



PARENT AND STUDENT

HANDBOOK

Walt Disney Elementary School

36155 Kelly Road

Clinton Township, MI 48035

(586) 439-6400

Dear Parents and Students,

It is a pleasure to welcome you to Walt Disney Elementary School and Fraser Public Schools where, "Learning Drives Innovation." The teachers and staff are happy to have you as part of the Disney family. Student learning is our priority as we ensure that your child's wellbeing is cared for each day.

The "**Disney Magic**" **Parent and Student Handbook** is intended to provide a clear understanding of our operations and expectations for student learning. Please read it carefully and discuss items as appropriate with your child.

Close communication and cooperation between the home and school are essential to promote the best education for your child. If you have questions or concerns about any information in this handbook or any school related matter, please do not hesitate to contact the school or me.

We look forward to working with you and your child while we challenge, engage, and provide our students with a magical Disney experience.

Sincerely,

A handwritten signature in black ink that reads "Aaron Sutherland". The signature is written in a cursive style with a large initial 'A'.

Aaron Sutherland
Proud Disney Principal
Aaron.Sutherland@FraserK12.org
586-439-6495

WALT DISNEY ELEMENTARY'S SCHOOL MISSION STATEMENT

PARENTS, STUDENTS, AND EDUCATORS...WORKING TOGETHER TO
PROVIDE A CARING ENVIRONMENT WHERE EACH STUDENT
WILL BE AFFORDED THE OPPORTUNITY TO SUCCEED
ACADEMICALLY AND PERSONALLY TO THE BEST OF THEIR ABILITY.



Fraser Public Schools
Board of Education

Mr. Scott Wallace, President
Mr. Todd Koch, Vice President
Mrs. Linda Corbat, Secretary
Mrs. Robin Norbeck, Treasurer
Mr. Jim Birko, Trustee
Mr. Daniel Stawinski, Trustee
Mrs. Autumn Ochoa, Trustee

Administration

Dr.. Carrie Wozniak, Superintendent
Mr. Kerry Terman, Assistant Superintendent
Mr. Aaron Sutherland, Principal

SCHOOL HOURS

Morning Bell 8:30 a.m.
School Day 8:35 a.m.-3:30 p.m.

EARLY RELEASE DAY SCHEDULE

Morning Bell 8:30 a.m.
School Day 8:35 a.m.-1:30 p.m.

LUNCH HOURS

Students will be given the time needed to eat. We have set aside 18 minutes for lunch and 18 minutes for lunch recess, more time will be given, as needed, for any student.

Grades K-1:

- ⓓ Recess 12:05 a.m.-12:20 p.m.
- Lunch 12:20 p.m.-12:45 p.m.

Grades 2-3:

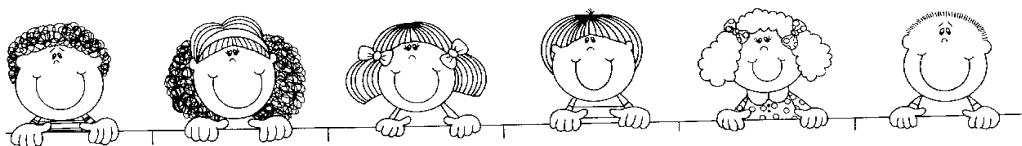
- ⓓ Recess 11:40 a.m.-11:58 a.m.
- ⓓ Lunch 11:58 a.m.-12:16 p.m.

Grades 4-6:

- ⓓ Lunch 11:40 a.m.-11:58 a.m.
- ⓓ Recess 11:58 a.m.-12:16 p.m.

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DISNEY ELEMENTARY'S 2019-2020 STAFF

KINDERGARTEN

Mrs. Kerry Engle

Mrs. Karla Zoli

FIRST GRADE

Ms. Shannon Love

Mrs. Doreen Monahan

Mrs. Cassie Polozo



SECOND GRADE

Mrs. Doreen Kilcline

Ms. Christine Davidson

THIRD GRADE

Mrs. Andrea Flip

Mrs. Christine Hamilton

FOURTH GRADE

Mrs. Kimberly Argiri-Slone Mr.

Jeffrey Fallucca

FIFTH GRADE

Mrs. Marybeth Ostrowski

Mrs. Nina Gumm



SIXTH GRADE

Mrs. Michelle Oddo

Mrs. Stephanie McGuffey

Mrs. Michelle Bungart
Mrs. Melissa Garcia
Mr. Alex McDonough
Ms. Melissa Bridges
Mrs. Marissa Huysentruyt
Mrs. Andrea Phillips
Ms. Jennifer Shier
Ms. Amanda Train
Mrs. Dodie Cichocki
Mrs. Whitney Saoud
Mrs. Jane Pokriefka
Mrs. Sue Mogge

Resource Room Teacher
Art Teacher
Gym Teacher
Vocal Music Teacher
Instrumental Music Teacher
Speech Therapist
School Psychologist
Social Worker
Media Specialist
21st Century Teacher
H.E.A.R.T. Teache
Secretary



ATTENDANCE

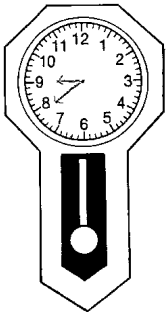
ATTENDANCE:

Attendance is a major factor in determining academic success. Taking attendance is the first order of business in our classrooms in the morning and again in the afternoon. It is very important that this process be completed in a timely manner for the safety of all our children. Please call the attendance line if your child will be absent. The attendance line number is (586) 439-6490 is open at all times. The school messenger system will contact you if you forget to call; however, this slows down the process. All parents are expected to use the attendance line.

