



Beechview School

Student Handbook



Beechview Elementary School

A Michigan Blue-Ribbon School

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Farmington Hills, Michigan 48334

Phone: 248-489-3655

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Dear Parents,

There is an African proverb which states "It takes an entire village to raise a child." Educating the total child goes well beyond the walls of the school building and takes many teachers. Home, the child's first learning environment, and the school, must work together in order to be more effective. Communicating and working together are key factors in education and the purpose for this handbook.

Please read this handbook carefully. It will provide you with necessary information regarding school procedures and policies. We make every effort to keep our families informed. The various ways that we accomplish that is weekly emails from me, School Messenger telephone messages, office and PTA email notifications via the Listserv program, monthly reminders and notes home with students.

Please feel free to contact Beechview Elementary School at (248)489-3655 should you have any questions or concerns. Our doors are always open and we look forward to our partnership with you throughout the school year.

Together in Education,

Shawndra Hernton
Principal

*Trying to educate the young without help and support from
home is akin to trying to rake leaves in a high wind.*

- P. Gough, Phi Delta Kappan, January 1991

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Attendance

The State of Michigan has strict compulsory school attendance laws. Each child is expected to be in school except when he/she is ill or there is a legitimate necessity for absence. Whenever possible, parents should notify the school of impending absences. A careful record of both absence and tardiness is kept. In the interest of the daily well-being of students, we ask parents to notify the school office by note or telephone whenever children will be absent from school. For your convenience, you may call and report your child's absence by leaving a message on the school's voice mail after 4:30 p.m. and throughout the evening and early morning. Please do not rely on email for a teacher or the office staff with your child's absence. Many times, email is not read until after dismissal at the end of the day.

Please be informed that parents are called when children are absent and the school has not been notified. If you know your child will be absent for several days, you may tell us at the time of the first call. This eliminates the repeated daily calls to the school. The Attendance phone number is (248) 489-3655.

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Bicycle and Scooter Riding to School

Children in grades two through four may ride bicycles or scooters to school with parental permission. It is requested, however, that each child be instructed in the safety procedures that are listed below. With so many children traveling the roads to and from school, it is important that everyone practice good safety habits.

Children who ride their bicycles or scooters to school must follow these regulations:

1. Obey all bicycle laws. In general, the same laws govern bicycle riders as apply to drivers of automobiles.
2. Always ride on the right side of the road and watch for cars and children who are walking.
3. Never ride double on a bicycle.
4. Walk the bicycle while on school property to protect other children.
5. The school cannot assume responsibility for loss or damage to the bicycle or scooter. A good bicycle lock is recommended.
6. Bicycle riders should wear bicycle helmets and it is hoped that parents support this recommendation.
7. Scooters are permitted at school for grades 2-4. Scooter riders must follow these guidelines as well.
8. The bicycle or scooter must be identified with the student's last name or address, written in permanent marker.
9. Bicycle and scooter riders must obtain a permit from the Beechview office each year.

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Birthdays

Birthdays are celebrated at Beechview School in a very special way. Many years ago, we began the tradition of **birthday books**. On the day that the child is celebrating his/her birthday, the parents drop off a wrapped book to the Beechview office that they know their child will enjoy. At the appropriate time, the student will unwrap the book in their classroom.

The teacher and all the classmates sign the book, and the child is allowed to take the book to other people in the school to sign it, such as the principal and the office staff, the specials teachers, etc. The book is then placed in a designated location in the classroom to be shared throughout the year. At the end of the school year, the students take their birthday books home as a lasting treasure.

It has long been a Beechview School procedure that birthday invitations may be brought into the classroom if every child in the class is being invited to the birthday party. If there are a few classroom students who are selected to attend the party, then invitations must be distributed outside of school. Please be aware that district confidentiality rules prevent our Beechview office team from giving family addresses to other parents.

The Beechview PTA publishes a school directory that includes addresses of families who join the PTA. Besides supporting the Beechview PTA, this is the most convenient way of obtaining student addresses for birthday parties.

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Breakfast at School

A sack breakfast is available at the beginning of the school day for a nominal charge. Children who receive free or reduced lunch will also be able to receive a free or reduced breakfast. The breakfasts are delivered to each classroom for children who have ordered breakfast the previous week. Only children who have pre-ordered are to take a breakfast. Occasionally, a few extra breakfasts may be available, if needed. Students are to check in the office if they did not pre-order, to determine if there are any extra breakfasts available that morning.

Breakfast Bunch with the Principal

The purpose of this celebration is to honor outstanding Beechview students, as well as promote positive behaviors. This is an invitation-only event, held three – six times during the school year.

Beechview teachers and staff members nominate students to be honored. The reasons for nomination vary. For example, a student could be nominated for showing a great deal of improvement in an academic area, for growth in a social area, for always helping others, for effort, or for outstanding academic achievement. Children who are nominated are invited to share juice and doughnuts with the principal from 9:00 – 9:30 a.m. on the designated day, and receive a personalized STAR certificate. STAR stands for Students That Are Respectful/Responsible.

Rewards work much better than punishments when attempting to change behavior. It is expected that this program will promote positive behaviors and make a lot of people feel great!

Cell Phones

Students may possess a cell phone while in school. However, such devices must be kept out of sight and shall not be used during designated school hours or while riding in any school vehicle. If a student violates this procedure, the phone will be kept in the office until a parent/guardian can pick it up. The school is not responsible for loss or damage to cell phones.

