEING

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School Office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

The Homer Board of Education employs a school social worker to assist parents and staff in dealing with social, personal and family-oriented needs.

CISD Employee
Social Worker
724-9337

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office and/or the school nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

It is important that all students have at least one emergency number (other than the parent's number) recorded on their registration card. If for some reason either phone number changes during the school year, please contact the office **immediately**.

HEAD LICE

An appropriate treatment is needed to kill lice, and all nits (eggs) should be removed from the hair after the treatment. The student may not be readmitted to school until the student has been treated and no live lice remain. All nits should be removed to be assured there are no live nits remaining. In the event that a student is found to have headlice while at school, the student may remain in school until the end of the school day, but may not return to school until the appropriate treatment has been completed, no live lice remain, and nits have been removed.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Families should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's Open Enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document,
B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
C. proof of residency,
D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building principal will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EARLY DISMISSAL/SIGNING OUT

No student will be allowed to leave school prior to dismissal time without family contact. Families must call the school or send a note indicating the time the child will need to be excused and when they are picking him/her up. No student will be released to a person other than a custodial parent(s) or person(s) with permission given on the emergency card without written permission signed by the custodial parent(s) or guardian. The student must be signed out in the office. Students being checked out more than 15 minutes early will be marked absent for the afternoon. If a student is being checked out less than 15 minutes early, it will be marked as an early out.

TRANSFER OUT OF THE DISTRICT

Families must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Lillian Fletcher Elementary, the family must notify the principal. Every attempt should be made to return all school property prior to transfer completion. School records may not be released if the transfer is not properly completed. Families are encouraged to contact the building secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her family in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Families should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the school's office.

D. Medication that is brought to the office will be properly secured. Medication must be conveyed to school directly by the family. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the family will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The family shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the family's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and family, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and/or school nurse and updated annually.

Non-prescribed (Over-the-Counter) Medications

If a student is found using or possessing a non-prescribed medication without family authorization, s/he will be brought to the school office and the family will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the family. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the family along with a waiver of any liability of the District for the

administration of the medication. The family must also authorize any self-medication by his/her child.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, families will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Family involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal at 568-4456 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Families should contact the building principal at 568-4456 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

Student's Name
Address
Participation in officially recognized activities and sports
Height and/or weight if member of an athletic team which requires disclosure
Dates of attendance
Date of graduation
Awards received
Honor rolls
Scholarships
School photographs or videos of students participating in school activities, events or programs
School-assigned email account for the purpose of facilitating student registration for educational purposes

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a family. Families may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the District Website under Board Policy.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in

State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the family, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and families have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the family. To review student records please provide a written notice identifying requested student records to the superintendent. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Families and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A family or adult student must request the amendment of a student record in writing and if the request is denied, the family or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her family, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or his/her family;

B. mental or psychological problems of the student or his/her family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her family; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby families may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, families have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The family will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to families of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify families of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Families and/or eligible students 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 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.**

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Families 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 family who wishes to review materials or observe instruction must contact the principal prior to coming to the School.** Families' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfast FREE for everyone and lunch available to students for a fee to be determined by the Board of Education each school year. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Prices are as follows:

Universal Breakfast, free for everyone	Milk	.50
Lunch, free for everyone	Lunch (seconds)	2.45
	Reduced Lunch (seconds)	.40

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact Tina Tucker, food service director.

The food service department has implemented a computerized accounting system. Meals are to be paid for in advance. A negative balance may result in a student receiving a peanut butter sandwich and milk.

Elementary students' money will be collected in their classrooms, or families may mail payment directly to the food service department. All money should be sent in a sealed envelope with the student's first and last name, grade, teacher, and the amount that is inside written on the envelope. You may combine elementary, middle and high school students' money in one envelope. Family members can also add money to their student's account online by using the following web address: http://www.homerschools.net/resources/parent_resources/

EVACUATION PLAN

If it becomes necessary to evacuate the school for any reason during the school day families will be notified by school messenger as to the reason and the procedure for student release.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify families by school messenger. Families are responsible for having updated contact information on file. The following radio and television stations will also be contacted:

WWMT (TV3), WOOD (TV8), WOTV (TV41), WLNA (TV6), FOX 47 (TV47), FOX17 (TV17), WILX (TV10)
WNWN (98.5 FM), WTVB (1590 AM), WUFN (96.7 FM), WQLR (106.5 FM), WOOD (105.7 FM)

Families and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly families, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the office. **If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.**

Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY

Homer Schools provide a Media Center (library) for student use in the elementary. Books are loaned out on a weekly basis and must be returned before another book will be loaned to the student. We would encourage you to discuss the books your child checks out and either listen to him/her read from their selection or read some of the story to them. Special events take place regularly in the Media Center for students, and families are encouraged to participate and assist at these events.