We monitor attendance very carefully. When a child misses 10 days of school, you will receive a letter from the office drawing your attention to the matter. If the pattern continues, the child's name must be submitted to the County Attendance Officer. This agency will schedule a meeting with the parents to discuss the situation. The "ten day" number does not include students who miss several days in succession due to illnesses such as COVID-19, chicken pox, and hospital stays, etc. Excessive absences for these reasons, however, will require a doctor's note. Also, please note that removing your child from class early on a regular basis could result in a letter under the "tardy" clause due to missed class time.

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ARRIVAL AND DISMISSAL



The entry bell rings at 8:30 a.m.. The school day officially begins at 8:35 a.m. Please make sure your child is here on time each day. All students line up outside exterior doors 6 through 15, on the lower elementary side of the building. In the event of inclement students will line up in the gym.

Students may arrive between 8:20 a.m.-8:30 a.m. We expect all students to enter the classroom between 8:30 a.m. and 8:35 a.m. The school day ends at 3:30 p.m.

Bus Students - Will be released by their classroom teachers to the buses. Buses will load in the front of the building. Students may only ride their assigned bus each day. Changing buses is not permitted on a temporary basis.

Walkers - Students walking home must either cross with the crossing guard located at Matthew and Kelly or make the cross at the signs located between the bridge and Disney, with parent supervision.

Bikes - Students riding bikes must walk bikes from the bridge to the bike rack. It is the expectation that students riding bikes will be under control and ride safely. Please frequently review the rules of safe bike riding with your children. **Parents should be advised that the school cannot assume responsibility for bicycles brought to school.** Razor scooters are not permitted.

Car Pick-Ups - Car pick-ups will take place in the north lot near the gym. The parking lot is designed to flow quickly in and out with a one-way entrance and exit. Drivers are expected to exercise care while using our parking lot.

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POSITIVE BEHAVIOR SUPPORT (PBS) SCHOOL-WIDE PLAN

Walt Disney Elementary School's staff has been trained and is applying the PBS method to school-wide discipline. The teachers have worked together to identify three important areas that they feel all students need for Disney to function at an optimal performance level.

Students are expected to follow the Fraser Public Schools Code of Conduct:

http://www.fraser.k12.mi.us/files/PVLVB/0b926e382b3ec52d3745a49013852ec4/Fraser_Student_Code_of_Conduct_changes_approved_4-18-2016.pdf

The areas are: Safety, Respect and Responsibility.

Each teacher has very specific lessons that they teach for all areas in and outside the building that are directly related to each of these three areas.

Students can also be "caught" demonstrating their knowledge of these expectations and be given an **Incredibuck** by any adult in the building, or even a bus driver or crossing guard, and have an opportunity to earn recognition and attend special events throughout the year.

Disney will implement a structured feedback plan for students who require additional support to be successful. In cases where specific feedback and practice of the expectations do not change behavior, we will begin a behavior plan with the teacher and family. All major behavior that is severely disruptive to learning or unsafe will be handled using Disney's Strike System. The Strike System will be individually crafted to address the specific behavior and goals for the individual student, including appropriate consequences.

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BIRTHDAY TREATS



Birthdays are special celebrations at any age; HOWEVER, with food allergies and the critical demand for learning time—**NO FOOD** items will be allowed for birthday celebrations. If you would like to distribute a “treat” for your child’s birthday, it must be in the form of a pencil, sticker, eraser, etc. and **only** given to your child’s immediate classmates.

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BUILDING USE

Groups such as Parks and Recreation, Girl Scouts, Boy Scouts, and PTO clubs may use the school for after school meetings free-of-charge. The designated group leader must fill out the permit online using the following link:

www.communityuse.com/SOA.NET/controllers/pagecontroller.aspx?productid=MC&pageid>Login

The leader is responsible for leaving the facility in good shape, and making sure the school acreage is not damaged. Requests for use are honored in the order they are received. Not all requests can be granted. When a school function is scheduled, it has priority over any other night activity. If school is canceled due to vacation, inclement weather, or other emergency situation, all night activities are also canceled.

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BUS TRANSPORTATION

All bus students are expected to follow basic rules of safety. Students are to remain in their seats and follow the bus driver’s directions. Students should not yell or scream while on the bus. Food and drinks are not allowed. Our drivers are also prohibited from allowing students to board the bus with any animals, caged or otherwise.

Students must follow the bus rules. Students who choose not to behave in a safe manner will receive a written behavior referral. Consequences will be determined between the transportation director and Mr. Sutherland.



Students may only ride their assigned bus throughout the year.