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Change in Going Home

If a change in your child's after-school transportation should occur, we must have a written note from the parent/guardian. If a change becomes necessary after the student has left home in the morning, please call the school office. Every effort will be made to accommodate the change, and the message given to the teacher, but without the note from home this system is not 100%. Do not send an email with this important information to the teacher or the office staff. Because of the business of the school days, often emails are not checked until after dismissal

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Child Care

The Farmington Family YMCA Prime Time Child Care Program is available from 7:15 a.m. until school begins and at the end of the instructional day until 6 p.m. The Y-Care Program is located within our school. If you have questions concerning this program at Beechview, please call the Farmington Family YMCA at (248) 553-4020.

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Climate

Beechview School provides a safe, orderly environment where the social, emotional, and academic needs of the students are addressed. The Beechview climate is geared to building trust and respect, as well as to active learning. This incorporates brain compatible environments, hands-on learning, cooperative learning, time for reflection, active assessment, infusion of technology and student choice.

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Clothing Guidelines

Clothing guidelines are discussed fully in the Student Dress section on pages 21 and 22 of this handbook.

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Code of Student Conduct

The Farmington Public School District has a Student Code of Conduct which details the District's expectations for acceptable behavior and violations. It is expected that our children will govern themselves accordingly. The Student Code of Conduct can be found on the district website, www.farmington.k12.mi.us under the "About Us" tab. Please take time to review the Code of Conduct with your child. By doing so, you will help assure a good learning environment for all children.

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Conflict Resolution

At Beechview, we use our Star Strategies to solve conflicts between students. We also use "I Messages" when working out conflicts:

I feel _____
When you _____
Because _____
I need _____

APOLOGIZE

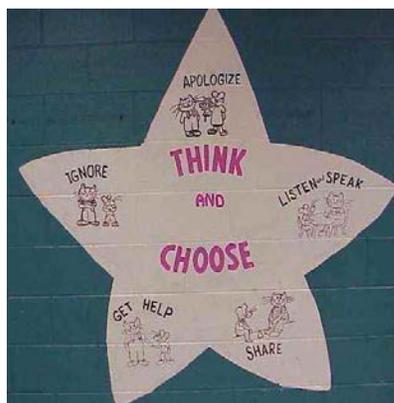
I'm sorry doesn't always mean I'm wrong.
It lets the person know that you're sorry about the situation.

IGNORE

Sometimes it's not worth the bother.
Let the other person go first, or if someone says something unkind to you, don't give them the satisfaction of answering them. This is what they want you to do, and that starts the conflict.

GET HELP

There are people you can count on to help you make a fair decision: a friend, teacher, parent, noon aide and many others. Asking for help is a good step when you are unable to reach a peaceful solution.



LISTEN AND SPEAK

Listen with an open mind.
You both have an opinion.
Use "I messages" to speak about your feelings:
I FEEL...frustrated
WHEN YOU ... won't share
PLEASE ... let me have a turn.

TAKE TURNS OR SHARE

This is a good way to find a solution before the problem begins. Remember people's feelings are more important than things.

Corporal Punishment

Public Act 521 of 1988 defines corporal punishment as the act of deliberately inflicting physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for offensive behavior. Any person who is employed by or engaged as a volunteer or contractor of a local school board shall not threaten to inflict, nor cause to be inflicted, corporal punishment upon any student. Within the scope of a school employee's responsibilities, reasonable force may be used to protect students, employees and others from immediate physical harm, to take possession of dangerous objects and to protect school property.

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Curriculum

Beechview School follows the Farmington Public Schools district curriculum. The current scope and sequence of curriculum are posted on the FPS website.

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Dismissal Procedure

A note written by the parent or legal guardian is required if a child is to be dismissed early from school. Notes should be taken to the school office to be recorded and then returned to the teacher. Students must report to the office before leaving the school at any time other than regular dismissal time. Parents should meet the child in the office. Any person other than a parent or legal guardian must have identification and be listed on the child's emergency card. Please see the handbook segment, "Change in Going Home" on Page 4 for additional information.

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Drills

Throughout the school year, several safety drills are conducted in accordance to our Safe Schools procedures: Evacuation Drills, Severe Weather Drills, and Lockdown Drills.

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Emergency Information

Each child must have a Student Emergency Card/Sheet on file in the school office. The purpose of this information is to give direction to the school where the parent/legal guardian can be reached in case of illness or accident. It is essential that parents keep this card up to

date when a change is made in phone numbers, physician, emergency hospital, or neighbors and relatives chosen to provide temporary care. **For your child's safety, it is imperative to be able to reach parents at all times.**

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Emergency School Closing Procedure

Because the safety of students is always of primary concern to the District, Farmington Public Schools has consulted with the Oakland County Department of Emergency Management and the local police departments in the development of the following school closing procedures for elementary, middle and high schools.

Emergency Closing Before Starting Time

- **Inclement Weather:**

The decision to close schools because of weather is made in cooperation with state, county and local authorities. The decision is normally made prior to 6:00 a.m., but it may have to be made later if there is a sudden change in weather. Tune in to one of the following radio or TV stations for school closing information or call the Farmington Public Schools' 'Information Line at 248-489-3337.

Radio and TV Stations

- WJR 760 AM WJBK Channel 2
- WWJ 950 AM WDIV Channel 4
- WXYT 1270 AM WXYZ Channel 7
- WJLB 97.9 FM WKBD Channel 50

- **Mechanical Failure:**

When it is determined prior to 6:30 a.m., or as early as possible, that a mechanical failure cannot be repaired within a timely period, classes at Beechview will be canceled for that day. Local radio and television stations will be notified. The information will also appear on the FPS website. We also make every attempt to notify families via our School Messenger system.

