

Keicher Elementary Handbook

2023-2024



Keicher Office- (517)-764-5200

www.mccardinals.org

#mccardinals

"Keicher" Facebook Page

ARRIVAL AND DEPARTURE- Official school time is **8:30 a.m.-3:23 p.m.**

Students enter the building at 8:25 and school begins at 8:30 each morning. Children who walk or are driven by car should **NOT** arrive before 8:10 AM. Students are to go **immediately** to the playground for recess until called in by supervisors.

Parents are reminded that there is **NO** adult supervision on the playground before this time. Breakfast will begin at approximately 8:10 AM.

All students should be out of the building and on their way home **no later than 3:30 pm after school is out.**

Drop Off/Pick Up Locations:

5th/6th graders- Use the lot adjacent to Flagstar Bank, lot on the back of pre-school playground, or across the street along 6th street beside the church.

3rd/4th graders- Use parent loop or 6th street along the side of the church. Loopers will start to be dismissed at 3:15 to help ease traffic.

***Cars are NOT permitted to drop off or pick up students in the parking lot BETWEEN the two buildings OR in the Post Office/Church parking lot OR in the Cheese Castle lot .**

ATTENDANCE-Please call the office to leave a message if your child is ill or is going to be absent for some other reason. Attendance is based on an absentee policy of **ten (10) absences per year**. These absences are to be used for personal illness **not documented** by a physician or hospital.

Excused absences that do **NOT** count toward these ten (10) days include those with a signed physician's excuse. These excuses must include the date and time of the appointment and are to be given to the office upon the student's return.

Please be aware, as per the recommendations of the Jackson County Prosecutor's office, **vacations will NO longer be excused absences**. Vacation forms are available in the office to be filled out by a parent and the student to be able to note in PowerSchool the reason for absence. After filling it out, return the form to Mrs. Lammon in the office.

Please see [Michigan Center Attendance Policy](#) for more specific information.

BUS TRANSPORTATION-Please contact **Anthony Clemons**, Transportation Supervisor, for any bussing issues or questions at **867-5713** or **anthony.clemons@mccardinals.org**.

The driver and/or transportation supervisor will handle ALL bus discipline. Numerous infractions will result in the loss of riding privileges.

A **written request** from a parent and **approval from office personnel is required before** a student may be admitted or dropped off at a bus stop other than his/her assigned bus stop. Prior approval from the Transportation Supervisor or office personnel is required before a student will be allowed to ride a bus other than his/her

assigned bus. Upon approval Mrs. Satterthwaite (or other office personnel) will provide the student with the bus slip needed to board the bus.

To ensure safety for all students who ride the bus, it is important to understand and follow the bus safety rules. **The buses are equipped with video cameras. Student activity and behavior may be videotaped.**

**** No pictures or videos may be taken on the bus with personal electronic devices.****

Bus Rider Rules:

1. It is necessary to obey the driver at ALL times
2. When listening to music on a personal device, earphones/buds **MUST** be used.
3. Students must be at their designated stop at least **five minutes before** the scheduled pickup. Busses will not wait or honk the horn. Drivers are responsible for maintaining a schedule and cannot wait for tardy students.
4. Students are expected to **remain in their seats at all times** and to **keep the aisles clear of feet, books, and objects. Saving seats is not allowed.**
5. Keep all body parts and objects inside the bus windows. Permission is required to open windows.
6. Students are not allowed to operate any controls on the bus, including door handles.
7. The rear bus door is to be used in cases of emergency only.
8. Eating, drinking, smoking, lighting matches, using lighters, chewing tobacco, gambling, or possession of illegal substances is prohibited.
9. Animals, pets, weapons, and fireworks are not permitted.
10. Talk quietly. Shouting, fighting, harassment, spitting, and foul language will not be tolerated.
11. Students who must cross a road to board a bus are expected to stay on the side of the road where they live or at their designated bus stop until the bus has arrived. Students must cross in front of the bus only after traffic has stopped for the alternating red flashers, the driver has issued the district's crossing signal, and the student has checked for traffic in both directions.
12. Do not throw anything on the bus.
13. Toys must remain in backpacks, purses, or pockets.
14. In general, all riders are expected to conduct themselves in such a way that injury to themselves, others, or property is unlikely.
15. Riding a bus is a privilege, not a right.

Elementary students can expect to walk up to one mile to a bus stop if necessary.

Please notify the transportation office if a student will be off the bus longer than (3) days for any reason such as a vacation or temporary living situation. The Transportation Supervisor will then notify the bus driver. Students that do not ride the bus for an extended time, without notice, may be removed from the bus route.

During **winter months**, please note that buses may occasionally run late due to poor driving conditions. Students who ride the bus will not be marked tardy if their bus arrives late to school.