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CLASSROOM EXPECTATIONS

BE SAFE

- Hands, feet and objects to yourself
- Walk and move safely
- Use equipment safely

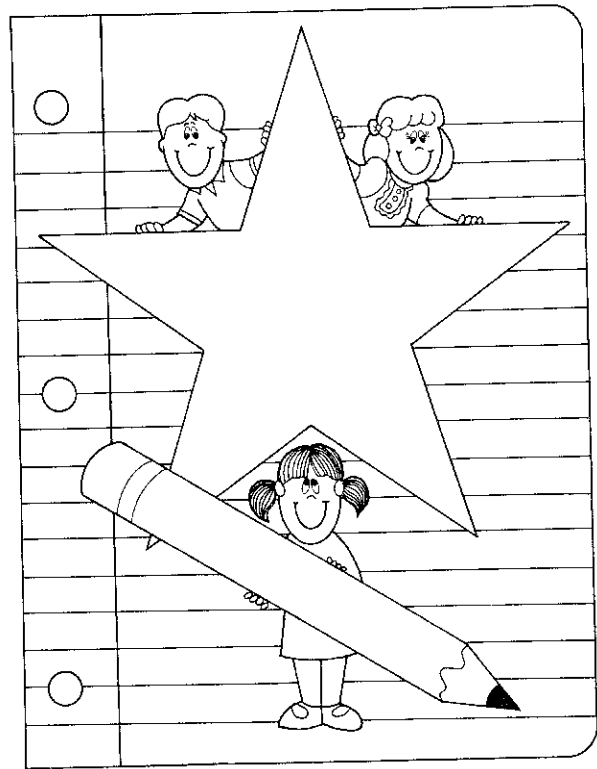
BE RESPECTFUL

- Follow directions as asked the first time
- Treat fellow students, staff, and guests with kindness
- Cooperate with others

BE RESPONSIBLE

- Learn at highest level, Disney Best!
- Stay focused on learning tasks
- Use school equipment and tools appropriately

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CONTACTING A TEACHER



We encourage parents to contact someone at school if they have a concern they wish to discuss. Teachers will provide methods of communication using e-mail, web presence, and classroom phone during the annual meet the teacher night.

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CROSSING GUARD (Corner of Matthew and Kelly)

Disney's morning Crossing Guard will cross the children at 8:20 a.m. each morning. This provides plenty of time for students to get to their classrooms. For your child's safety, DO NOT have him/her at the crossing early. Disney's afternoon Crossing Guard is on duty from 3:25 p.m. to 3:45 p.m.



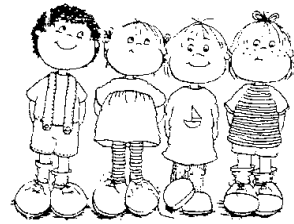
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DISNEY DRESS CODE POLICY

Common sense and propriety are the basic guidelines to determine appropriate dress for our students. Most forms of dress are acceptable for students provided they are neat and clean and do not interfere with the educational process. We rely on the good taste and judgment of the students and the responsibility of the parents to advise their children of the appropriate dress. The following guidelines have been established in order to maintain a positive learning environment.

The following types of clothing are inappropriate for school, families will be contacted to replace the following dress:

- Any clothing that is disruptive to learning, inappropriate for children, or unsafe
- Bare midriff tops, halters, revealing tops, tank tops, muscle shirts, mesh clothing, see-through clothing, blouses or shirts with string type straps
- Shorts, skirts and dresses shorter than mid-thigh
- Clothes or accessories displaying offensive words and symbols, not appropriate for K-6 students
- Tight fitting clothing or clothing of spandex-type material that is not covered with other clothing to mid-thigh
- Flip flops and open toed shoes without socks



Students who are considered to be dressed inappropriately or who violate the above guidelines will be sent to the office. The principal or teacher in charge shall determine whether a mode of dress is in violation of the district Dress Code policy.

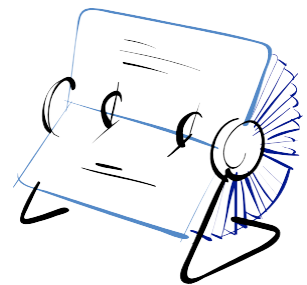
In cases where a student is inappropriately dress, arrangements will be made with the parents for an appropriate change of clothing.

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FAN OUT

Fraser Public Schools has begun the use of a communication system known as **School Messenger**. It is an automated system that will call and/or email you with any important information i.e. school closings or student absences that may not have been called in. Please be sure that we have your current contact information (phone numbers and email addresses) so that you will be able to receive these messages.

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FIELD TRIPS



A field trip is an educational experience outside of the classroom or building. Field trips always have a purpose either as an introduction to a unit or as a culminating activity of the unit. Teachers will notify parents prior to all field trips. Field Trip Permission forms will be sent home for you to fill out. Children on a field trip represent our school. We expect their attitude and behavior to be a positive reflection of Disney.

All chaperones must fill out a background check form to be completed before the field trip.

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FUND RAISING POLICY

The following is the Fund Raising Policy established by the Walt Disney School and the P.T.O.