- **Parental Decision:**

When local weather conditions appear severe, please tune in to one of the listed radio or TV stations or the school cable channel TV 10 (Channel 27 in West Bloomfield) for school closing information. As a general precaution, be sure your child always knows where to go and what to do in case there is an emergency. It is not necessary to check with the school to verify a radio, TV or website announcement.

Early Dismissal After School Is In Session

- **Inclement Weather**

Elementary students will **not** be sent home early in the event of inclement weather.

- **Mechanical Failure**

If it is determined that a mechanical failure cannot be repaired within a reasonable time, classes will be canceled for the remainder of the day. Elementary students will not be sent home in the event of mechanical failure. If necessary, students will be transported

to the closest middle or high school, whichever school can accommodate them best at the time. In most cases, for Beechview students, this would be Harrison High School.

Emergency School Closing Procedures

- **After-School Activities:**

Whenever school is canceled or dismissed due to inclement weather, all athletic, co-curricular, recreation and community education programs for the day and evening will be canceled unless otherwise notified.

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Field Trips

Field trips are planned throughout the school year to bring real world experiences to the children as an extension of classroom learning. Prior to each field trip, parents will be sent specific information which will include a permission slip. Each student is then required to return the slip, signed by a parent or guardian, to the teacher. No student is allowed to attend a field trip if he/she has not returned the permission slip. If that should occur, the student will be placed in another classroom until his/her class returns from their field trip.

If you plan to be a field trip chaperone, it is required by the district that you have a volunteer badge. Forms are available in the school office. You must allow two weeks processing time.

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Health and Communicable Diseases

The following are symptoms suggesting communicable diseases. Children with these symptoms should be kept at home. Should any of these symptoms be noted while children are in school, parents will be contacted immediately. Parents are urged to have their child seen by a physician, and must be excluded from school until fully recovered. This should include a period of 24 hours free from fever and vomiting before returning to school.

Symptoms common to communicable diseases:

1. Red or eyes with discharge.
2. Colored discharge from the nose.
3. Coughs, particularly if persistent or productive.
4. Sores and crusts on the scalp, face or body particularly if red, swollen or draining.
5. Any skin eruptions or rash. (Children with rashes must be kept home until diagnosed by a health physician is made. Undiagnosed rashes pose a health threat to other students and adults.)
6. Sore throat.
7. Swelling & tenderness of the glands, particularly about the face & neck.
8. Fever; suggested by flushed, hot face.
9. Nausea and vomiting.
10. Pain and stiffness of neck and headache.

11. Diarrhea and persistent abdominal pain.

Pediculosis (head lice) policy

Infrequently, students are found with head lice at school. When this happens, a child needs to be treated for head lice. A letter is sent home to parents notifying them that a case of head lice was reported in their child's classroom. Regular screenings at home are an effective way to eliminate head lice from the school setting. Families should be checking their own children on a regular basis. More information is available in the State of Michigan Head Lice Manual: https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf

Immunization

All students are required to be immunized pursuant to the provisions of Michigan Public Health Code (MCL 333.9201-9229). Students not meeting the immunization requirements of this code shall be excluded from school as required by provisions of state law and Oakland County Health Status Code. The State of Michigan now requires that children ages four and older receive four doses of Diphtheria, Tetanus & Pertussis (DPT), three doses Polio, then an additional booster of each after the fourth birthday. Two doses of Measles, Mumps & Rubella (MMR) and three doses of Hepatitis B are required. Effective 2002/03 school year one dose of Varicella (chickenpox) or history of disease is required.

Health Curriculum

The Farmington Public Schools' Board of Education has adopted a Comprehensive School Health curriculum that includes the topic areas of: disease prevention and control, personal health practices, growth and development, emotional and mental health, nutrition, substance abuse, family health, consumer health, safety/first aid and community health. The curriculum scope and sequence can be found on the district website.

In grade 4, the HIV/AIDS lessons are a part of our Family Life Education program which includes reproductive health. You will receive information prior to the teaching of this Family Life Education program. You will be given the opportunity to preview all of the materials to be used as well as the right to observe instruction in your child's classroom. If you wish to do so, please contact the school to make arrangements.

By law, you have the right to excuse your child from participation in HIV/AIDS education and/or Family Life Education if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send a written notice to the principal.

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Homework

Homework is an extension of learning in the classroom and can be an integral part of a student's intellectual development. The greatest benefits of school assignments are achieved when the student is learning under the direction of a classroom teacher and the

teacher is available for guidance and approval. This implies that when homework is given to students, the total school day is to be considered and care should be taken so that even short assignments in each curricular area do not add up to an unreasonable amount of time. The school supports the concept of encouraging healthy family relationships and reasonable time for relaxation of students when at home. We sometimes defeat the purpose when a child is asked to spend entire evenings doing homework.

Homework may be requested for students who are absent from school for more than three days. Parents should call the office early in the day or send a written request to the teacher. Please call the office after 4:10 to verify the teacher was able to compile homework for their student. If available, parents may pick up the homework after school, before the office closes.

Many vacation periods are scheduled into the school calendar. Therefore, family vacations should be arranged around those times, if possible. If it is imperative that you take an extended vacation during the school year with your child, consult with your child's teachers about homework prior to the trip.