DISCIPLINE POLICY

Keicher Elementary teachers in grades 3-6 have adopted the "Nurtured Heart Approach" philosophy for addressing student behavior. This positive discipline program is designed to help students correct poor behavior and make better choices toward success. Please review the policy and the Mean and Aggressive Behavior Rubric in the back of the handbook.

The Nurtured Heart Approach reinforces students' successes and school rules in order to uphold two main principles:

1. Students have the right to learn.
2. Teachers have the right to teach.

This social curriculum is designed to empower students by recognizing their positive behaviors and providing opportunities to correct their negative behaviors so they can succeed in the future. When students choose to engage in negative behaviors, returning to successful behavior consists of three steps:

STEP 1: The teacher may implement a number of discipline strategies within the Nurtured Heart Approach. The strategies will help a student stop what he/she is doing by giving him/her a verbal warning known as a “reset.”

STEP 2: If a student continues to engage in the negative behavior (not taking the verbal warning), he /she has chosen to complete a written “reset” form in the classroom. The written reset helps the student focus on what happened and how he/she may improve his/her behavior.

STEP 3: If a student continues to engage in the negative behavior, refuses to complete the written reset, or if the written form is not accepted, the student will receive a red. As soon as possible the student will engage in a restorative conversation. This consists of neither punishment nor privilege, but a blend of care, positive discipline and instruction focusing on mending any damage that has occurred (restorative practice) and creating a plan for success upon returning to the classroom (reconnect). Mrs. Sova, or other supervising adult(s) will discuss the “Success Plan” (green sheet) with the student and formulate a plan to return to class. The form is copied, and the original sent home for review and adult signature. Also, the issuing staff member will attempt to contact a parent/guardian via email, phone call, or text by the end of the day.

Students will also serve a **Lunch or Recess Success-Session (LSS)**. These **LUNCH SUCCESS SESSIONS** are often served the day following a red, during the student’s recess and/or lunch period. This is a time for students to reflect on their behavior and at times may be an opportunity to address academic needs. If a student receives three or more Success Sessions in a trimester, the student will lose a specific privilege such as an assembly, party, sixth grade dance, pep rally, lock in, field trip, or Hanging with Haynes. If a student receives six Success Sessions, a half day In-School Suspension will be given. If a student receives seven Success Sessions, a full day In-School Suspension will be given and a parent meeting/phone conversation will be requested by the teacher or principal. **At each trimester, every student starts with a fresh beginning and all past LSS sessions are cleared.**

**If the behavior is deemed serious enough, students may automatically move to Step 3 and/or be required to spend the rest of the day in an In-School Suspension (ISS). The student may also be sent home.

In addition to Success Sessions, Keicher school officials may utilize alternative consequences when situations warrant. These may include any number of the following:

- parent contract meeting & agreements (conference)
- community service
- “Success” behavior plans
- meeting with social worker
- discussion with District Liaison Officer
- in or out-of-school suspension
- expulsion

As a general rule Mrs. Haynes or Mrs. Sova will make a home contact whenever a suspension is involved. In addition, the principal may require the parent/guardian to attend a re-entry conference before the student is allowed to return to school.

There are instances in which a suspension or expulsion could be AUTOMATIC. A partial list of infractions resulting in automatic suspension or expulsion (may include criminal/legal action) includes:

- using excessive and deliberate physical harm such as punching, slapping, kicking, etc.
- defiance toward adults
- carrying weapons or possessing alcohol, drugs, vape, hemp, or tobacco
- bomb threats

BULLYING and MEAN or AGGRESSIVE BEHAVIOR-

Bullying is a form of aggression that is *intentional, repeated, and/or involves an imbalance of power* between the people involved. It can be in the form of an electronic, written, verbal, or physical act in the form of a look, gesture, word or action.

Students who feel that they are being bullied or harassed by another student should do the following:

Recognize: Identify the behavior as being mean or aggressive.

Stop: Using assertiveness skills or “**Girl Power**” “**Boy Power**”, tell the person in a strong voice using direct eye contact,

“STOP. I don’t like that!” “Please stop, that hurts my feelings!” “Stop, please leave me alone!”

Walk Away: Remove yourself from the situation.

Tell an adult in the area immediately.

If the harassment is **SEVERE** or **REPEATED** after you have acted assertively, **please tell an adult AND fill out a STUDENT REPORT FORM** with detailed information. Forms can be found on our Keicher website, this is an online digital form that is automatically sent to designated Keicher staff upon submission. **All student reports will be reviewed, interceded upon, and documented** in a timely manner.

Dealing with Bullying/Mean or Aggressive Behavior initial incidents will be resolved at the kid level with the intent to informally resolve the situation. Repeat of any harassing behavior will be dealt with through our discipline process and may include disciplinary action, a parent conference, intervention with our Student Success Coordinator, Principal, or District Officer Liaison.