Participation

- The school and the P.T.O. encourage participation in fund raising campaigns. However, participation is voluntary.
- All monies earned from fund raising go directly to benefit the children of our school.

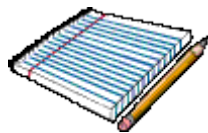
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HOMEWORK POLICY

When students are absent from class due to illness or family vacation, classroom teachers will update assignments via web presence, e-mail or direct communication.

Homework is designed to reinforce skills or apply acquired knowledge. Classroom teachers will develop homework specific to the needs of the student.



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ILLNESS

If, in the judgment of school personnel, a child becomes too ill to remain in school, the parents will be called immediately. It is necessary that children remain at home until recovered from illness since they could be endangering their own health and the health of other children by returning too soon. Children are expected to participate in all school activities when they return from being ill except for special situations or if the school receives a note from a doctor.

It is never an easy decision whether to send your youngster to school if he/she complains of illness. The following guidelines are designed to provide information until you can discuss the situation with your doctor.

- Most children will experience at least one cold a year. Unless the child has a hacking cough, he/she should be in school.
- A fever is a sign of some form of infection. Children should remain home if running a fever. A child must be **fever free for 24 hours without the benefit of medication (i.e. Tylenol)** before returning to school.
- Children with an infectious disease must remain home until the communicable stage has passed. The most common infectious diseases are, chicken pox, influenza, pink eye, strep throat, and head lice.
- Please notify the office at 586.430.6490 of the specific diagnosis and provide doctors instructions and notes upon return.

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LATCHKEY



● Students that are not picked up will be in a safe place and accounted for until they are picked up. Latchkey is available to all students. All families are strongly encouraged to complete the Latchkey Emergency Use Registration form in the case that you suddenly need latchkey for your child(ren). Please note that if your child does not have an Emergency Use Latchkey Registration Form on file and your child(ren) are not picked up promptly, local law enforcement will be contacted.



<https://mi02212020.schoolwires.net/domain/129>

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LICE

All cases of head lice must be reported to school and then the child's class will be checked. Notices will be delivered through messenger to the affected grade levels. Also, classrooms of any sibling of a reported case will be checked and notices delivered if appropriate.



A child must be nit-free in order to return to school. Children will not be allowed back until all eggs are removed. This is in accordance with the Macomb County Health Department policy. Before returning, students must be checked by district personnel.

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LOCKDOWN POLICY



During the school year, 3 lockdown drills will be conducted. In the event an intruder should enter the building, staff and students will be notified with a code and must be locked in their classrooms with the lights out and away from any windows.

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LOST AND FOUND



Large lost items are located in the LOST AND FOUND BOX located in the office. Smaller items such as jewelry and keys are held on the counter near the secretary. It is a good idea to check the LOST AND FOUND on a regular basis. Unclaimed items are donated at the end of each trimester. To avoid losing a precious item, it is recommended that your child's name be printed on **everything**.

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LUNCH/BREAKFAST

Students may purchase a hot lunch consisting of an entrée, fruit, vegetable and choice of white or chocolate milk. Snack items (ala carte) may also be purchased. Lunches are prepared at the high school and delivered each day; due to this arrangement, it is necessary to **ORDER ONE DAY IN ADVANCE**. The price for hot lunch is **\$2.35** and milk is **50¢**. We do not want any child to go without lunch. However, we do want our students to learn responsibility. We appreciate your support of this policy. Breakfast is also available daily at a cost of **\$1.35**.

The District does not allow the delivery of food and beverages from outside vendors or fast food establishments for a student's breakfast or lunch meal. All meals are to be provided by either our Food Service program or prepared at home and sent with your student.

Outside food delivery is a safety concern. We do not want to have strangers and people that we do not know coming to our buildings with delivery bags. It also is a workload issue for office personnel. Managing multiple food deliveries during lunchtime becomes an additional responsibility for our office staff.

The District works hard to provide a variety of healthy, good tasting food in its cafeterias and students are always free to bring their own lunch to school. We will continue to follow our past practice of making sure students receive lunch if they forget to bring one from home.

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MEDICATION POLICY



District policy mandates that **the principal or his/her designee may dispense only prescription medication, in its prescription bottle**. Prior to dispensing medication, parents must fill out a district medication form. These are available in the school office and **MUST** be filled out completely before medication can be administered. **NO OVER-THE COUNTER MEDICATIONS CAN BE ADMINISTERED PER BOARD POLICY.**

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PARENT CONCERNS

Concerns raised by parents will be addressed in a systematic and professional manner. Resolution of a concern is the objective whenever possible. The process parents should follow is to:

- Discuss the issue with the teacher first.
- If not resolved, discuss the issue with the principal.
- If not resolved, discuss the issue with the assistant superintendent.
- If not resolved, discuss the issue with the superintendent.

STUDENT INVOLVED CONFERENCES

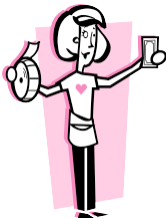


Conferences are scheduled in December and again in the spring. All families are scheduled for the first conference. The spring conferences are will be by request of the teacher or parent. They are scheduled only if the teacher or parent feels it is needed to enhance student learning.

