Franklin Elementary Handbook

2017-2018

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Franklin Elementary School
(231)845-3830
(231)845-7303 ext. 2300
721 E. Anderson St.
Ludington, MI 49431

Jan Jackoviak, Principal
jjackoviak@lasd.net

504 Coordinators
Brian Dotson (K-5) & Steve Forsberg (6-12)

Mission Statement—Ludington Area Schools

The Ludington Area Schools, in partnership with the community, will achieve excellence in a positive environment where motivation in quality instruction ensure learning and equip students for success in society.

Each Ludington Area School District student will achieve personal excellence in the following areas:
• Academia
• Processing and Acquiring Information
• Communication
• Becoming Technologically Versatile
• Problem Solving
• Becoming Responsible World Citizens
• Working Independently and Cooperatively

Vision Statement—Franklin Elementary School

At Franklin Elementary School, we collaborate with our community to guide and inspire our students to grow.

Franklin Elementary School Staff

Principal	Janice Jackoviak
Secretary	Peggy Smith
Counselor	Deb Stephens
Counselor	Susan Bogart
Kindergarten	Megan McVannel
	Melissa Ruboyianes
	Stephanie Stowe
	Cori Towns
First Grade	Andrea Knowles
	Courtney Large
	Michelle Lynn
	Heidi Urka
Second Grade	Sarah Calhoun
	Kimmie Conrad
	Sarah Curtis
	Stacey Kraft
Special Education	Beth Kirby
Title I Reading	Wendy Rasbach
Art	Emily Kanine
Physical Education	Thad Shank
Vocal Music	Carleen Shinn
Literacy/Library	Mallory Sarnowski
Librarian	Lyndi O'Connor
Instructional Aides	Cindy Boerema
	Misty Bolton
	Jolene Erndteman
	Paige Flannery
	Patty Moore
	Lorrie O'Connor
	Tracy Scott
	Dawn Williams
	Marla Zatloukal
Kitchen	Danielle Hargett

School Closings and Early Dismissal

There are times when the weather or unforeseen circumstances prohibit the opening of school at the regular time or require that school be closed early. In the event of a closing or delayed opening the information will be carried on:

Radio

WKLA FM	106.3
WKZC FM	94.9
WCXT FM	105.3
WMOM FM	102.7

Television

Channels	7/4
Channels	9/10

In the case of an early emergency dismissal, each child MUST have the Early Dismissal Form completed and returned to her/his teacher. This form must provide instructions for the child to get to her/his destination and must not involve using the telephone. Please do not call school. The school telephone lines need to be kept open for emergency calls.

Parent Volunteers & Visitation

At Franklin School we welcome volunteers! For the safety of all students, an iChat form for a background check will need to be completed by all volunteers. Please feel free to coordinate with your child's teacher to set up a time to volunteer in your child's classroom. Prior to visiting our school you must always sign in through the office and receive a visitor's badge. Also, if you are volunteering to assist in a classroom or with a school activity, we still need you to sign in through the office and receive a volunteer's badge. This allows us to make sure all visitors feel welcome as well as ensuring school safety for our children.

Bullying and Other Aggressive Behavior Toward Students

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological

abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. To view our district policy visit our website at www.lasd.net.

Recess

Recess will be held every day unless the temperature or the wind chill drops below zero degrees Fahrenheit.

Normally, children who are too ill to take part in outdoor play (recess) are too ill to be in school. We request that parents not send notes asking that a child remain indoors. The only exception will be in cases of extended illness where the parent and/or the doctor, by note to the school, states the necessity of the child being confined indoors for a period of no longer than three (3) days. Any extended period beyond three (3) days must be by written order from the doctor.
Since we live in an area where the weather is changeable, please be sure your child comes to school with appropriate clothing.

Breakfast Program

The cost for breakfast is $1.10 daily. If your child qualifies for free or reduced lunches, he or she also qualifies for free or reduced breakfasts. The cost for a reduced price breakfast is $.30 daily. Breakfast is served at 7:40am in the Franklin lunchroom. Bus students come into the lunchroom as soon as they arrive at school.

