

Welcome to the Cadillac Area Public Schools

This handbook was prepared for the parents of our elementary students by the administration. It was initiated by the Cadillac Area Public Schools Board of Education's commitment to improving the communications between our schools and students' families.

We hope that you will keep this handbook nearby and refer to it throughout your child's years in the Cadillac Area Public School's elementary programs.

Children Learn What They Live

If a Child lives with Criticism, He learns to Condemn.

If a Child lives with Hostility, He learns to Fight.

If a Child lives with Ridicule, He learns to be Shy.

If a Child lives with Shame, He learns to feel Guilty.

If a Child lives with Tolerance, He learns to be Patient.

If a Child lives with Encouragement, He learns Confidence.

If a Child lives with Praise, He learns to Appreciate.

If a Child lives with Fairness, He learns Justice.

If a Child lives with Security, He learns to Have Faith.

If a Child lives with Approval, He learns to Like Himself.

*If a Child lives with Acceptance and Friendship,
He learns to Find Love in the World.*

Table of Contents

	PAGE
List of Schools	4
C.A.P.S. Mission Statement	5
Elementary Schools Mission Statements	5
How Our Schools Operate	5
Curriculum	6
Student Responsibility	6
Parent's Right to Know	6
Building Level Parent Involvement Policy	7
School-Parent Compact	8
Accessibility	8
Parents' Responsibility	9
Parental Involvement Plan	9
How To Get Involved	9
If You Have A Concern	9
Attendance	10
End of Day Dismissal/Early Pickup	10
New Student Procedure	11
Moving	11
Non-Resident Students	11
Safety Procedures	12
Emergencies	12
Student Appearance Policy	12-13
Discipline	13-16
Destruction of Property	16
Detention of Students	16
Weapons Policy	17
Bullying	17
Bicycles/In-line Skates/Skateboards	17
Riding the Bus	17-18
Technology	18

Table of Contents *continued*

	PAGE
Rights to Access and Privacy of Records	18-19
Search and Seizures	19
Field Trips	19
Physical Education	19-20
Conferences	20
Kindergarten	20
Developmentally Appropriate Practice (DAP)	20
Homework	21
Testing	21
Report Cards	21
Telephones	21
Food Services	22
Class Parties	22
Recess	22
Weather	22-23
Drills	23
Use of School Buildings after School Hours	23
Educational Services	24
ADD/ADHD Referrals	24
Volunteers	25
Lost and Found	25
Medications	25
Head Lice	25-26
Immunizations	26-28
Civil Rights Compliance Officer	29
Drug Free School Zone	29
Blood-borne Pathogens	29
Video Surveillance	29
Individuals with Disabilities	29

Forest View Elementary School

Matt Brown, Principal

7840 S. 25 Road

Boon, MI 49618

876-5100

Franklin Elementary

Joy Beth Hicks, Principal

505 Lester Street

Cadillac, MI 49601

876-5200

Kenwood Elementary

Kelly Buckmaster, Principal

1700 Chestnut Street

Cadillac, MI 49601

876-5300

Lincoln Elementary School

Scott Hanson, Principal

125 Ayer Street

Cadillac, MI 49601

876-5400

Central Office Administration

Jennifer Brown, Superintendent

421 S. Mitchell Street

Cadillac, MI 49601

876-5000

Transportation

876-5050

Food Service

876-5014

Cadillac Area Public Schools

Mission Statement

Education is a continuous process by which all students can learn through a shared responsibility of students, staff and community. It is essential that the school provide a diversified curriculum that challenges each student to achieve his/her potential academically, emotionally, physically and socially. Each student will be a productive, self-reliant and responsible member of our changing global society.

Elementary Schools

Mission Statements

Elementary schools mission statements are available at your local school offices and in each building's annual report.

How Our Schools Operate

The Cadillac Area Public Schools is overseen by a policy-making body consisting of seven members called the Board of Education. These members are elected from the community-at-large. The Board works through the superintendent of schools who, in turn, oversees the operation of kindergarten through twelfth grades. The elementary principal carries the bulk of the responsibility for the day-to-day operation of your child's school. The principal reports directly to the superintendent of schools. The building principal is the person you will be turning to most often with your questions about school policies and procedures. The principal counts on the teacher to keep him/her informed on your child's progress in his/her classroom activities.