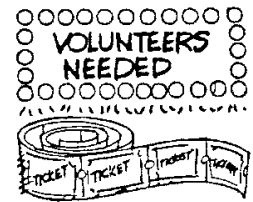
Conferences are designed to include parents in the educational planning process, to provide an opportunity for interpretation of achievement levels, and to discuss academic learning and personal growth.

Parents may request a conference at other times during the year. Student growth and learning is the primary focus of conferences throughout the year.

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PARENT TEACHER ORGANIZATION



All Disney parents are members of the P.T.O. We encourage active participation. Meetings are held monthly in the evening beginning at 6:30 p.m. Please see our website for specific dates.

The P.T.O. sponsors many projects that enhance the regular school program such as field trips, assemblies, library books, classroom equipment, and playground equipment. It organizes after school activities for the students such as book clubs and winter crafts. Throughout the year the P.T.O. sponsors evening activities promoting family involvement.

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PARKING LOT

The Disney parking lot is designed for optimum flow and student safety. Please note the painted arrows. These arrows should help direct people during drop off and pick up times. At dismissal, please remember to park your car **in a designated parking spot** and walk to the front of the building to pick up your child. It is recommended that only K-1 students are picked up at the front of the building. We ask students in Grades 2-6 to use the designated pick up lane. Do not ask your child to

cross the busy parking lot without adult supervision.



The designated drop off and pickup zone should be to do just that—drop off/pick up and keep going—not to park. The safety of our children is number one. With everyone cooperating and being patient, students will have a safe arrival and dismissal, which is our primary goal.

PLEASE NOTE – The additional parking lot is for staff use only during school hours.

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PARTIES OUTSIDE OF SCHOOL



Parties can be a fun time for all students. Many times throughout the school year students wish to hold special event parties outside of school. We recommend that party invitations be mailed to the children's homes. If invitations to such parent supervised parties are distributed at school, please make certain that either all boys or all girls or all students in the class are invited. Leaving a few students out of such events can cause hurt feelings, tears and low self-esteem. Help us help each child to feel good by including all in extra activities.

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PERSONAL ITEMS



Students may bring learning devices to school to be used at appropriate times. Please refer to the BYOT policy. The BYOT policy can be found at:

http://www.fraser.k12.mi.us/files/_qbF2F_/60da8dcf3f51d7553745a49013852ec4/BYOT_Policy.pdf

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PET POLICY

Pets are not allowed at school during the school day including arrival and dismissal. There are several reasons pets are not allowed at school with allergies, student anxiety, and disruption being the main considerations. We do not want a student, adult, or pet to be injured during our high volume times at school.

PHONE USE



We encourage parents not to call school to leave messages for their children. Please inform your child of any changes in going home prior to coming to school in the morning. We understand that occasionally an important message must be given. We will honor these messages.

If your child has your permission to bring a cell phone to school, they MUST follow the expectations of the school and individual classroom. Please refer to the BYOT policy included in the above section. No pictures may be taken on the school campus with any picture phones as it infringes on the privacy of others. Students may not place calls without permission of their classroom teacher, office staff or principal.

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PROTECTIVE SERVICES

All school personnel have a legal obligation to report any suspected or reported incidents of child abuse. Any time possible neglect, physical abuse, or sexual abuse comes to our attention; we must follow through by notifying Protective Services. That agency will then talk with the child and then make contact with the parents.



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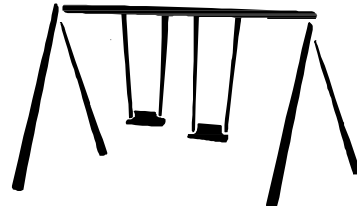
RELEASE DURING SCHOOL HOURS

When it is necessary for a student to be dismissed early from school, parents are requested to notify the teacher. Come directly to the office to pick up your child. Children are dismissed from the office only. We will call your child from the classroom as you sign him/her out. When a child is dismissed early from school prior to 2:00 p.m. it is considered an absence for that afternoon. Patterns of frequent early releases will be discussed on an individual basis.

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RECESS

Students have two recess periods a day. One recess is attached to the lunch period. There are only rare exceptions (accompanied by a written doctor's note) when a student may be excused from participating in outdoor recess. Students should have necessary apparel such as: hats, scarves and boots when the weather dictates such needs. Students will participate in indoor recess if the temperature or wind-chill is below 12 degrees or if the conditions are unsuitable for outdoor recess.



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REQUEST FOR TEACHERS

Careful consideration is given to each child's placement for the next school year. Many factors are considered to provide the best learning environment for our students. Student learning styles, teaching styles, ability to work independently, reading level, and a near balance of boys and girls are taken into consideration. If a parent wishes to have input into placement because of a child's special needs or other academic concerns, please contact the school principal. Please understand that a request from you does not necessarily insure your child's placement in that classroom. It will be considered as another piece of vital information.