Lunch Program

Lunch at Franklin may be purchased by the day. The cost is $2.25, including milk, or $.35 for milk only. Qualifying students may purchase lunch including milk at a reduced price of $.40. Each student will have a food service account. Deposit envelopes will be provided and should be labeled with your child's name and the dollar amount that is enclosed. Please make checks payable to Ludington Area Schools. Parents can also make payments to student accounts online. Requests can be made any time at the Central Business Office to have

a copy of your child's food service account activity, which will include deposits and meals purchased. Our daily lunch order is tallied and phoned into the Ludington High School Cafeteria first thing each morning. If your child will be arriving late, you must either call the Franklin Office by 8:30 am and order lunch, or your child should bring in a sack lunch for that day. **If the school does not receive a phone call by 8:30am, your child will be given one of the entrees served that day.** Milk is available for purchase if you would like your child to drink it with their cold lunch. The cost is $.35. Students must pay for their milk when they order it during the lunch-count each morning in their classroom. If your child qualifies for free or reduced lunch and they only order milk, they must still pay the $.35. If they order hot lunch the milk comes with the lunch and they do not pay $.35.

Field Trips

Each grade level will participate in various field trips throughout the school year. These trips are curriculum based, and therefore children are expected to attend. We ask that you complete one form to cover your child going on all of the scheduled trips with his/her class. Some of these events are by bus, and some are walking trips. In order for your child to take part, a permission slip signed by a parent must be on file. Permission slips will be sent home in September, and must be signed and returned.

Emergency Card

You will fill out an emergency card for your child on the first day of school. It is important that the information on your child's card is kept up-to-date at the school. **Please be sure to notify the school when your address, phone number, or place of employment changes.**

Pick Up and Drop Off

If you pick up your child after school, you may wait in the lobby or on the benches outside of your child's classroom. Please arrive no earlier than 3:00 p.m. For the safety of the children, it is important to keep hallways clear. Your child should be dropped off at the West end of the building in the drop off zone by the basketball courts if you drive her/him to school. **There is NO PARKING in the drop off zone.** No one should drop off students or park on the East side as this would be unsafe due to bus traffic. On rainy days students should be dropped off at the West entrance where the paraprofessional will be stationed. Students then report to the Franklin gym until the morning bell rings.

Students who ride Dial-a-Ride will be dropped off on the East side of the school, and walkers will enter our front door. For the safety reasons, the East and West

doors will be kept locked. Students will not be allowed to exit the building unless accompanied by an adult prior to 3:10.

Toys From Home

Children should not bring toys from home. When toys are brought from home they create problems with sharing and we cannot be responsible for toys that get lost or broken. The only exception to this rule is when it is your child's share day.

After School Arrangements

A WRITTEN NOTE must be sent with your child if there is a change in where or with whom he or she normally goes after school. Bus riders will be put on their regular take-home bus unless that child has a note from his or her parent or guardian specifying that an alternative arrangement has been made. ***If an emergency arises and you must call in a schedule change please do so prior to 2:45 pm, this will allow our staff to communicate the change.***

Early Check Out

It is important for children to attend school each day from the opening to the closing bell. If it is absolutely necessary for you to pick up your child before the closing bell, you must stop in the office and sign out your child.

If there is a custody issue, please inform the principal or the secretary of this situation.

Parent/Teacher Committee (PTC)

Franklin's PTC organizes several activities during the year and supports Family Nights. Franklin PTC meetings are held on designated dates in the school library. Childcare is provided by a paraprofessional. Volunteers are always need, parent participation is essential to Franklin student's success.

Attendance

Franklin School encourages good attendance and punctuality. The laws of the State of Michigan make school attendance mandatory for all children under the age of sixteen and place the responsibility for attendance on the parents of the student.

When a student is absent for any reason, the school requests that a parent call the building secretary with absence information and, when the student returns, send a signed, dated excuse stating the reason for the absence. Schoolwork may then be assigned to be made up at the discretion of the classroom teacher.

Franklin School does not count absences if there are medical excuses or counseling appointments, but we must have a note signed by the physician. The only time a student is not marked late is if the tardiness is due to transportation difficulties on the part of the school district. Please note that a student will be marked absent for the morning if he/she arrives after 10:00 a.m. He/she will be marked absent for the afternoon if he/she doesn't arrive before 2:00 p.m. or if he/she leaves before 2:00 p.m.

A letter will be sent to parents/guardian when a child has been absent for ten full days during the school year. Copies of the letter will go to the teacher and the student file.