Curriculum

The Cadillac Schools offers instruction in the core subject areas of math, language arts (reading and writing), science and social studies. Instruction is also provided in physical education, art, general music, technology and health education. A complete list is available at your school's office.

Student Responsibility

In Cadillac Schools, students are expected to work up to the best of their abilities and behave in a manner that promotes a positive learning environment for all students.

Parent's Right To Know

Our school receives federal funds for Title I programs that are a part of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the federal No Child Left Behind Act (NCLB) of 2011. Under these laws, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If your child also receives Title I services from a teacher or paraprofessional, you have the right to request information regarding his or her professional qualifications as well. If you request this information, our district office will provide you with the following information as soon as possible:

- a. Whether or not the teacher has met Michigan's licensing requirements for the grade level(s) and core academic subject(s) taught by the teacher;
- b. If the teacher is teaching under an emergency status for which state licensing requirements have been waved;
- c. The education level and subject area of the teacher's college degree major and for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals, his or her qualifications.
- e. If your child is taught for four continuous weeks by a teacher who is not highly qualified, parents will be notified in a timely manner.

If you would like to request this information, please contact your school building Principal or the Superintendent's office at (231) 876-5000.

Building Level Parent Involvement Policy

Involvement of Parents in the Title I Program

To involve parents in the Title I program at each Elementary School the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. This meeting is convened during the first quarter at the same time as a regularly scheduled Parent Organization monthly meeting.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy. Parent input is solicited at the PTL meetings, through building-level parent satisfaction surveys, and through the district-level Parent Advisory Council.
- The school provides parents of Title I students with timely information about Title I programs. Each October and February, parents of students receiving Title I services receive a letter from the school's Title I staff informing them of the need for and type of service their child will receive. Opportunities for parent questions and consultation are provided via phone, email, personal meetings, and parent-teacher conferences.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet during the Annual Report Meeting held each September, parent teacher conferences in October and February, quarterly report cards, regular classroom level report cards, and through the internet via the district's web site links.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

**The policy is updated periodically to meet changing needs of parents and the school. The school includes parents of Title I students opportunity for involvement in planning and designing the school's programs.[20 USC 6318 Section 1118(c)(3)]

School-Parent Compact

Each Elementary School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

The district provides the school with a template which includes the required components of School-Parent Compact. Each school is then given the freedom to solicit parent input for the adaptation of the School-Parent Compact to meet the needs of the buildings. Each Elementary School solicits this input at the Annual Title I Parent Meeting held during the first quarter of each school year.

Accessibility

Each Elementary School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Interpreters are obtained for parent meetings when necessary. Written communications in the native language of parents are provided to the extent possible

Parents' Responsibility

In Cadillac Schools, parents are expected to assist the school staff in resolving any problems concerning their child. It is expected that parents will respond in a manner that will promote a positive atmosphere for learning. We believe education is a joint effort with the family and school working together to meet your child's educational goals.

Parental Involvement Plan

In accordance with PA 107, Cadillac Area Public Schools has a Parental Involvement Plan that includes the following: Title I, District Child Study, home visits, Parent-Teacher Organizations, student activity nights, counseling programs, progress reports, parent organizations, Parent-Teacher Conferences, PA 25 and PA226, booster organizations, websites, newsletters, information gathering and communications.

How To Get Involved

Parents and the public must get involved if our schools are to be successful. Your opinion is important especially when it concerns your child's education. Please contact your building principal if you would like to be active in your child/children's school.

The following areas are always in need of volunteers:

PTO • Library/Media Centers • Classrooms

If You Have A Concern

If you have a suggestion or school-related concern, the board suggests the following procedure whenever possible:

1. Contact the teacher to discuss your concern.
2. If necessary, get in touch with the building principal.
3. If you still have a concern, you may contact the superintendent at 876-5000.

If you call the school and cannot talk directly with the teacher or principal, leave a message on the teacher's voice mail or leave a message with the office administrative assistant and the teacher or principal will contact you during their time away from the children.