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Important Phone Numbers

Beechview School main line, after-hours voice mail & attendance – 248-489-3655

Beechview fax number – 248-489-3659

FPS Nutrition Services – 248-489-3319

FPS Transportation Department – 248-489-3700

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Laser Lights/Pointers

Students will not possess laser lights/pointers on school property, buses or as they travel to and from school. Possession of laser devices is a violation of the Student Code of Conduct.

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Lunch Program and Payments

Students are provided an hour period for lunch and recess. A packaged hot lunch and milk are available. Menu information and costs for milk and hot lunch are published in advance and posted on the District's web site at www.farmington.k12.mi.us. Breakfast and lunch menus can be obtained through the Beechview link on the district website.

Students may bring a sack lunch and will be able to purchase milk daily. Students eating lunch at school are not permitted to leave the school grounds without prior parent notification to the school. If your child forgets a lunch or lunch money, arrangements have been made with Food Service to provide a basic nutritional meal for the occasional emergency. This is not to take the place of making responsible arrangements for lunch on a day-to-day basis.

To minimize classroom disruptions, you may bring a forgotten lunch to the office for your child. Students, parents and the school must work together in regard to proper behavior in the cafeteria. We have stressed that students are expected to behave during the lunch period in the same manner as expected at the dinner table at home or at a restaurant. Persistent behavior problems will be brought to the attention of parents to enlist help in such matters. Serious misbehavior or continuous disruptions can result in student suspension from the lunch program.

Each child in the school district has his or her own lunch account. It is part of the registration process that each student is assigned a lunch account number as they are entered into the computer system. At the beginning of each school year, the Beechview Office includes your child's lunch number in the letter informing him/her the teacher's name and classroom number for that school year. This is to help remind your student what his/her lunch account number is. Please work with your child to memorize it, before the school begins and during the first couple of weeks that school is in session. This will help facilitate the lunch room process. If your child can't remember their number when they are at the cafeteria computer, our Noon Supervisors will have a way to access the number.

Parents may pay for their students' lunch via credit card through the district Pay Pal system. They may also send a check (preferred) to school, payable to Farmington Public Schools. Cash may also be sent to school to pay for lunch. Please be sure that payment is in an envelope with your child's name and lunch number on the front of the envelope.

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Media Center

The Beechview Media Center serves the student and staff population by providing integrated skill and technology instruction units with grade-level classroom curriculum. This is achieved both by team teaching and with the classroom teacher and by individual or small group instruction in the Media Center. Media volunteers provide invaluable help enabling the Media Specialist to work more collaboratively with Media Center clientele. Media Center volunteers are always welcome. Please contact the Beechview Media Specialist at 248-489-3654 if you wish to volunteer.

Throughout the school year, there are also various programs and activities to encourage students to read for pleasure: Authors in Autumn, Book Parade, Book Swap, March is Reading Month, Storytelling Sessions, to name a few.

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Media Center Donations

We invite you to celebrate your special occasions by donation to our Media Center. Donations can be made in one of three ways:

1. You can inspect the Media Center's display shelf of new books and materials and select an item to donate from it.
2. You can choose an item listed on the Media Center's wish list. This updated list of items and prices is available in the Media Center.
3. You can make a monetary donation and allow the Media Specialist to select a book or materials with your donation.

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Medication and Medication Forms

It is policy of the Farmington Public schools to have written authorization for students taking medication of any kind (including aspirin and cough drops) during the school day.

The school must have a written order from the child's physician stating the name of the medication, directions for administering, and the reaction that may be anticipated. These orders must be renewed yearly or whenever there is a prescription change. Forms are available from the school office.

All prescription medications must be delivered to the school office by the parent or guardian along with the attached parent and physician's authorization form. Oral prescription medication must be delivered in its original container with pharmacy label, including the child's name, attached to the container. Students are not permitted to carry prescription or non-prescription medications to school, unless authorized by a physician.

All medication must be kept in the school office and administered only by school personnel. This is a safety measure for our children. Or, the parent may come to school and administer the medication personally.

The student is responsible for reporting to the office at the time designated by the school for the administration of medication. It is the parents' responsibility to check with the school staff to determine if a prescription needs refilling. The parent or guardian must remove medication left over at the end of the student's school year or it will be discarded according to district procedures.

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PTA - Parent Teacher Association

We would like to encourage your membership in our PTA. Whether you choose to be actively involved or a financial supporter, you will be helping our children. We have set a goal for 100

percent membership. It is hoped that you can actively participate in this organization whose primary concern is the educational welfare of our students.

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Parent-Teacher-Student Conferences

Conferences are held twice a year. They provide the opportunity for students, teachers and parents to share information regarding student progress. In addition to the report cards and two scheduled Parent-Teacher-Student conferences, parents are urged to contact teachers whenever a question arises about a child's work or adjustment.

During school hours, a teacher's responsibility is toward his/her entire class. Impromptu meetings with the teacher in the classroom are disruptive to the educational setting and take time away from students. However, teachers are available for pre-scheduled conferences before school begins and after dismissal. Because teachers are active on committees, have faculty meetings to attend, etc., it is necessary to telephone the school for an appointment or send a note to your child's teacher, to make arrangements to confer with a teacher.