A letter will be sent to parents/guardian when a child has been absent for fifteen days of the total school year. Copies of the letter will go to the teacher, the student's file, and may go to the Superintendent of Schools, and the sheriff's liaison officer, FIA, and the Prosecuting Attorney as is required by our school district attendance policy. A meeting will be set up with the parents to devise a plan to improve school attendance.

A letter will be sent to parents/guardian when a child has been absent for twenty days of the total school year. Copies of the letter will go to the teacher, the student's file, and may go to the Superintendent of Schools, the sheriff's liaison officer, Child Protective Services, and the Mason County Prosecuting Attorney. At this time a decision will be made regarding further action.

If a student arrives after 8:05, they will be marked tardy. Once they receive ten tardies, parents will be notified by letter. Long term illness, documented by the attending physician, will be taken into consideration.

Discipline Policy

Parents are the most powerful influence in a child's life, with schools being the second. We use the team approach to discipline, with parents and staff working together to foster the success of every child.

This year we are continuing our Positive Behavior Support Program. We have adopted the theme:
Little O's…….

Obey **safety** rules,
Have
Outstanding **respect,**
And
Oh! Don't forget
Responsibility!

This program involves modeling expected behaviors, a reward system, and consequences for not following the rules. During the first few weeks of school the staff will teach the expected behaviors for each aspect of the school day. These expectations will be reviewed on a regular basis. After the training period, we will expect students to be responsible citizens.

Each teacher has a behavior plan for their classroom that will be taught to the students. It will be posted in the room and will be explained to parents during Back to School Night.

If a child has inappropriate behavior, a discipline referral form will be completed.

On the next page is a matrix of our expectations for students in each area of the school. These expectations will be posted throughout the building.

Personal Property

Franklin Elementary is not responsible for any personal items that are brought to school. Accidents may happen and occasionally personal property is discovered missing. It is our suggestion that all personal items of value be left at home.

Franklin's Little O's Rules

	Responsibility	Respect	Safety
Classroom	Listen when others are speaking to the class; wait your turn; follow adult directions immediately; take care of all materials and belongings; stay on task; don't bother others as they work	Speak with a quiet & calm voice; don't talk when others are speaking to the class; listen & follow all directions	Sit flat; hands & feet to self; use materials as intended
Playground	Follow all adult directions immediately; include others; be dressed appropriately for the weather; If problem: stop, think, admit, and then make it right	Take turns; walk to your line when you hear the bell or whistle; use kind words; enjoy with self- control	Use equipment properly; rocks, sand & snow stays on the ground
Lunchroom	Clean your area (on or below); plan ahead - know what items you want	Use please, thank you and you're welcome; Speak with a quiet & calm voice; if someone says "stop" you stop ("no" means "no")	Stay seated until you are dismissed; walk to line up; stay seated until the signal is given; keep hands & feet to self
Hallway/Lines	Line up immediately; move when the line moves	Voice off; follow adult directions immediately; enter room quietly; go to assigned spot	Hands & feet to self; face forward; stay to the right; stay behind the person in front of you
Restroom	Give people privacy; use the toilets and urinals properly; only go when needed & at appropriate times; 2 or 3 pushes for paper & soap	Go; flush; wash; put trash in can; return to class; speak with a quiet & clam voice	Keep hands & feet to yourself; wait for your turn patiently
Special Events	Follow adult directions immediately; pay attention and learn; use manners when asking appropriate questions; remind talkers with quiet sign	Sit flat on seat/floor; sit quietly; respect others' space; enjoy with self-control	Stay with group; hands & feet to self
Bus Zone	Be backpack ready; know where you are going	Follow adult directions immediately; wait patiently; speak with quiet & calm voice	Keep hands & feet to self; stay in line face forward
"Specials"	Get basic supplies ready right away; leave teacher's hand out materials alone until instructed; cleanup after yourself and help clean up room	Speak in a quiet & calm voice; follow adult directions immediately; use equipment as intended; enjoy with self control; enter quietly and go to assigned spot	Walk to class; sit flat on seat/floor

Dress Code and Lost & Found

Students are encouraged to dress in a neat and clean manner. Franklin School relies on parents' good judgment as to what students should wear. Clothes that are appropriate for the season are a must!! Weather can change quickly, we ask parents to prepare students for these climate swings.