Attendance

In the Cadillac Area Public Schools, we know that regular attendance is very important to the learning process. Research shows that frequent absence seriously affects learning and may affect future work habits. When your child is going to be out of school because of illness or any other reasons, **PLEASE LET THE PRINCIPAL'S OFFICE KNOW AS SOON AS POSSIBLE, SO THAT WE KNOW YOUR CHILD IS SAFE. WE ENCOURAGE YOU TO SCHEDULE ALL DOCTOR/DENTAL AND ALL OTHER SUCH APPOINTMENTS DURING NON-SCHOOL HOURS.**

Excessive absences (10 unverified/unexcused) will be reported as truancy to the proper officials. Letters will be sent home at 5, 10, 15 etc. absences.

If a student is absent for an hour and a half or more, in a half-day they will be considered absent.

No one likes to be sick. However, if your child becomes ill, he or she is usually better off at home in bed rather than at school and not feeling well. (See Medications and Common Communicable Diseases.)

End of Day Dismissal/Early Pickup

It is expected that students not riding Cadillac Area Public Schools buses will be picked up by parents within 15 minutes of dismissal, unless other arrangements have been made and cleared through the school office. Otherwise, students should be instructed by their parents to walk directly home. If needed, CAPS Clubhouse is available to parents for before school or after school childcare. **Any changes in your child's dismissal must be made by 3:00.**

If your child does not arrive at his/her destination after school and you become concerned, we suggest these steps: 1) don't panic; 2) check with friends and neighbors; 3) call the school building; and 4) if no one answers at the school, call the superintendent's office at 876-5000.

New Student Procedure

When new families move to the area, parents should call the nearest school that their children may be attending. Upon reporting to the office of your local elementary school, parents will be asked to complete a registration form or will be assisted in locating your child's appropriate school. Immunization records (see page 11), birth certificate and or other reliable forms are required at the time of registration. During the school year, students will be given a tour of the building, meet their teacher and be able to start 24 hours after registration is complete.

During the summer, you may call the Superintendent's office at 876-5000 for arrangements.

Moving

If you and your family plan to move, do not forget it is best to let your child's school know so that the necessary transfer of records can take place. If you are moving into another Cadillac elementary school, please consult with your present elementary principal in order to explore available options. To make the transition easiest for your child, it is highly recommended that the family arranges the move at one of the quarterly breaks.

Non-Resident Students

The Cadillac Area Public Schools Board of Education believes that students should attend school in their district of residence. However, parents may request approval for their children to attend a district other than their district of residence. The Cadillac Area Public Schools Board of Education will admit non-resident students, only after due consideration of any special circumstances. For additional information, contact the superintendent's office at 876-5000.

Safety Procedures

The procedures of Cadillac Area Public Schools are based on concern for the safety and well-being of our students and staff.

Visitors: All visitors must register at the school office upon arrival and obtain a pass. Also, please remind your child not to “wander” after school or “talk to strangers”. It is expected that each student will go directly home or to their authorized designation at the end of the school day.

Late Arrival: If your child is arriving to school late he/she should always report to the office in order to follow proper safety procedures. Excessive tardiness will be referred for truancy.

Early Pickup: Early pick-up is discouraged; however, if it is necessary to remove your child from school during school hours, it is required that you sign your child out in the office

Emergencies

Emergencies can happen quickly, and when they do, the school will make every effort to locate you as soon as possible. It is expected that your emergency telephone numbers are updated frequently on your child’s records.

Student Appearance Policy

As part of our commitment to educating the whole child, we feel this should include an understanding of proper grooming. Neatness of appearance and cleanliness of a person reflects an expression of pride in one’s self, in one’s school and in one’s community. When the dress or grooming of a student disrupts or distracts the learning process, the school will request that parents require an appropriate change or modification of their son/daughter’s appearance.

The following clothing is NOT ALLOWED:

- Clothing that advertises, advocates or displays drugs, cigarettes or alcohol is not permitted.
- Clothing that advertises, advocates or displays violence, gang activities, racism or is sexually explicit is also not permitted.
- Hats may not be worn in the building.
- No bare midriffs shirts, even when arms are extended overhead and no shirts with spaghetti straps.
- No “baggy” pants that allow undergarments to show. Pants are to be worn at the normal waist and belted if needed.
- Shorts should be mid-thigh length (no short-shorts/hot pants).
- Outdoor garments are not to be taken to class unless individual teacher permission is given to do so. The principal will determine what qualifies as appropriate dress.
- Footwear-Shoes are required at all time and should be appropriate for school.