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RETURNED CHECKS



In the unlikely event that a check you have written to the school (for lunches, field trips, book orders etc.) is returned by your bank, we will now be required to charge a fee of **\$5.00** for any re-deposited checks and **\$10.00** if the check is subsequently returned. These fees are not profit to the school but merely a means of recouping the fees that are charged to us by our bank.

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SAFETY PATROL

Sixth grade students may apply to the teacher sponsor to serve on Safety Patrol. The Safety Patrol students monitor younger students before the start of the school day and at dismissal. Safeties also assist the crossing guard. We expect students to respect the Safeties and listen to their directions. Any problems are reported to the teacher in charge of Safety Patrol and the principal.

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SCHOOL PICTURES

All children will have pictures taken in the fall and spring of the year. The fall picture is used for the yearbook. Spring portraits are optional. Flyers are sent well in advance of both sessions with complete details.

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SERVICE SQUAD

Fifth grade students may apply to the teacher sponsor to serve on Service Squad. Service Squad students assist with the lunch program, kindergarten students, and help classroom teachers. We expect students to respect the Service Squad students and listen to their directions. Any problems are reported to the teacher in charge of Service Squad and the principal.

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SMOKING POLICY



NO SMOKING ON SCHOOL PROPERTY,

State law prohibits any adult from smoking in a public building. This translates to

any adult from smoking in a public

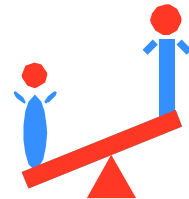
INCLUDING THE PARKING LOT, DURING REGULAR SCHOOL HOURS OR AT SCHOOL SPONSORED EVENTS.

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STUDENT SAFETY

Every attempt is made to insure the safety of the students;

however, in the event of an accident or injury, students are brought to the office to receive appropriate first aid attention. Parents are promptly notified of serious injuries.



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TEACHER IN-SERVICES



In order to stay current in the field of teaching, our staff will have periodic in-services scheduled at various times throughout the school year. Some sessions are district-wide while others are only for our Disney staff. Early Release Days will be implemented. Every effort is made to notify parents well in advance so that appropriate childcare arrangements can be made. When in-service training occurs, Latchkey services will be available

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TEXTBOOKS, IPADS AND SUPPLIES

Our school provides all required textbooks and supplies. Occasionally teachers like to use items special to their classroom. In that event, they may ask that children bring those items. This is done as a suggestion and is not a requirement.

When students are issued books for their use, a certain amount of wear and tear is expected during the course of the year. Any unnecessary markings or destruction of school property will require that the child replace the damaged article. Since replacement requires purchase of a new item, the child will be charged the current retail price.



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TORNADO



POLICY

During a tornado dismissal at the regular time.

WARNING is issued, we will follow the district policy. All students will be moved to their designated sheltered areas with their classroom teacher supervising. All other school personnel will be moved to sheltered areas as well. Students **WILL NOT** be allowed to leave the building until the all-clear message is received from Central Office. Parents entering school during a warning will be asked to take cover in one of our tornado areas until the warning is lifted. Once a **WARNING** is issued, students may **NOT** be signed out of the building.



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VISION AND HEARING SCREENING

Once a year students in certain grades will be tested for vision and hearing impairments. If your child does not pass the first screening, he/she will be re-tested. If problems are still detected, you will be notified by mail of the problem so that you can take further action.

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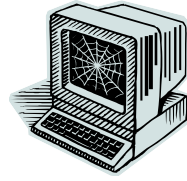
VISITORS

Disney Elementary welcomes visits from parents and other community members. Please enter the school through the front doors. Visitors are not to go to the classrooms, but instead they should report directly to the office to sign in and receive a visitor's badge. If you are bringing in a forgotten lunch or gym shoes, please leave them in the office and we will notify the teacher.

For the safety of our students, we must know who is in the building at all times. Further, we need to insure that the classrooms are not disrupted. If you wish to speak to your child's teacher, please make an appointment by phone, email, or send in a note.



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Recommendation for the Notification of Parents and Students on the Use of the Internet and Permissions for Web Publishing

Elementary Recommendations

- ◆ Change Emergency Card to include web publishing:

PRESS / VIDEO / WEB PUBLISHING RELEASE

Fraser Public Schools has my permission to release photographs and/or videos of my child, including samples of my child's work, to share with the public. I understand that personally identifiable information may be used at the discretion of the school district and the media, involving no financial compensation to Fraser Public Schools, the student, or family of the student. I understand that I have the right to deny consent to the release of photographs and/or information specified above, by refusing to sign this form. If you consent, please sign here.

- ◆ Add Internet Use and Web Publishing Policy to the Student Handbook
- ◆ Teach Internet Safety in the H.E.A.R.T. Classes

Internet Use

All students use the Internet as an educational tool for enhancing and extending curriculum objectives. Students will use the Internet to:

- vParticipate in curriculum related projects with classrooms in other communities
- vFind up-to-date information for classroom studies
- vAsk questions of experts in many fields
- vUse student appropriate sites to extend their learning

Our Internet system has a filter to screen out most unwanted sites. In addition, the use of the Internet by students will be closely supervised. Students will access sites for specific academic purposes.