Tennis shoes are required for physical education. No boots, black soles or dress shoes may be worn in gym. Tennis shoes need to be marked with your child's name. Flip flops should not be worn as they are considered unsafe for school and playground wear.

Please mark each article of clothing (particularly coats, boots, gloves and hats) with your child's name. Urge your child to check the lost and found when something is missing. The lost and found is located near the east side gym doors. Items remaining in the lost and found will be donated to a charitable organization on the first of each month.

Medication

We will administer medication to a student during the school day ONLY if the appropriate form has been signed by the child's parent or guardian. Medication shall be brought to school in a pharmaceutically filled container and kept in such a container in the office. Refill of the prescription shall be the responsibility of the parent upon notification of the school. Students may NOT transport medication. Non prescription medication must also be in the original package and we must have a signed medication form in order to administer.

All medication will be stored in a secure place in the office and will be administered by authorized school personnel in the presence of a witness.

Head-Lice Policy

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment. The school will send home a copy of "Quick Guide for Managing Head Lice" recommended by the Michigan Department of Community Health. The student will be readmitted to school after treatment and examination. If, upon examination the school designated personnel find no live lice on the child, the child may re-enter the school. The other students in the infested student's classroom (and the student's sibling(s)) may be examined for evidence of either the lice or lice eggs (nits).

School Day Schedule

7:30 Supervision begins on Playground

7:40 Doors open for Breakfast

7:58 Opening Bell

8:00 Start of the School Day

Lunch/Recess

A 11:50-12:20

B 12:15-12:45

3:10 Dismissal

Half Day Dismissal 11:41

Morning Line-Up

First and second grade students will line up and meet their teachers at the north side of the building at their colored cone. Kindergarten students will line up and meet their teachers at the east side of the building at their colored cone.

Parent Involvement Policy for Franklin Elementary School

Parents are welcomed into the school in many ways. We encourage you to become involved in your child's education and we recognize that you are the most important teacher in your child's life.

Communication: Parent communication is very important in maintaining open relationships. Staff and parents share two-way communication on student progress and needs. This is accomplished through building and classroom newsletters, phone calls, website, open door policies, Family Night events, PTC, parent/teacher conferences, daily progress and behavior reports, parent participation on the school improvement team, and report cards.

Parent Involvement: The staff believes that student learning is improved when parents are an integral part of their child's education process. Parents are invited to become involved in their child's education through many opportunities such as Title One Annual Parent Meeting, Kindergarten Round-Up, Open House, Parent/Teacher conferences, parent trainings, and volunteer opportunities.

Decision Making: The staff values the parents' role in decision-making regarding their child's education. Parents share in the decision making process by participating on the school improvement team, one on one meetings, input from the parent perception surveys, PTC input and parent volunteer input.

Franklin School expects the parents to be involved in the planning of student activities, participation in the development of the parent involvement and Title 1 plan.

Meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand (through use of interpreters as needed).

Meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain.

Franklin School will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan.

Information concerning school performance profiles and their child's individual performance will be communicated to parents.

Franklin parents will be assisted in providing help to their children to achieve the objectives of the program by such means as ensuring regular attendance; monitoring television and video game use, and providing adequate time and the proper environment for daily homework; guiding nutritional and health practices.

Timely responses will be given to parental questions, concerns, and recommendations.

Franklin School will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement.

An annual evaluation of the parental involvement plan will be conducted with parents using the parent survey and parent feedback at PTC meetings, and family night surveys. Barriers to greater parental involvement will be identified (such as limited English, limited literacy, economic disadvantage, disability, etc.) and strategies to improve parental involvement will be implemented.

Anti-Harassment

It is the policy of the Ludington Area School District to provide an environment free from sex-based harassment for all students, employees, volunteers, and contractors. Consistent with Policy 5517, the District will investigate all allegations of harassment, including sex-based harassment, and discipline or take other appropriate action against any individual who engages in sex-based harassment or discrimination.

Students should report any incidents of sex-based harassment or discrimination to:

Randy Fountain
Title IX/Civil Rights Coordinator
Ludington Area Schools
809 E. Tinkham Ave.
Ludington, Michigan 49431
Telephone (231) 845-7303
E-mail: rfountain@lasd.net

Students may also report incidents of harassment, including sex-based harassment, to any teacher or administrator. Reports made to any teacher or administrator will be reported to the District's designated Title IX/Civil Rights Coordinator.