Discipline

The Cadillac Area Public Schools Board of Education gives its representatives the right and responsibility to maintain disciplinary measures and to protect the rights of the individual to learn, as well as to insure proper operation of the school. School Board Policy, in keeping with the Michigan School Code, establishes district rules for student conduct and discipline. Individual schools are encouraged to establish building rules.

The Cadillac elementary schools operate on a no-violence policy and support and implement the Respect and Protect Program. Violence is defined as a mean word, look, sign or act that hurts a person’s body, feelings or things.

In keeping with the above statements, the following rules have been developed for students:

Buses: All children and parents of bus riders receive a list of bus rules and regulations. Drivers have procedures for dealing with violations. Students waiting for buses after school are expected to follow all rules and any additional directions given by the adult supervisor.

Dangerous Items: The following items are not permitted on school premises because of potential danger: sleds, fireworks or other explosives, laser pointers, matches, guns, golf balls, knives, sharp instruments of any kind or other potentially dangerous items.

Boundaries: Children are to remain within the boundaries of the school property at all times.

Language: Obscene or abusive language along with racial slurs or verbal intimidation, are not permitted.

Noise: Being reasonably quiet is expected while in the building. Yelling, bouncing balls and other distracting noises are prohibited.

Electronic Devices: Electronic devices are not permitted at school without special permission. The school is not responsible for lost, stolen or damage to these items.

Personal Items: Personal items, such as toys, trading cards, and other valuables from home are discouraged. Items found to be a distraction to the learning environment may be confiscated for the parents to pick up.

Fighting: Hitting, pinching, bullying, biting and other forms of aggressive behavior or fighting are not permitted.

Cheating: Students are expected to do their own work.

Noon Hour: The following rules are in effect during noon hour:

- All children eating lunch at school must remain on the grounds unless special permission is granted.

- Students are to go outside after eating unless special permission to stay inside is granted.
- Children who usually eat at school must have a parent note to eat other places.
- All food is to be eaten in the lunchroom unless special permission is granted.
- Throwing food, yelling and disturbing others is not permitted.
- Students are to clean up their own eating area.

Playground: Children are not permitted to climb on the: backstops, goal posts, swing sets, stand on top of the horizontal ladder or slides, or swing empty swings. The playground supervisors are the adults in charge and may establish other rules and consequences for the safety of all.

Property Destruction: Deliberate, careless damage, or defacing or stealing of school and/or personal property is prohibited.

Respect: Respect for other children and adults is expected at all times.

Running: Only walking is permitted inside the building, unless an adult is directing a game or gym activity, which requires running or other modes of movement.

Throwing: Sticks, stones, snowballs or other dangerous objects are not allowed.

To and From School: Responsibility to and from school is the cooperative effort of the child, parent and school. All students are to go directly home after school unless a call or note from parents indicates other arrangements. If a child is kept more than ten minutes after school, the home shall be called unless other arrangements have been made.

Other Rules: The school reserves their right to establish other rules not listed here as the need arises. For example, teachers may establish room rules.

Violation of these rules may result in appropriate reprimands which may include the following:

Verbal reprimand

Parent notification

Conference with principal and/or teacher

Sustained Silent Lunch (SSL)

Denial of privileges

In-school suspension

Home suspension as outlined by Board of Education Policy

Destruction of Property

Students and parents of students attending Cadillac Area Public Schools will be held responsible for financial reimbursement to the District for property deliberately or carelessly damaged or destroyed.

Detention of Students

A building principal or a teacher may detain a student after school for disciplinary reasons provided the parent/guardian has been NOTIFIED. The person detaining the student is responsible for making contact with the parent. If the student to be detained is a bus student, arrangements for the student's transportation home must be made in advance, and is the responsibility of the parent(s). At least 24 hours notice will be given to the parent so that transportation may be arranged.

Weapons Policy

In accordance with State of Michigan law, the CAPS Board of Education, or its designee, may expel a student for one-half year for possessing, using or threatening to use, any weapon or instrument capable of inflicting bodily injury. The law also requires that school officials refer all expelled students to the local Family Independence Agency or Community Mental Health.

Bullying

Cadillac Area Public Schools prohibits acts of harassment or bullying. These include but are not limited to actions such as verbal, written, graphic or electronically transmitted taunts, name-calling and put-downs, ethnic or gender based put-downs, or any such conduct that is disruptive of the educational process. These acts are subject to discipline when engaged at any school. See policy 5517.01.