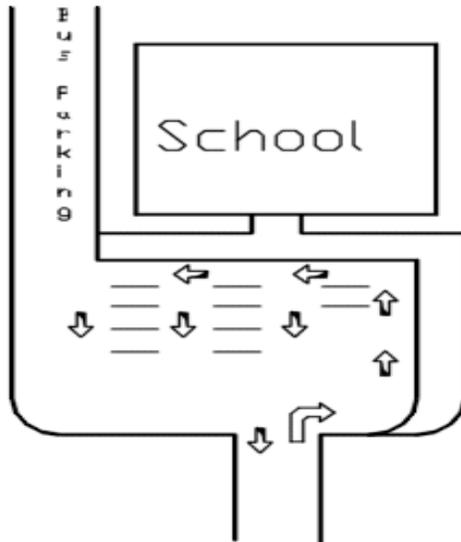
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Parking Lot Safety

The safety of our children is our number one priority! We cannot relax on this issue. It is imperative that we all follow the Beechview parking lot safety rules.

Unfortunately, our parking lot is small and the number of people using it within a small window of time is great. Always drive slowly, follow the traffic pattern, and adhere to the rules below. Thank you for your help with this most important issue and PLEASE share this information with others who may occasionally pick your child/ren up from school.

- Children must always be accompanied by an adult when walking through the parking lot. Please pick your children up from the front sidewalk at the front of the school. If you don't wish to leave your car, you may idle along the sidewalk in the circle drive so the children may exit and enter **from the sidewalk side** of the vehicle without entering the parking lot.
- Cars are not allowed inside the orange cones. The cones are placed there for safety reasons.
- Obey the NO PARKING signs along the sidewalk in the front of the building.
- Do not park along the bus route on the west side of the building.
- Drive SLOWLY and carefully at all times. Please do not use your cell phone while driving on school grounds during dismissal.
- Follow the flow of the traffic pattern. Enter only on the east side of the parking lot near the sidewalk. Exit through the middle or west lane, going south only.



Beechview Traffic Flow

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Personal Possessions (Lost and Found)

All personal belongings such as gym shoes, coats, sweaters, hats, caps, boots, gloves, lunch boxes or bags, books, etc. should be plainly labeled with the owner's name. Lost articles that are found can be returned to their owner without delay. Unidentified articles are turned in to the office and placed in the "Lost & Found" bin, which is usually kept in the Cafeteria. Lost and found items are kept on hand for a limited time, and then are donated to a children's charity.

Farmington Public Schools and its staff are not liable for damage to or loss of personal property of students. It is suggested that items brought to school by your child and deemed by you to have substantial value, be insured separately on your homeowner's or other policy.

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Photographs - Students

A professional photographer visits the school twice a year to take each child's picture. Notice is given well in advance of the photographer's visit. If you wish to purchase the photos, please send the money requested in the envelope attached to the announcement. Payments can also be made through the photo company. If parents pay on line, they will be given a confirmation number. Payment or a confirmation number must be given to the photographer at the camera on picture day in order for parents to receive a photo package.

In the fall, all students are photographed, whether or not a photo package is purchased by the parents. This allows their picture to appear in a class composite photo, for school records, and the school yearbook.

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Physical Education - Gym Shoes, Classes

All students, grades K-4, participate in the regularly scheduled physical education classes. As a safety measure, all children in these classes wear gym shoes, with white or non-scuffing soles, which are provided by the parents. These shoes are stored in the classroom and are to be worn only during the activities in the gym.

If a child is to be excused from gym, a written note from a physician is required.

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Recess

We believe in the opportunity for all children to enjoy outdoor recess and expect all children to participate. School policies indicate that it is permissible for children to enjoy outdoor recess at a wind chill temperature of 0 degrees or above. When it is 10 degrees wind chill or above, we will have outdoor recess. With a wind chill between 0 and 9 degrees, weather factors such as sunlight, wind and dampness will support our discretion in determining whether there will be indoor or outdoor recess on a partial or full period basis. Children who are too ill to enjoy recess outdoors may be too ill (and often too contagious) to function effectively in the classroom. When in doubt, an extra day at home will contribute to your child's well being. If your physician determines it is advisable for your child to remain indoors, a written statement from him/her is necessary.

Please make sure your child is dressed appropriately for winter weather. Snow pants, boots, warm coats, hats and mittens are recommended for a child to enjoy outdoor winter recess. Students are reminded to wear boots to school during the winter months even when there is no snow on the ground. Often snow begins falling after the children have arrived.

Please remember that we cannot allow children to stay indoors during recess unless we have a note from the doctor.

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Records

The Family Education Rights and Privacy Act of 1970 ensures parent access to their child's school records and guarantees confidentiality. All appointments must be arranged through the school office.

In accordance with the Family Educational Rights and Privacy Act, Farmington Public Schools may disclose "Directory Information" from the educational records of a student. Directory Information is designated by the school district as:

- Name of student, date of birth and addresses and telephone numbers (under appropriate circumstances)

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards
- Photographic, film or video images created by the school district in conjunction with school sponsored activities and awards.

The District may disclose any of items listed above without prior written consent unless the building administrator is notified to the contrary, in writing.

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Safety

The safety of our Beechview students is everyone's business. The more that school and home can work together on enforcing safety rules, the more children will be impressed and try to follow them.

Both home & school should emphasize the following good walking habits for students:

1. Walk on the left side of the road facing traffic.
2. When crossing streets, be sure to stop and look both ways.
3. Plan the safest and most direct route to and from school.
4. Walk directly home from school.
5. NEVER talk to or accept a ride from a stranger. If approached, leave immediately and tell an adult.
6. All pupils are expected to cooperate with the effort of the Safety Patrol toward ensuring safety for all concerned.

Safety on the Playground

In order to avoid the possibility of entanglement on playground equipment, scarves, hood strings and jewelry must be tucked in securely. Some parents have removed the strings from coats, sweatshirts, etc. Parents might wish to consider clothing with Velcro, snaps, or buttons instead of drawstrings.