All other complaints of harassment should be reported to the appropriate building administrator.

Sex-based harassment includes any of the following conduct:

Verbal: unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendos; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another individual to submit to sexual requests or advances in order to attain academic or professional achievements or advances; threatening another individual's academic or professional accomplishments or reputation if that individual does not submit to sexual requests or advances; or any other similar behavior.

Visual: subjecting another individual to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another individual; leering at another individual; or any other similar behavior.

Physical: unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another individual's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The District will investigate all reports of harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class.

Board Policy 5517 applies to all conduct occurring on District property, at any District-sponsored event, on any District-owned vehicle, or at any event or activity in which students or employees of the District are attending or participating in by virtue of their relationship with the District.

All students are bound by and expected to understand Board Policy 5517, which further addresses harassment, including sex-based harassment. The failure of any student to abide by the requirements of Board Policy 5517 will result in discipline, up to and including permanent expulsion.

Restorative Practice

For an offense constituting persistent disobedience or gross misconduct, the following factors will be considered prior to suspending or expelling a student:

A. the student's age
B. the student's disciplinary history
C. whether the student has a disability
D. the seriousness of the violation or behavior
E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
F. whether restorative practices will be used to address the violation or behavior
G. whether a lesser intervention would properly address the violation or behavior

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

A. are initiated by the victim;
B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

   The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

   Restorative practices will be given first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

Directory Information

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

A. student name
B. address
C. telephone number
D. date and place of birth
E. major field of study
F. participation in officially recognized activities and sports
G. height and weight, if member of an athletic team
H. height if member of an athletic team
I. weight, if member of an athletic team which requires disclosure to participate
J. dates of attendance
K. date of graduation
L. awards received
M. honor rolls
N. scholarships
O. telephone numbers for inclusion in school or PTO directories
P. school photographs or videos of students participating in school activities, events or programs

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

LUDINGTON AREA SCHOOLS

2017-2018 DISTRICT CALENDAR

All K-12 TEACHERS

8/29	LASD Professional Learning Communities Day
8/30	All LASD Staff Opening Day; Building Meetings; Afternoon PLC

TEACHERS ~ STUDENTS

9/5	First Day of School
9/5-6	Kindergarten Students Half Days
9/29	Half Day School K-12; Afternoon PLC
10/4	Pupil Count Day
10/6	Homecoming
10/19	Half Day School 6-12; Secondary Conferences
10/20	Half Day School K-12; Afternoon PLC
11/8	Half Day School K-12; Afternoon PLC
11/20-21	Half Day School K-12; Elementary Conferences; Secondary Exams; (2)
11/22	Half Day K-12 Students & Staff; End of First Trimester
11/23-24	Thanksgiving Break

11/27	Second Trimester Begins
12/20	No School; Break Begins
1/3	School Resumes
1/25	Half Day School 6-12; Secondary Conferences
1/26	Half Day School K-12; Afternoon PLC
2/14	Pupil Count Day
2/16	Half Day School K-12; Afternoon PLC
3/7	Half Day School K-5 Only; Elementary Conferences
3/8, 9	Half Day School K-12; Elementary Conferences; Secondary Exams
3/9	End of Second Trimester

3/12	Third Trimester Begins
3/23	No school; Spring Break Begins
4/2	School resumes
4/10	PSAT/SAT Testing Schedule [Note: LHS Grades 9-12 Half Day]
4/27	Half Day of School K-12; Afternoon PLC
5/25	Half Day of School K-12; Afternoon PLC
5/25	LHS Graduation Hawley Gym
5/28	No School; Memorial Day
6/7, 8	Half Day School K-12; Secondary Exams
6/8	Last Half Day All Students; End of Third Trimester
6/8	Teacher Afternoon Work Day

iPad Information

SECTION 1 - Introduction

Ludington Area Schools will provide 21st Century curriculum, instruction, and assessment, with an emphasis on accountability to academic achievement and instructional excellence. Voters in the city of Ludington approved a bond request that will fundamentally change our approach to education, resulting in a new model for our schools and classrooms. We believe that all students should be prepared for a global workplace. Our students must be equipped with essential skills such as effective communication, creativity, collaboration, and critical thinking. We believe that teaching and learning does not end when the final bell rings. Teacher created content will be available and accessible to students online, which necessitates a device that can be used for both consumption and production of content. We believe that the iPad is the appropriate device for allowing students to become self-directed
learners. We have spent the 2012-13 school year piloting the use of this device along with an emphasis on project based learning, so that our students will be prepared for a challenging and ever changing future.