Bicycles/In-line Skates/Skateboards

Students may ride their bikes to and from school in grades first through fourth. Bikes are not to be ridden during the school day and bikes must be parked in the bike rack when students arrive at school. Locks for bicycles are highly recommended. In grades first through fourth, students may bring in-line skates, scooters, skateboards, etc. to and from school. These items are not to be used during the school day and are to be secured while at school. Helmets and other protective gear are strongly recommended. The school is not responsible for stolen or damaged property.

Riding the Bus

Over 50% of our students ride the bus to school. The trip to and from school can be an enjoyable experience for a child if everyone respects certain rules of conduct. At the Cadillac Area Public Schools we ask that:

- Students observe the same courteous conduct on the bus as they would in class
- Students talk in normal tones
- Students do not eat or drink on the bus

- Students stay in their seats
- Students cooperate with the bus driver
- Students help to keep the bus clean and free from vandalism

Parents are to notify the office in writing if your child's way home deviates from the regular routine. The use of busing is a privilege, not a right. Violations of bus rules can result in the loss of the privilege to ride the bus. If you have a question about busing, you may call the district transportation office at 876-5050.

Technology

Access to district technology is a privilege, not a right. Students who lose this privilege or students/parents who choose not to sign the Acceptable Use Policy Request Form, will be assigned alternatives by their teacher.

Rights to Access and Privacy of Records

All parents and guardians of students under 18 years of age, and all students 18 years of age and older, have the right pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records, files and data of the school district directly relating to that student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearing on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files or data directly relating to an individual student, shall be made available to anyone without the consent and notification of the student or the parents or guardian of a student under 18.

Except:

1) The teachers and officials of this school district who have a legitimate educational interest in such information or unless; 2) There has been a federal request for submission of students records in connection with a student's application for financial aid.

The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a

court has ordered access to such records. For other investigation of student records, parental or student consent is needed, except when requested by a cooperative agency such as Child Protective Services or law enforcement.

Directory information can be distributed to other parties unless the parent requests in writing to not have this information shared.

Search and Seizures

To protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are the property of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should understand that they should not expect privacy with regard to items placed in their lockers or desks because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. See policy 5771.

Field Trips

At the beginning of each school year, permission slips will be sent home and kept on file for all field trips. If you do not desire to have your child attend a field trip, please inform the school office and classroom teacher in writing. Children will not be allowed to leave the building without a signed parent permission form on hand prior to the trip. Nature walks may be taken without parental permission.

Physical Education

The Cadillac Area Public Schools Board of Education recognizes the importance of physical education for all of our students, particularly in the early growing years. Your child is expected to participate in gym activities unless you have notified the school with a reason why he/she should not.

Exclusion from physical education class beyond two days may require a note from a doctor. For safety, non-scuff gym shoes or rubber-sole shoes and appropriate attire are needed on gym days.

Conferences

Parent-Teacher Conferences are held twice per year at the Cadillac Area Public Schools. Our teachers look forward to the opportunity to meet with you and discuss your child's progress and accomplishments. Conferences also provide parents with a comfortable setting in which to ask questions about their child's education.

Here are a few ideas for questions you might like to ask at your child's conference:

- What performance level does my child's textbook represent?
- How well does my child get along with other children his/her age? How can I help improve my child's total academic performance in school?
- Does my child complete his/her assignments on time? Does my child obey school and safety rules?
- Should my child be doing more (or less) homework?

Kindergarten

Cadillac Area Public Schools offers excellent programs for children of kindergarten age. If you have a child of kindergarten age contact the school office in the spring to register for the next school year. Children will be assessed for appropriate placement.

Developmentally Appropriate Practice

Our elementary school education program emphasizes creative and developmentally appropriate education for the whole child. This is promoted through learning experiences and activities that include purposeful play, child initiated activities, social interaction, active participation, manipulation of objects, free exploration and skill building as facilitated by the teacher.

Homework

Homework is essential to learning. Even at the elementary level you must help your child by reminding and expecting him/her to complete the assignments and turn the assignments in on time. Also, if your child is out of school for an extended period of time, please be sure to request homework from the teacher. Reading with your child daily can improve student performance and is strongly encouraged.