Families can also check out books from the media center.

RECESS AND PLAYGROUND

We follow class social contracts while out at recess.

Recess is considered a privilege, and the social contract must be followed in order to earn recess.

Students will not be allowed in the building unsupervised, and therefore, will be expected to go outside during lunch and recess breaks where supervision is provided. Medical excuses written by a doctor will, of course, be honored. Students properly dressed for weather conditions should have no difficulty being outside for the 15 or 20 minute recess and lunch periods.

LOST AND FOUND

The lost and found area is across from the office in the red bin. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity throughout the school year.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without family consent. Attendance rules apply to all field trips. Students that have had their field trip privileges revoked are still required to attend school on the field trip days.

Throughout the school year students may go on walks and field trips with their class. The signed permission on the student registration card will be kept on file for such occasions. Family members may be asked to chaperone some field trips. On those trips, students must leave and return to the school on the bus rather than leave before/after the trip with the chaperone unless a parent/guardian requests permission in writing to Mrs. Cahill or the teacher to transport their own child. **Any chaperone wishing to attend field trips with their child must have a background check completed by the school and approved by the principal and superintendent.**

HOMEWORK

Homework is assigned for the following reasons:

1. To enrich and extend what the student has learned in class
2. As practice to improve skills
3. In preparation to share with others something he/she has read, discovered or created
4. To develop responsibility for taking assignments home, doing the work and bringing it back to school

Homework is assigned at the discretion of the teacher.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her family members must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and family agreement will be distributed to the school office.

STUDENT ASSESSMENT

In the fall, winter and spring, students will be given the NWEA. All NWEA assessments will be administered online. Subject matter to be assessed include Reading/ELA, Math, and Science (as appropriate).

Third and fourth grade students will be administered the MSTEP Assessment in the spring. Subject matter to be assessed include Reading/ELA and Math. The Michigan Department of Education (MDE) determines exact subject matter to be assessed by grade level. The assessment window is also determined by MDE. All MSTEP assessments will be administered online.

Families and students will be notified by notes, media publications, and school messenger regarding exact assessment dates.

Additional local tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, family (or student) consent may need to be obtained. Lillian Fletcher Elementary will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit Lillian Fletcher Elementary wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. After ten (10) days of truancy, a student will be considered a "habitual truant" which can result in a hearing before a judge in a court of law and/or a report to local authorities concerning lack of family responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

Illness
Recovery from accident
Required court attendance
Professional appointments
Death in immediate family
Observation or celebration of a bona fide religious holiday

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents/guardians must provide an explanation for their child's absence as soon as possible, preferably on the day the child returns to school. Verification can be done via note, phone call to 568-4452 or email to sburridge@homerschools.net explaining the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the family should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than eight (8) days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the family will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the

student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

If truancy continues, the student may be denied the opportunity to participate in noncurricular school activities and events and a notation made on his/her grading record.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy, s/he will be considered a “habitual” truant and will be reported to the proper authorities.

Notification of Absence

The family should provide a written excuse (either paper or email) the day the child returns to school after an absence. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to her/his first assigned location. Any student arriving to school between 8:00 A.M. and 8:15 A.M. is tardy. Any student arriving to school after 8:15 A.M. or 15 minutes after their lunch period will be marked as absent.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss

the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. There appears to be a definite relationship among good grooming, good work habits, and proper school behavior. Any type of attire that causes a disturbance in the school is not acceptable. Clothes and body must be neat and clean at all times. Shoes must be worn. No flip flops, shoes without backs, roller skates, or shoes with wheels are permitted. Hats are considered apparel for outside and shall not be worn in the building unless for a school sanctioned spirit day. Students who wear unacceptable clothing will be asked to change. Final decision on acceptability lies with the building principal.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

CELL PHONES

Cell phone use by elementary students during the school day is prohibited. If a parent feels it is absolutely necessary for an elementary student to have a cell phone to use following after-school activities, it must stay in the student's backpack with the power off during school hours. Confiscated cell phones will need to be picked up from the school by a parent.