Internet Safety will be taught formally in the H.E.A.R.T. classes as part of their safety unit, and teachers will reinforce rules for using the Internet throughout the year.

Web Publishing Policy

A signature granting parent permission is required on the Fraser Public Schools Emergency Card before student photographs and/or student work can be published on our school/classroom web pages. Student work will be published with first names only and photographs will not include any student names.

Our web address is: www.fraser.k12.mi.us

FRASER PUBLIC SCHOOLS INTERNET ACCEPTABLE USE POLICY

The Internet is an electronic highway afforded to all students of Fraser Public Schools connecting thousands of computer networks all over the world with millions of individual subscribers. The use of the Internet puts current information at the user's fingertips. The Internet provides access to electronic mail, college and university libraries, museums, and a chance to exchange information with people throughout the world.

The intent of this policy is to insure that the Internet is used properly for educational purposes. There are generally accepted rules of etiquette when using the Internet. The Internet user will be expected to abide by the following guidelines:

GUIDELINES:

- Be polite. Never send or encourage others to send abusive messages.
- Use appropriate language. The Internet user is a representative of our school and school district on a non-private system. The user may be alone at the computer, but what is said and done can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **Never reveal a home address or personal phone number to anyone over the Internet.**
- **Do not reveal the addresses and phone numbers of students or colleagues.**
- **Never agree to meet people face to face.**
- Electronic Mail (e-mail) is not guaranteed to be private.
- People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities.
- Do not use the network in any way that would disrupt its use by others.

RIGHTS

A student has the conditional right, as determined by Fraser Public Schools, to access the Internet to facilitate diversity and personal growth in technology, to learn information gathering skills, and communicate with others electronically. ***Failure to follow the conditions described in this policy may result in the loss of the student's right to access the Internet.*** Along with these rights come the following responsibilities:

RESPONSIBILITIES:

- Passwords, if assigned, must be kept confidential.
- The student has the responsibility to respect the privacy of other users. For example, users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. A student will not represent him or herself as another user.
- The student will adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and a student's right of privacy created by federal and state law.
- The student has the responsibility to respect the integrity of computing systems. For example, users will not develop or use programs that harass other users or infiltrate a computer or computing system. A student will not damage or alter any software, any computer or any computing system on or through the Internet.
- It is the student's responsibility to keep computer viruses off any school equipment. The student will be held accountable for any attempt to install and/or run a computer virus.
- The student exercising his/her right to use the Internet, as an educational resource will also accept the responsibility for monitoring all materials received under his/her user name. If directed by the lab supervisor, the student will maintain a log of accessed Internet sites.
- The student will accept the responsibility for **not** accessing, processing or storing pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
- It is the student's responsibility to maintain the integrity of the electronic mail system. The student is responsible for all mail received under his/her user name. The student has the responsibility to make only those contacts leading to educational growth through the Internet. The student is responsible for monitoring all e-mail received for pornographic material, inappropriate information, or files that are potentially dangerous to the integrity of the school's computer network system. The student who receives objectionable material will report it immediately to the lab supervisor.
- It is the student's responsibility to report immediately any misuse of the network to the lab supervisor. Misuse can come in many forms. It is commonly viewed as any message sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.
- The student is responsible for adhering to the District Student Code of Conduct while using the Internet.

INSUMMARY

The Student Will:

- Use the Internet for the support of education, research, and information consistent with the goals of the district.
- Obey all copyright laws.
- Report any misuses of the Internet including viruses, illegal access to accounts or illegal tampering.
- Accept responsibility for the care of the equipment and respect the individual work, files, and programs of other students.
- Keep his/her password confidential.
- Immediately report any misuse or abuse of the Internet to school staff.
- Report any security problems to school staff.

The Student Will Not:

- Access inappropriate files or materials including all pornographic material.
- Access or modify other accounts, data, files, passwords.
- Allow others to use his/her account to access the Internet or any school network.
- Use the Internet to send or receive messages that are inconsistent with the District's Student Code of Conduct. This includes messages that are inflammatory, harassing in nature, sexist, racist, or contain obscene or pornographic material.
- Use the Internet for commercial or for profit purposes.
- Use the Internet to obtain or distribute illegal copies of software, printed materials or other materials to which he/she does not have ownership.
- Give out personal information of the Internet.
- Agree to meet in person people contacted via the Internet.

The Fraser Public School District, through a designated representative, reserves the right to access, read, and/or delete any information stored on the network. This would include student work, e-mail, or other files on the network.

This document is in effect until rescinded by the parent or the Fraser Public School District in writing. Failure to follow these policies will result in loss of Internet access and/or disciplinary action based on the District Student.

Authorization and Supervision of Internet Usage

Procedures determining the adequate supervision of Internet usage will be established according to grade level.

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Walt Disney Elementary School

Parent Involvement Policy

WALT DISNEY ELEMENTARY SCHOOL BELIEVES THAT THE PARTNERSHIP BETWEEN THE HOME AND THE SCHOOL IS AN ESSENTIAL INGREDIENT FOR A STUDENT TO EXPERIENCE THE BEST POSSIBLE EDUCATION DURING THEIR SCHOOL YEARS.