Testing

Students are tested to gain information about the skills they have learned or need to learn. Cadillac Area Public Schools elementary students are given the Michigan Education Assessment Test (MEAP or other state mandated test). In addition, they take periodic and mastery tests in other areas.

Report Cards

Elementary report cards are designed to better reflect the information that you, as a parent, want to know about your child's progress in school. Report cards are sent out four times a year; twice a year in kindergarten. Progress reports and behavior reports may be sent home at other times.

Telephones

School telephones are an important means of communication. That is why we limit student use of school telephones to emergencies and school business only.

To increase home and school communication, teacher's voice mail is available during school hours.

Food Services

Breakfast and lunch is offered each regular school day. Milk or juice may be purchased by those who bring their lunch to school. Our current lunch system requires students to pre-pay for their lunches. Pre-pay envelopes are available at each elementary building. Applications for free/reduced priced meals are distributed at the beginning of each school year and are available at any time at the school offices. Questions regarding the food service program should be directed to 876-5014.

Please note that your child must remain on the school premises during the noon recess, unless the school has received notification from you that he/she may go home for lunch.

Class Parties

Call your school office for building practices or contact your child's classroom teacher for more detailed information regarding class parties.

Recess

Unless the weather prohibits outside activity, the Board of Education expects all elementary children to participate in daily recess. Unusual health conditions that will keep a child in from recess require a note from home. Conditions requiring a child to stay in for periods of two days or more, should be accompanied by a physicians note.

Weather

It is important for both parents and students to be aware of severe weather policies.

As soon as the weather begins to get bad, road conditions are assessed by the county road supervisor, the police agencies and

our transportation director. When evaluating road conditions, our chief concern is for the safety of the children.

The recommendation to delay or close schools is directed to the central office of the district where a decision is made whether or not to close or delay school for the day. Radio and television stations are notified immediately so that you may be aware of the situation as soon as possible. The district will also utilize an automatic phone notification system to communicate this information. **PLEASE DO NOT CALL THE SCHOOL, as it ties up the telephones that are needed for emergencies.**

Tornado Watch - School will be conducted as usual; however, we will constantly keep abreast of the weather.

Tornado Warning - Students, under the guidance of their teacher, will take proper cover. School will remain in session unless the superintendent decides otherwise, in which case the media will be notified immediately.

Drills

The schools will conduct regular fire drills, tornado and Homeland Security drills to acquaint the children with the procedure for such emergencies.

Use of School Buildings after School Hours

Our schools are available for use by groups of people after the normal school day. In order to schedule a group, you are required to call the Community School Office at 876-5030.

Educational Services

The Cadillac Area Public Schools, the Wexford-Missaukee Intermediate School District and the Wexford County Health Department join together to provide student services such as:

Vision Screening	Gifted & Talented
Speech Therapy	Counselors
School Psychologist	Hearing Screening
Occupational Therapist	Social Work
Teacher Consultant	Homebound Services
Student Assistance Program	Consultant Nursing Service
Physical Therapy	Vision & Hearing Support
Title I Reading & Math Assistance	

Special Education classes serve the following:

Learning Disabled	Severely Mentally Impaired
Emotionally Impaired	Educable Mentally Impaired
Visually Impaired	Hearing Impaired
Autistic	Physically Handicapped

If you have concerns about your child's ability to do his/her school work, and suspect that he/she may need special education assistance or testing, please contact your child's classroom teacher, your building principal or the school counselor for more information. Also, if you desire suggestions or support concerning your child, each school utilizes either student assistance teams, child study teams or teacher assistant teams in order to meet the individual needs of the child. More information regarding these programs and services may be obtained by calling your school office or the special education director.

ADD/ADHD Referrals

If you suspect that your child may have Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD), each building has a process for assisting physicians in helping to gather information. Contact your elementary principal or school counselor for information concerning this process.

Volunteers

Volunteers are very special people in our schools and we greatly appreciate parental help in our activities. We believe that it takes a team effort to work together for the benefit of your child. If you have any free time you can spend helping out at your child's school, please indicate your interest to your child's classroom teacher or the school office. All volunteers will need to go through background check procedures.

Lost and Found

Each of our elementary schools maintain a "Lost and Found" for those mittens, hats, boots, etc. that seem to disappear so easily. All items left at the end of the school year will be donated to a non-profit organization.