On the playground, students must:

1. Follow the directions of the lunch teachers, also called noon supervisors
2. Sit down and face forward when sliding down the slides
3. Keep stones, sand, snow and other objects on the ground.
4. Play on the swings by sitting, staying clear of swing path, stepping aside after pushing, and limiting use to five minutes.
5. Do not tunnel under structures
6. Keep hands and body to yourself

Safety During Lunch

1. Follow the directions of the lunch teachers
2. Talk with inside voices levels at all times.
3. Remain seated during lunch. Raise hand for help.
4. Ask permission to leave the lunchroom.
5. Follow good table manners. Do not touch anyone else's lunch. Eat only your own food.
6. Use appropriate language. Be respectful of others.
7. Dispose of trash and items for recycling in the appropriate containers. Clean up your own area.
8. Understand that the last few minutes of the lunch period is quiet time in preparation for dismissal.
9. On 'Inside Recess" days, follow directions of the lunch teachers.

Safety in the Building

In an effort to provide a safe and orderly environment, please take note of the following guidelines.

1. Help your child become a responsible citizen. Students need to enter the building independently. The beginning of the school day is an important time for staff and students. Items/lunches that are forgotten can be dropped off at the office. Messages for staff members may be left on voice mail, or left with one of our secretaries.
2. The instructional day begins at 8:30 a.m. and ends at 3:47 p.m. The first bell rings at 8:27 a.m. Students need to be on time for the beginning of the day as well as stay for the last minutes of instruction at the end of the day. Whenever possible, please schedule appointments for your student late in the day or on a day when there is no school, so children are not missing instructional time.
3. During the school day, parents, guardians and/or responsible adults must sign students out in the office before leaving school with a student. Students will be called to the office after the parent arrives in the office. Please plan your time accordingly. Parents, guardians and/or authorized adults must pick the student up at the office and not at the classroom. This will ensure a safe and orderly environment for all Beechview students.
4. During school hours, 8:30 a.m. to 3:47 p.m., all school visitors are required to sign in and must wear a badge, before going to any part of the school (building and grounds area). It is asked that frequent visitors apply for a volunteer badge that is provided by the Farmington district. Forms are available in the office. If you plan to be a field trip chaperone, it is required by the district that you wear a volunteer badge on the trip. Since the district asks that you please allow two – four weeks processing time for the badge, it is advised to apply for your badge early in the school year.
5. Parents must notify the **school office** by note or telephone whenever your child is to be absent from school. If you are calling, please call the school office at 248-489-3655 before 8:30 a.m. Parents may call their child's absence when the office is closed and leave a voice mail message. Your help and cooperation is most appreciated.

Safety Patrol

All pupils and parents are expected to cooperate with the efforts of the Safety Patrol toward ensuring safety for all concerned.

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School Day

Grades K through 5: 8:30 a.m. – 3:47 p.m. First bell rings at 8:27 a.m.

Beechview School Office Hours

7:30 a.m. - 4:00 p.m.

We ask your cooperation regarding the arrival of children at school. Children may only be dropped off early for child care purposes if registered for the YMCA Prime Time Child Care. Children who are car riders or who walk to school should plan to arrive at school at approximately 8:20 a.m. to be sure they will be on time.

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School Visitation

Our school is open at all times to parents. However, we do wish to make visitation worthwhile and pleasant while keeping interruption to the instructional program to a minimum. Visits to classrooms during the school day should be prearranged. All visitors must sign in at the office before going to a classroom. All visitors and volunteers must wear Beechview or FPS visitor badges. Other children (friends, relatives etc.) are not permitted to visit because it is disruptive to the educational process.

Forgotten books, notes, lunches, etc. should be dropped off to the office for delivery to the classroom. This will help us limit the number of interruptions to the classroom. During the school day, a teacher's responsibility is toward his/her entire class. Impromptu meetings with the teacher in the classroom are disruptive to the educational setting and take time away from students.

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Service Squad

Eligible fifth graders are asked to volunteer for the Beechview Service Squad at the beginning of the year. From their responses, they will be given a Service Squad assignment.

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Smoking Policy

In the interest of providing a safe and healthy environment for employees, students and visitors, smoking is prohibited throughout all school buildings, grounds and vehicles. This includes parking lots and athletic fields. This policy was adopted by the Board of Education, effective July 1, 1993.

Social Arrangements

We ask that invitations to out-of-school parties, etc. be distributed outside of the school day unless such invitations are inclusive of all class members. This precludes situations that become embarrassing, hurtful and divisive. (Please see the Birthday section on page 4 in this handbook.)

No student should plan to go to the home of another child directly from school without bringing to the office notes from parents of **both** children. It is an FPS Transportation Department policy that elementary students cannot have guests on the bus, nor can students leave the bus at a different stop.

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Special Programs

Beechview provides inclusion services to our students in order to meet the needs of each and every learner. Inclusive education provides an educational context and process that amounts to more than general education class placement for students with varying abilities. Our inclusion services are based on a philosophy of coordination that celebrates diversity and maintains a continuum of educational options to provide choice and meet the needs of all learners. (Scraggy and Burnette, 1994).

Educational research indicates that all students learn best when provided with good teaching. Using "best practice" benefits students whether they are gifted, bilingual, special education, have a non-traditional learning style, or are at-risk for learning due to physical, emotional or social problems. There are, however, special accommodations, modifications or considerations that need to be made on an individual basis. The more teachers know and understand about all their students, the more confident they feel in responding to diverse student needs. (Farmington Public School Framework Instructional Guidelines, 1997)

To this end, Beechview's support staff provides many different types of services that range from consulting with teachers, modifying and/or developing curriculum, co-teaching and anything else that is necessary to insure the success of all learners.