SECTION 2 - Rationale

Since its introduction in the spring of 2010 the iPad has emerged as one of the leading tools in education. After thoughtful consideration and investigation, we believe that the iPad is the best instrument to give each of our students access to the technology they will need in their 21st century education. The iPad serves as a word processor, multimedia production and consumption tool, video editor, ebook reader, camera, and content creator, all at an affordable price. Computer labs will continue to be available when the need arises.

SECTION 3 - What's in the "Box"?

*16 GB iPad (Kindergarten students will receive iPad 2s most others will get an iPad 4)
*Protective Case
*Charger and Cable
*Students may be required to provide their own headphones to use with the iPad.

SECTION 4 - Included Apps

The iPad comes with the standard set of Apple's pre-loaded apps. In addition to these, we have included several paid and free apps that will be used for instruction.

SECTION 5 - Cost/Optional Insurance

There is no upfront cost for the iPad. We have provided a sturdy protective case, which will be put on the iPads before they are given to students.Your child will be asked to keep the iPad in its case at all times so that the risk of damage is minimized. If your child takes good care of their iPad and leaves it in its protective case, the risk of accidental damage is minimal.

We are again able to waive the fee for the insurance this year and will be providing it for each student. Families will still be responsible for the deductibles for accidental repairs. Damages to iPads that were removed from their case will not be covered by the insurance program. Without the insurance, a cracked screen costs approximately $192 dollars; however, with our insurance the deductible cost for a cracked screen is $29.00. A replacement iPad costs $379, cases are $35, and the charging cords and bricks cost $15 each. In the first instance of accidental damage, families will be asked to pay this $ 29.00 deductible. In the second instance of accidental damage, families will be asked to pay this $ 29.00 deductible. After 2 instances of accidental damage, the insurance will no longer cover any damage, and families are responsible for any costs. iPads that are damaged beyond repair by obvious abuse will be subject to the full replacement cost of the iPad.

iPad Student & Parent Handbook

SECTION 6 - Home Use

We expect that our 1:1 iPad program will help students to learn and maintain good digital habits that will last a lifetime. Any rules that you have about computer use or Internet access should apply equally to your child's iPad use. In addition, we encourage you to discuss appropriate uses of technology with your child, and we will discuss approaches to this conversation as part of our iPad information sessions. A device that goes home must be treated as if it were still in school, and be used appropriately.

SECTION 7 - Handling, Care, and Transport

When moving your iPad carry the device with two hands.

Always make sure that the iPad's screen cover is securely attached.

Do not leave the iPad in a hot car or in direct sunlight.

Avoid having any sharp objects near the iPad, and only use a finger or stylus pen to manipulate the screen.

Be careful when transporting the iPad in a backpack or other bag.

The iPad will come with a district provided Asset Tag sticker. No other stickers or writing should be added to the iPad or its cover.

Additionally, the iPad should stay in its LASD provided protective case at all times.

SECTION 8 - Power Management

Your iPad's battery will last longest if the iPad is used in room temperature conditions as often as is possible. For best battery results, be sure to go through at least one charge cycle per month (charging the battery to 100% and then running it down to between 5 and 10% of charge). Students will be responsible for having a charged iPad for class each day.

SECTION 9 - Cleaning the iPad

Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad. iPad has an oleophobic coating on

the screen; simply wipe iPad's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

SECTION 10 - Student Responsibilities

Use of the iPad is a privilege. The Ludington Area Schools district owns the iPads and will loan them to the students as a tool to support their learning experience. Students will be expected to bring the iPad to school fully charged each day and have them in class just as they would for any other required material. Parents should monitor all activity on their account(s). Students should notify an administrator if an inappropriate or threatening email or message is received. Students will be required to return their iPad at the end of each school year by a predetermined date. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LAS for any other reason must return their individual school iPad on the date of termination.