DISCIPLINE

Lillian Fletcher Elementary uses the attached behavior rubric to discipline students. Behaviors are listed with the corresponding consequence.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

We are committed to providing a safe, supportive, and inclusive learning environment. Informal discipline takes place within the typical school day and may be implemented by the classroom teacher. It includes: Change of seating or location, loss of privilege like recess time, conference with the student, reflection time, etc.

Certain behaviors require the support of administration. We distinguish the need for support based on the severity and/or frequency of the behavior. When behavioral incidents require administrative support, the school uses a progressive discipline approach. Our progressive approach to discipline ensures that consequences match

both the severity and the frequency of a student's behavior and is designed to address persistent patterns. If a behavior repeats, our interventions become more structured and intensive. We work in partnership with parents to combine clear accountability for the student with reflective, restorative actions that help them learn how to make better choices moving forward.

Developmental Consideration: Time Between Incidents

Because elementary students are continuously growing and developing self-regulation skills, we believe in celebrating positive behavioral growth. Therefore, the progression of consequences is not necessarily permanent for the entire school year. If a student demonstrates significant growth and maintains positive behavior for an extended period (typically 45 school days or one academic quarter) without an administrative incident, the previous "step" on the rubric may be reset or downgraded.

Key Terms to Know

- Restorative Action: An opportunity for the student to repair any harm caused to relationships, our school environment, or the school community.
- Alternate Placement: A temporary, supervised environment, outside of the regular classroom, used to reset, reflect, and reteach expectations.
- ISS (In-School Suspension): The student remains at school but completes their academic work in a designated, supervised setting away from their peers.
- OSS (Out-of-School Suspension): The student is excluded from attending school for a designated period to ensure safety and allow for reflection. To help students learn and maintain a safe environment, behaviors are classified into levels of severity. The actions taken by administration depend on the specific behavior and how frequently it has occurred.

Administrator-Managed Behaviors

Parents are contacted for all administrator-managed behaviors via phone call, Dojo, email, or in person.

Level 1: Low-Level Disruptive Behaviors

Behaviors that interrupt the learning environment or violate general school expectations.

- Behaviors Included:
  - Abusive Language / Disrespect / Lying: Unkind words, swearing, rude messages, or untrue statements.
  - Defiance / Non-compliance / Disruption: Refusing directions, talking back, or interrupting classroom teaching.
  - Technology Violation: Inappropriate use of electronic devices.
  - Property Damage (Minor): Initial minor damage or disfigurement of property.
- Standard Progression of Responses:
  - 1st & 2nd Offense: Conference with the student, reflection, and individualized instruction. Alternate classroom placement is used temporarily if needed to reset, alongside a loss of privileges.
  - 3rd Offense: Reteaching expectations paired with a lunch or after-school detention.
  - 4th Offense: A ½ day In-School Suspension (ISS) or Alternate Placement, combined with a formal behavior intervention plan.

Level 2: Moderate Misconduct & Boundary Violations
Behaviors that cross personal boundaries, involve property, or compromise supervision rules.

- Behaviors Included:
  - Theft: Taking or possessing property that belongs to someone else.
  - Inappropriate Location: Being outside of school or activity boundaries without permission.
  - Inappropriate Display of Affection: Consensual gestures or physical contact of a sexual nature.
- Standard Progression of Responses:
  - 1st Offense: Immediate correction, parent contact, and skill instruction. Property must be returned with a restorative conversation. For location boundaries, an Alternate Placement is used for a portion of time to ensure student safety.
  - 2nd & 3rd Offense: Progression to ½ day or full-day ISS/Alternate Settings. For out-of-bounds violations, a student Safety Plan is created once the 3rd offense is reached.
  - 4th Offense: Out-of-School Suspension (OSS) for 1–2 days and a parent meeting to review Safety Plan and make necessary revisions.

Level 3: Severe & Harmful Behaviors
Behaviors that directly target individuals, cause physical harm, or violate civil rights.

- Behaviors Included:
  - Bullying: Repeated, unwanted interactions toward the same person with a power imbalance.
  - Harassment: Disrespectful messages targeting a protected class (e.g., race, gender, religion, disability).
  - Physical Aggression: Physical contact where safety is impacted or injury is intended.
  - Fighting: Mutual participation in physical violence with intent to harm.
- Standard Progression of Responses:
  - 1st Offense: Immediate separation of students, loss of privileges, and guided restorative actions/conversations.
  - 2nd Offense: Detention(s), ½ day ISS, or a ½ day Alternate Placement. For fighting, a full day of ISS/Alternate placement is applied.
  - 3rd & 4th Offense: Out-of-School Suspension (OSS) ranging from 1 to 3 days, or a combination of ISS/OSS/Alternate Placement, parent re-entry meeting, and the potential implementation of targeted behavior interventions.