Bilingual

Our Bilingual staff works with individual or small groups of English language learners in order to facilitate their acquisition of English literacy. Additional assistance may include curriculum modification, study skills, or assistance in cultural transition.

Multiage/Multicultural Classrooms

Our multiage/multicultural program offers an effective and unique learning environment for many of our students. This choice program promotes global acceptance and caring. This community of learners includes children of diverse ages, grades, interests, abilities, talents, languages and cultures. Diversity is celebrated and life-long learning skills for an international world are developed.

Resource Room

Our Resource Room teachers work with students who need assistance in all or specific academic areas. Resource teachers are invaluable in providing assistance to students with emotional needs as well. Attention may be given to study skills, visual and/or auditory skills. The Resource Room teacher assists the classroom teacher to implement students' Educational Plans for improvement. Services may be provided in many ways as described in the introductory paragraphs.

Speech and Language

Our Speech and Language teacher provides individual and small group support to children who are identified with speech and/or language impediments. Children may be identified as early as kindergarten.

Student Assistance Program

Beechview has a comprehensive student assistance program based upon a philosophy of inclusion and collaboration which supports each child's academic, social and emotional growth. The fundamental components of Beechview's program include teaching students appropriate conflict resolution strategies, conflict manager program, student support groups and parent education. Our conflict resolution curriculum centers around the theme of "Beechview Star Strategy" in which we teach proactive skills such as active listening, compromise, and using "I" messages in order to create a win-win solution. We encourage our students and staff to use the Star Strategy. Beechview has a Student Assistance Program Coordinator who is willing to answer any questions or concerns that you have regarding support services for you or your child.

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Student Dress

Children will be expected to come to school appropriately dressed for the teaching-learning environment. If a child comes to school dressed in a manner that causes class disturbances, the teacher will address the situation. The student may be sent to the office to borrow clothing from the lending closet. If extreme circumstances, the child may be sent to the principle's office and the parent then notified.

For appropriate and safe dress at school, please use the following guidelines to help your children follow the Farmington elementary dress code

- Shorts and skirts should be at least the length of fingertips when arms are straight at the side.
- Shirts must not show bare midriff.
- Straps must be at least 2 fingers wide or 1" at the top of the shoulder.
- Spaghetti strap tops and wide arm sleeveless shirts (like basketball jerseys) must be worn with a T-shirt underneath.
- No strapless tops or dresses.

- Students must wear underwear.
- The waistband of pants, shorts, and skirts must be worn at waist level.
- To show respect, children are not to wear hats inside of our schools. This includes baseball caps and kerchiefs. Exceptions are made for students who wear clothing items that honor religious customs and traditions.
- Students must wear shoes that are safe and do not fall off easily. To fully participate and to prevent injury on the playground, children are to wear shoes that cover the heel and toes during outside activities such as recess. If sandals are worn to school, socks must be worn with sandals to prevent bee stings or splinters from the playground wood chips. Flip-flops are not considered safe footwear for our students.
- Any writing or graphics on clothing must be appropriate –no derogatory, scary or violent messages.
- In cooler weather, jackets or long sleeves must be worn for recess if the temperature is 65° or lower.
- In the winter, students must be dressed appropriately to participate in recess on the playground – warm jackets, hats, gloves or mittens. In snowy weather, children must wear snow pants and boots. If they don't wear snow pants and boots to wear for recess, students must stay on the blacktop.
- Students go outside every day, unless it is raining heavily, lightning, or the wind chill factor is below 0°.
- Please indicate your child's name on coats, boots and snow pants.
- When in doubt, if clothing your child would like to wear to school is not appropriate for church, it probably won't be appropriate for school.
- Please remember that children must dress appropriately for Michigan weather.

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Supplies - use of Books and Equipment

Instructional supplies are provided by the Farmington Public Schools. Pupils are encouraged to be responsible for care of books and material, and equipment issued to them or signed out by them. If these items are lost or damaged, pupils will be asked to make appropriate payment. If lost items are subsequently found, return of payment will be made. The Farmington Public Schools provide your child with all books, supplies, and materials necessary for the successful completion of the school year. Parents and students are always welcome to voluntarily provide additional supplies. Voluntarily providing supplies helps your student and helps the school. If you wish to volunteer materials, your child's classroom teacher or the office may provide suggestions.

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Technology User Agreement/Voice Mail

Farmington Public Schools has a technology user agreement that must be discussed, signed and filed by parents and students who will access the Internet.

Students will be allowed to phone home on an emergency basis only. Teachers are not called to the telephone during class time unless it is an emergency. Telephone messages to the teachers or to other staff members will be left in the person's mailbox. Each staff member has

a voice mail number. You may leave messages without calling the office or interrupting the work day. Since you won't know when your message will be retrieved, this service is only for non-emergency messages.

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Tornado Conditions

While a tornado is not a frequent occurrence, each school conducts tornado drills routinely, as it does fire and lockdown drills, so that children are familiar with the procedure.

Tornado Watch...(Means the possibility of a tornado exists)

Staff members will monitor the situation during the school day. Should a tornado watch be in effect at school dismissal time, students will be released to go home in the normal manner. Parents should not telephone the school.