Email

All students will be provided with an email address for email and document sharing. Access to the lasdstudents.net email account is limited. The student email addresses are restricted to comply with the CIPA Act, they will only allow communication between lasd.net (teachers and staff) email address and lasdstudents.net email account. You will not be able to email your child at that address.

Acceptable Use Policies

SECTION 11 - Student Activities Strictly Prohibited:

1. The use of the iPad is a privilege and with that privilege all users have no expectation of privacy in e-mail, data on the iPad or server, network communications, Internet use, video recording, and all other technologies available on or through the iPad. The School District is the owner of the iPad and therefore all users understand that their use of the iPad can and may be strictly monitored electronically or otherwise by School District personnel at any time.

2. Users shall not install any software on the iPad or download any applications without the express prior permission of the School District's Technology Department.

3. The student is not permitted to install software on the assigned iPad from other iTunes accounts nor should they try and connect iPad to a computer with a different iTunes account configured on it.

4. Use of the iPad for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States as they apply to computer programs or licenses owned or licensed by the School District. Such action is also governed by the School District policy.

5. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action affecting the iPad.
6. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the iPad.
7. Users shall not knowingly or intentionally allow other users to use their identity/password(s) to access School District technology resources and computer systems, or iTunes accounts. All users shall maintain the security and confidentiality of their identity/password(s). Users shall not use an iPad or iTunes account that has been logged in under another user's name. Users shall immediately notify the School District if a security problem is suspected or identified.
8. Users shall not use the iPad for purposes other than for School District-related business. The iPad shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining or sending obscene or pornographic material.
9. Users shall not use the iPad to harass or intimidate.
10. Users shall not download or install any programs, files, technology, games or other electronic media without the written permission of the School District's [Director of Technology].
11. Users shall report any problems or malfunctions with the iPad to the main office within one school day of detection of the problem. The glass from a broken screen is very sharp and can be dangerous, left uncared for it can also damage the inner workings of the iPad.
12. The School District may, at any time, make determinations that particular uses of the Internet and Technology Resources are not consistent with the goals or mission of the School District and prohibit such uses.
13. Users shall not play video games, visit chat rooms or otherwise use the iPad for non-academic purposes while at school.
14. The School District in its sole discretion reserves the right to terminate the availability of the iPad at any time.
15. The School District reserves the right to:
a. Make determinations as to whether specific uses of the iPad and iTunes are consistent with its goals, educational mission, policies and/or procedures;
b. Monitor and keep records of iPad, Internet, and iTunes use;
c.Terminate user's privileges to access and use the iPad and other School District technology resources to prevent unauthorized activity.
16. Failure to follow the policy, procedures, rules and regulations of the School District may result in termination of the user's privilege to access the iPad and other School District technology resources. In addition, the user may be subject to other disciplinary or legal action.
17. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's use of the iPad.

18. Each user shall be responsible for any and all damages to the iPad resulting from their deliberate or willful acts.
19. All School District policies and procedures, including the Student Handbook, apply to the use of the iPad and iTunes and or Google account.
20. Administration has the discretion to prohibit, allow, and otherwise regulate the use of the iPad during the school day.
21. Each teacher has the discretion to allow and regulate the use by students of their iPad in the classroom and on specific projects.
22. In the classroom, students may use their iPad only for the purpose of accessing materials that are relevant to the classroom curriculum.
23. The school's network filters will be applied to the iPad's connection to the Internet and other Technology Resources.
24. Users are expected to charge their iPad prior to school and run their iPad on battery power while at school.
25. Users shall maintain their iPad in silent mode at all times when on school property, unless otherwise permitted by school staff.
26. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with School District policies and procedures.
27. Use of the iPad is prohibited in the following areas/situations:
a. Locker rooms
b. Bathrooms
c. Any private areas used for the purpose of changing clothes
d. Any other areas as designated by administration
28. Students shall not use their iPad to cheat on assignments or tests.
29. Users shall not print from their iPad to School District printers without the prior authorization of school staff.
Disclaimer: The School District will make every effort to provide appropriate technology resources, however, the School District makes no warranties of any kind, whether expressed or implied, for the iPad, Google and iTunes account it is providing. The School District shall not be responsible for any damages incurred by a user of the iPad or iTunes account, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. In no event shall the School District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the iPad, Google or iTunes account, accuracy or correctness of information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

SECTION 12 - Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Check to see that your student's iPad comes to school fully charged each day. Make sure that the iPad is used primarily by the student.