If any of the above specific behaviors continue beyond the 4th occurrence within a 45 day period, the student will be placed in an intervention and will receive an OSS of 1-10 days.

Level 4: Critical Safety Violations
Behaviors that pose an immediate risk to the physical safety of the entire school community.

- Behaviors Included:
  - Threatening Behavior: Causing fear of injury or harm to people.
  - Use/Possession of Weapons: Possessing knives, guns, or objects capable of causing bodily harm.
- Mandatory Response Protocol (Applies to ALL Occurrences):
  - The student is immediately isolated from peers, and any weapon is safely secured.
  - Parents are notified.

- Administration initiates a formal Pre-Threat Assessment.
- Next steps are determined based on safety findings, which may include instruction, Alternate Placement, ISS, Out-of-School Suspension (OSS) for up to 5 days to complete a formal evaluation, or potential recommendation for expulsion.

While this is our standard roadmap for responses, school administration maintains the professional discretion to modify consequences and interventions. When deciding on the most supportive and effective next steps, administrators will carefully consider individual factors, including: Developmental Age: The student's age, maturity level, and cognitive development.

- Context and Intent: The specific circumstances surrounding the incident and what triggered the behavior.
- Student History: The student's past behavioral patterns and their response to previous interventions.
- Special Accommodations: Any relevant individualized education, safety, or behavioral support plans already in place.

Our Commitment to You: Administrator discretion is never used to be arbitrary; it is used to be fair. Our ultimate goal is to ensure a safe learning environment while choosing the path that best helps your child learn, take responsibility, and grow from the experience.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Students removed/suspended includes participation in athletic, extra-curricular and social events. Suspensions and expulsions may carry over into the next school year.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

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

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search

may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

MICHIGAN LAW

Michigan law states that any child found in possession of a knife three inches or longer may be suspended up to 90 days under the discretion of the administration and school board.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasive or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely

to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live outside the Homer Village limits. The transportation schedule and routes are available by contacting the transportation supervisor at 517-724-9333.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

<u>Previous to loading (on the road and at school)</u>

Each student shall:

be on time at the designated loading zone five (5) minutes prior to scheduled stop);

stay off the road at all times while walking to and waiting for the school transportation;

line up single file off the roadway to enter;

wait until the school transportation is completely stopped before moving forward to enter;

refrain from crossing a highway until the driver signals it is safe to cross;

go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

remain seated while the school transportation is in motion;

keep head, hands, arms, and legs inside the school vehicle at all times;

not litter in the school vehicle or throw anything from the vehicle;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other riders;

not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

remain seated until the vehicle has stopped;

cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

BUS PASSES

Students to be transported to a location other than home **must have a note** or communication from their parent or guardian stating where the child is to be taken. This destination must be on one of our regular bus routes. A pass noting this change will be issued by the office. If a child is visiting a friend and is riding the bus to that home, **both children must bring a note.**

If a bus student is going to be picked up after school and is not TO get on the bus, the teacher must have a note from the parent. **UNLESS WE RECEIVE NOTIFICATION, YOUR CHILD WILL BE SENT HOME ON THE BUS IN THE USUAL MANNER.**

WALKING OR BIKING TO AND FROM SCHOOL

Students are encouraged to walk to school by the most direct route, staying on sidewalks, following safety rules and crossing with the crossing guard at South Hillsdale Street when necessary.

Students will be expected to go directly home after the school day. In the event a student is to go to another location after school, **parents must send a note with the child or call the office** stating where the child is to go. **UNLESS WE RECEIVE A NOTE, THE CHILD WILL GO HOME IN THE USUAL MANNER.**

Students riding bicycles to school will be expected to walk them on school property and surrounding sidewalks for the safety of both rider and walkers. Bicycles must be stored in the provided bike rack(s) during the school day.

I have read the handbook provided online and have reviewed appropriate information with my child.

Parent's Signature _____

Student's Signature_____

Teacher’s Name _____

Date_____

Please sign and return this sheet to your child’s teacher