Medications

It shall be the policy of Cadillac Area Public Schools to require signed permission forms for the dispensing of any prescription or non-prescription medicines to the students. Permission forms must be signed by the physician and/or by the parent. Forms are available in each building office. All medications will be stored in and dispensed through the elementary school office. All medications must be transported to and from school by the parent in the original prescription container.

Head Lice

Even children and adults from the cleanest homes may accidentally get head lice by close contact with someone who has lice or through contact with infested hats, clothes, brushes, etc. Head lice is easily "cured" when treated properly. If you suspect that your child may have head lice, please inform the school immediately.

Schools send home information on how to properly treat and destroy the infestation. If the school discovers head lice or nits on a youngster, the parents are notified at once, and the student is sent home. A child may return to school as soon as they have

been treated and cleared by the school office personnel. Parents must inspect the child very thoroughly before sending them back to school. There should be **no live infestations or nits.**

Immunizations

State law and the local health department require the following minimal immunizations be given to every child before entering a Michigan school for the first time. Students not meeting these requirements will face exclusion from school.

To Enter School: State law prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one dose of each: Measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis.

**Children ages 4-6 must have received four doses of pertussis. DT is only accepted if a signed waiver is on file for that particular dose of pertussis vaccine.

If immunization is against your religious beliefs, you must sign the exemption that is available at the school office.

Common Communicable Diseases*

Chicken Pox	6 days from onset of rash
German Measles	7 days from onset of rash
3-Day Measles	4 days from onset of rash
Impetigo or Scabies	When clear or under a physician's care, a note is received
Mumps	Upon recovery
Ringworm	When cleared or under a physician's care, a note must be received
Scarlet Fever	7 days from onset, or upon recovery, plus a note from physician
Strep Throat	after seen by a physician and under antibiotic treatment for 24 hours
Whooping Cough	4 weeks from onset of characteristic cough
Pink Eye	Upon recovery

**Information obtained from the Michigan Department of Social Services and Michigan Department of Public Health*

To Stay in School: You must provide the school with a record showing that your child has received all of the following immunizations:

Continued on next page.

Proof of immunity is a parent’s statement that the child has had chickenpox is sufficient documentation.

Immunizations	Ages 4 - 6	Ages 7 - 18
Diphtheria, Tetanus & Pertussis**	4 doses are required. If a dose was not given on or after the 4th birthday, a booster dose of DTP is required. Most children will have 5 doses.	4 doses are required. If a dose was not given in the last 10 years, a booster dose of Td is required.
Polio	3 doses are required. If the last dose was not given on or after the 4th birthday, a booster dose is required. Most children will have 4 doses.	3 doses are required.
Measles, Mumps & Rubella	2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose and at/ or after 15 months of age.	2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose and at/ or after 15 months of age.
Hepatitis B	3 doses are required	3 doses are required
Chickenpox (Varicella)	Proof of immunity is required for children who are entering school	

Children who have not received the required immunizations WILL BE EXCLUDED from school UNTIL parents provide proof that ALL REQUIRED IMMUNIZATIONS have been given.

Required Annual Notices:

Civil Rights Compliance Officer

In accordance with Federal Law Policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, please contact the Cadillac Area Public Schools Civil Rights Compliance Officer, Mrs. JoyBeth Hicks 231.876.5200.

Drug Free School Zone

All Cadillac Area Public Schools are drug free zones. We encourage drug prevention programs and healthy practices.

Blood-borne Pathogens

The Board of Education seeks to protect staff members and students who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties. Staff have been trained to use appropriate protocol regarding blood-borne pathogen exposure.

Video Surveillance

Schools within the district may be monitored by video surveillance technology.

Individuals with Disabilities

The American's 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 to just 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. Parent involvement in this procedure is important and required by Federal (IDEA and State law. Contact Sally Adlam (CAPS Special Education Director) at 231.876.5800 to inquire about evaluation procedures and programs.

**Please clip and return this page
to your child's teacher by
September 30th of the
current school year.**

**I have read and discussed
with my child/children
the rules and regulations of
Cadillac Area Public Schools
Elementary Handbook**

Parent Name: _____

Parent Signature: _____

Student(s)Name(s): _____