Technology & Instruction
SECTION 13 - School Responsibilities

LASD will provide Internet and email access to its students while on school property and provide Internet filtering at all times. Through the use of Google Apps we will provide cloud-based data storage areas. These will be treated similar to school lockers. LASD reserves the right to review, monitor, and restrict information stored on or transmitted via LASD School District owned equipment and to investigate inappropriate use of resources. LASD will provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy. Wireless internet will not be required at home to use the iPads for school work. Teachers have created lessons that can be downloaded at school and then worked on while the device is offline. Having internet at home can be handy and if you do not have internet at home there are many free public wifi spots in Ludington that can be accessed. A short list of public spaces and businesses that have wifi include: both the Ludington and Scottville branches of the Mason County District Library; Ludington City Hall; the libraries in each of the five school buildings; McDonalds; Sportsmans; Redolencia; and Big Apple Bagels. We are working to expand this list. If you know of others, feel free to email us at tech@lasd.net.

Do not put a passcode on your device. We have no way to clear a forgotten passcode from a device once it loses wifi connectivity. If you ignore our advice and set a passcode and forget it do not make repeated attempts to try your passcode. Try twice and bring it to the tech department's attention after that. If you make repeated attempts, and fail, and the iPad loses wifi we have NO other option than to completely wipe the device and you will lose all of your school work.

With the addition of an Apple ID to students devices there may be times with the App Store is present on your iPad. Please see rules 1, 2, 3, 10, and 13 above.

I have reviewed the Handbook for Students and Parents which includes the Ludington Area Schools Acceptable Use Policy and understand the Rules and Guidelines for appropriate use at home and at school. I understand and acknowledge that my student has been given access to an email account for the purposes of sharing documents with fellow students and LASD teachers.

Parent or Guardian Signature _____

Student Signature_____ Date____/_____/_____

Franklin "Forgotten iPad Policy"

This process is to be followed when students leave their iPads at home. The process will begin anew on a monthly basis

1st Time Forgotten iPad: The student will call home for the iPad to be brought to school.

2nd Time Forgotten iPad: The student will NOT be allowed to call home.

3rd Time Forgotten iPad: The iPad will be kept at school for the remainder of the week.

Concussion Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Grogginess
Pressure in the Head	Double Vision	Sluggishness	Poor Concentration
Nausea/Vomiting	Blurry Vision	Haziness	Memory Problems
Dizziness	Sensitive to Light	Fogginess	Confusion
“Feeling Down”	Not “Feeling Right”	Feeling Irritable	Slow Reaction Time
Sleep Problems			

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the

injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION

1. SEEK MEDICAL ATTENTION RIGHT AWAY – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

2. KEEP YOUR STUDENT OUT OF PLAY – Concussions take time to heal. Don't let the student return to play the day of injury and until a heath care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

Appears dazed or stunned	Can't recall events prior to or after a hit or fall	Answers questions slowly
Is confused about assignment or position	Is unsure of game, score, or opponent	Loses consciousness (even briefly)
Forgets an instruction	Moves clumsily	Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

One pupil larger than the other	Repeated vomiting or nausea	Becomes increasingly confused, restless or agitated
Is drowsy or cannot be awakened	Slurred speech	Has unusual behavior
A headache that gets worse	Convulsions or seizures	Loses consciousness (even a brief loss of consciousness should be taken seriously.)
Weakness, numbness, or decreased coordination	Cannot recognize people/places	

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

District Health Department #10

Notification of Hearing and Vision Screening

Michigan Law requires that local health departments offer hearing and vision screening at least once between the ages of 3 and 5, in Kindergarten, 2nd and 4th grades (hearing) and 1st, 3rd, 5th, 7th and 9th grades (vision) at no cost to families; it also requires screening PRIOR to kindergarten entry.

District Health Department #10, in collaboration with the schools, provides comprehensive hearing and vision screenings by trained technicians throughout the school year. Both programs are carefully standardized by the Michigan Department of Community Health, so that each child screened, receives consistent screening, referral, and follow-up services.

Early detection and treatment of hearing and vision problems can help children succeed in school. For more information, please visit our website at www.dhd10.org or you may contact your local health department.

**If you do not wish to have your child participate in these screenings, you must notify the school in writing.*