GOALS:

- ★ **TO EFFECTIVELY COMMUNICATE WITH PARENTS**
- ★ **TO SUPPORT AND GUIDE PARENTS THROUGH DECISION MAKING MATTERS INVOLVING THEIR CHILDREN**
- ★ **TO WORK COLLABORATIVELY WITH PARENTS FOR THE BETTERMENT OF THEIR CHILD'S EDUCATION BY DEVELOPING A PLAN TO ADDRESS SPECIFIC NEEDS**
- ★ **TO ENCOURAGE PARENTS TO BECOME INVOLVED IN SCHOOL RELATED ACTIVITIES AND CLASSROOM ACTIVITIES**

OBJECTIVES:

TO DEVELOP A POSITIVE RELATIONSHIP WITH PARENTS, GUARDIANS/CAREGIVERS SO THAT THEY WILL FEEL WELCOMED IN OUR SCHOOL BUILDING AND CAN REST ASSURED THAT THEIR CHILD IS IN A SAFE, CARING LEARNING ENVIRONMENT AND WILL FEEL CONFIDENT THAT WE WILL WORK WITH THEM SO THAT THE BEST EDUCATIONAL EXPERIENCE WILL BE PROVIDED FOR THEIR CHILD



COMMUNICATION HOME:

- ✉ **TEACHER WELCOME LETTERS**
- ✉ **OPENHOUSE/MEET-THE-TEACHER NIGHTS**
- ✉ **ANNUAL DISTRICT CALENDAR**
- ✉ **WEEKLY MESSENGER UPDATE**
- ✉ **DISTRICT NEWSLETTERS**
- ✉ **SPECIAL EVENT/REMINDER NOTICES**
- ✉ **E-MAIL AND TEACHER WEB PRESENCE**
- ✉ **TWICE YEARLY PARENT/TEACHER CONFERENCES**
- ✉ **STUDENT PROGRESS REPORTS/DAILY NOTES**
- ✉ **CLASSROOM WEB SITES**
- ✉ **KINDERGARTEN PARENT WELCOME ROUND-UP**



DISNEY'S PARENT INVOLVEMENT:

- 😊 **FALL SOCIAL**
- 😊 **SKATING PARTIES**
- 😊 **MEDIA CENTER**
- 😊 **CLASSROOM HELPERS**
- 😊 **LITERATURE CLUBS**
- 😊 **BOY AND GIRL SCOUTS**
- 😊 **HOLIDAY CRAFT WORKSHOPS**
- 😊 **ICE CREAM SOCIAL**
- 😊 **FIELD TRIPS**
- 😊 **PTO MEETING**
- 😊 **DISNEY'S END-OF-THE-YEAR FUN DAY**



WE UNDERSTAND THAT MANY PARENTS, GUARDIANS/CAREGIVERS DO NOT HAVE THE ABILITY TO COME INTO SCHOOL TO VOLUNTEER DURING THE DAY BUT ARE VERY COMMITTED TO THEIR CHILD(REN)'S SUCCESS; AND WE SUGGEST THAT THE FOLLOWING ARE GOOD WAYS TO STAY INVOLVED:

- ➔ **CHECKING CHILDREN'S NIGHTLY LEARNING EXPECTATIONS**
- ➔ **ASSISTING WITH HOMEWORK WHEN NEEDED**
- ➔ **COMMUNICATING REGULARLY WITH THEIR CHILD'S TEACHER**
- ➔ **REVIEWING AND DISCUSSING THE REPORT CARD WITH THEIR CHILD**
- ➔ **SPENDING TIME READING TOGETHER (20 MINUTES A NIGHT)**
- ➔ **SPENDING TIME TOGETHER TALKING ABOUT THEIR DAY**

THE MAGICAL BENEFITS WHEN PARENTS ARE INVOLVED:



- 👉 **CHILDREN ENJOY SCHOOL MORE**
- 👉 **CHILDREN HAVE FEWER ABSENCES**
- 👉 **CHILDREN TAKE GREATER PRIDE IN THEIR SCHOOL WORK WHICH RESULTS IN BETTER GRADES**
- 👉 **OVERALL BEHAVIOR OF A CHILD IS POSITIVE AND UPBEAT**
- 👉 **COMMUNICATION BETWEEN HOME AND SCHOOL IS BETTER**
- 👉 **HOME TENSION IS GREATLY REDUCED**
- 👉 **CHILDREN FEEL PROUD TO SEE THEIR PARENTS INVOLVED**

WALT DISNEY ELEMENTARY SCHOOL IS EXTREMELY THANKFUL TO EACH AND EVERY PARENT, GUARDIAN/CAREGIVER WHO GIVES SO EFFORTLESSLY OF THEIR TIME FOR THE BETTERMENT OF THEIR CHILD(REN). WE KNOW THAT IS WHY WE HAVE SUCH A TRULY "MAGICAL" COMMUNITY OF STUDENTS, FAMILIES AND STAFF.