Tornado Warning...(Means a tornado has been sighted and reported)

If there is a tornado warning in our area during the school day, staff and students will take appropriate action, and follow our safe school tornado procedure. Should a tornado warning be in effect at school dismissal time, students will not be sent home. Appropriate safety measures will be taken, and students will remain at school. If there is a tornado warning while students are on the bus, the bus will go to a supervised emergency location until weather conditions permit their dismissal.

Parental Decisions

Parents are urged to keep their children in the safety of a supervised school building when a tornado warning (sighted or reported tornado) is in effect. It is recommended that parents remain in their safe location until it is deemed safe to leave that location. It is expected that students will only be released to their parents or persons authorized by parents' indication on the emergency card.

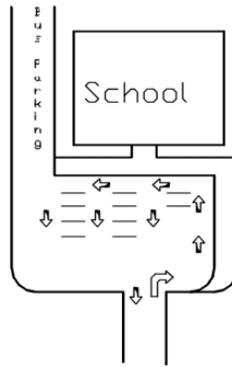
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Traffic Pattern, Car Pool and Parking

For all children's safety, we remind our parents and visitors to follow the rules below dealing with our parking lot and traffic pattern:

Picking up and dropping off students

The circle drive in front of the school is used for student pick-up and drop-off, as designated by signs. The first car should proceed to the end of the circle drive closest to the curb. Other cars should line up behind each other, forming a single lane closest to the curb. Children are to exit the vehicle onto the sidewalk. They are not to exit from the driver's side of the vehicle. Once the car in front of you has moved, please advance forward as far as you can. Parents and visitors are not permitted to leave their parked vehicle unattended in the circle drive during the drop-off and pick-up times.



Note: Students are not permitted to walk through the parking lot without a parent or designated adult.

Exiting the Parking Area

Drivers who have dropped their children off in front of the school should leave the Beechview parking area by driving west towards the woods, and then turning left on the swim club access road. Hopefully, this will relieve the congestion in the parking lot and make the parking lot safer for pedestrians. Other drivers who are exiting from a parking space should drive carefully to exit the lot.

- On bad weather days, children may wait in the lobby for their parents
- Please allow buses the right of way.
- Drive with extra caution in the school area.
- Please do not use cell phones when driving on school property
- Please be aware that the speed limit in the Kimberly subdivision is 25 mph.
- Westmeath is often monitored by the Farmington Hills Police Department.

No Parking Area

There is a designated no parking area in front of the school, as well as on the driveway approaching the school. Please do not park in these areas, or you could be ticketed.

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Transportation Department

Every child in the District who resides in an area more than one and one-half miles from his/her school and has to cross a main road, has a right to be transported to and from school. Each child has the responsibility to follow the bus rules. Parents are requested to review these rules with their children.

- Be courteous.
- Use no profane language.
- Speak quietly in "inside" voices.
- Observe the "no eating/no drinking on the bus" rule.
- Observe the same conduct as in the classroom.
- Keep the bus clean.
- Cooperate with the bus driver.
- Respect the property of others.
- Remain seated.

- Keep heads and hands inside the bus.
- Remember, the bus driver is authorized to assign seats if necessary.

Bus students may be denied transportation temporarily or permanently (depending upon the circumstances involved) if behavior is detrimental to the safety of bus operation. This would include behavior at the bus stop as well as while riding the bus.

Transportation policies of the Farmington Public Schools are very clearly defined. Children are expected to arrive and leave school according to their regular means of transportation. Telephone calls to pick children up after school should be avoided except in emergency situations.

Children may not ride different buses or bring friends home on a bus. Transportation will be provided on a consistent schedule only within the attendance boundary. There may be a different location for pick up and delivery but each must remain the same every day. For example, the student may be picked up at home everyday and dropped off at the same child care center (on the established route) every day.

In the winter, your child should be aware that during inclement weather, buses may be running late. You should establish a reasonable length of time that he/she should wait for a bus before returning home.

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Volunteers and Volunteer Badges

Parental assistance and involvement is very much appreciated. There are many ways in which a parent may become involved. Some may work directly with the children in the classroom or help in the Media Center. Others may present a special activity in the classroom. Sometimes, teachers can use help in preparing materials, which can be done in your home. All visitors and volunteers must sign into and out of the office and wear a visitor/volunteer badge. Unless you have made special arrangements, please do not bring other children with you when you help in a classroom.

If you plan to be a frequent volunteer, it is required by the district that you apply for a volunteer badge. Forms are available in the school office. Please allow two weeks processing time.

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Weapons in School

Weapons and violence in schools is a topic that has increasingly concerned parents, students, educators and our State Legislature. The Michigan Legislature has passed a law (MCL 380.1311) providing for penalties for students who possess dangerous weapons on school property or in vehicles.

A dangerous weapon is defined as a firearm or a knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles. Intent to use the weapon is irrelevant as this law is designed to prohibit and punish possession. Please note that many pocket knives violate this provision.

The penalty for possession is expulsion from every school in the State of Michigan. Expulsion is required for at least 180 days for students in sixth grade or above, and at least 90 days for fifth grade or below. In addition, every public school in the state is prohibited from enrolling a student expelled pursuant to this law except under special circumstances.

The penalties prescribed by this law are very severe. It would be heartbreaking for everyone to have to expel a student who innocently and mistakenly brought a prohibited item to school. In addition, our FPS Student Code of Conduct permits expulsion for other misbehaviors.

We want our schools to be safe places with an environment that is conducive to learning. Weapons have no place in Farmington Public Schools. Under the law, there are no mitigating circumstances which reduce the harsh penalty imposed.