DISPLAYS OF AFFECTION

Students demonstrating affection between each other like “dating” or “going out” is inappropriate in the elementary school setting. **This includes boyfriend/girlfriend interaction, kissing, hugging, hand holding, petting, touching or any other contact that may be considered sexual in nature. Parents/adults should refrain from encouraging such relationships or actions as it can cause undue stressful situations and/or drama. Such behavior may result in disciplinary action.**

Inappropriate verbal or physical conduct will not be tolerated and will be subject to our progressive discipline process.

DRESS CODE- Students should be **neat, clean and comfortable**. They should also dress for the weather. Any article of clothing or hairstyle that is disruptive to the educational process is prohibited. Shoes are required. Sunglasses are not to be worn in the building.

The Michigan Center Board of Education policy prohibits students from wearing clothing with alcohol, tobacco, or other inappropriate messages or logos.

LATE ARRIVAL & EARLY DISMISSAL-Students coming to school after the day has started must check in at the school office and get a **pass BEFORE** going to class.

Keep in mind that it is important that each child attend a full day of school. However, we understand that emergency situations arise making it necessary to have your child excused during school hours. For the safety and protection of your child, we will use the following procedure:

1. A note must be sent with your child stating the time the child is to be released.
2. The note must clearly stipulate who will be picking up the child.
3. The child will be released from the office, not the classroom. Parents or other individuals should check in at the office when entering the building. Do not interrupt the learning process by going to your child’s classroom. We will notify your child’s teacher.
4. A sign in/out sheet will be located in the office for appropriate signature.

NOTE: For your child’s protection, he/she will not be released to anyone other than a parent/guardian unless a signed note is received or his/her name is on the emergency card on file.

School personnel have the right to ask for identification as circumstances warrant.

MC FOOD AND NUTRITION SERVICE-

Becki Nutt-Food Service Director * 517-867-5711* rebecca.nutt@mccardinals.org*

Student Lunch account information can be located at any time at micenter.familyportal.cloud

Our goal in the Michigan Center Schools Food & Nutrition program is to serve nutritious, appetizing meals to students. We believe good nutrition is the key to effective learning. Our computerized lunch program makes serving students much faster and easier.

ALL students will qualify for both FREE breakfast and FREE lunch for the 2023/2024 school year. Federal guidelines are very clear in that students must take a complete meal for it to qualify for FREE. A full meal consists of 5 different food groups. The student **MUST** choose a minimum of 3 of the food groups and one **MUST** be a fruit/vegetable. If a student brings a sack lunch from home, and wants just milk, this is a cost of \$.75 to the student, and that will be charged to their account. We are happy to assist you with any questions you may have regarding complete meals. Please contact Becki Nutt@517-867-5711 or rebecca.nutt@mccardinals.org

Although all students will be eating free, we are still strongly encouraging you to please still complete the free/reduced application which can be located at micenter.familyportal.cloud. If you do not have access to a computer, please contact Becki @ 517-867-5711 and we will send you a paper copy.

Completion of these forms is imperative, as it financially supports the services we provide our students. In addition, it supports the summer PEBT program. If we don't have an application on file, your student will not receive the PEBT summer benefit. You will receive a letter from us when the application has been completed.

Alacarte items are available for the students to purchase during their lunch period. Items cost from \$1.00-\$3.00. Milk is \$.75. Students will need their money deposited into their accounts prior to their lunch period. Deposits can be sent to school with your student. Please send in a clearly labeled envelope with the student's name and teacher's name. They can deposit it in the cafeteria, or give it to their teacher. Another option to deposit is to do it through the family portal @ micenter.familyportal.cloud

The family portal is where you can complete applications, deposit money, order your students lunch for up to a week, or just track your students' eating and spending. Go to micenter.familyportal.cloud (If you are a first time user, you will need your student's ID number. It can be located on their PowerSchool account, Schedules, or by contacting the Food Service office at 517-867-5711.

Lunch menus are posted in the classroom, in the cafeteria, or on the schools website @ mccardinals.org

We ask that you go into the family portal daily/weekly to make your students lunch choices.

micenter.familyportal.cloud This helps forecast what is needed for the day and helps save on food waste.

Students aren't charged for lunches until they pass the cashier, so no worries if your child is sick at home or leaves the building prior to lunch and you have ordered.

Students requiring special diet requests will need to obtain the "Special Dietary Accommodation Form". This needs to be completed by a physician prior to accommodation.

RECESS-Daily outdoor recess opportunities are scheduled as part of the school day. These times are a valuable factor in promoting healthy classroom conditions. **Unless a doctor's note is provided**, students are expected to participate in recess activities. Adequate and appropriate clothing must be worn. This is especially true during the winter months. **As a general rule, students will go outside unless it is raining heavily or the wind chill factor is at 0 degrees Fahrenheit or below.**

Playground Rules:

Students are expected to follow the School Code of Conduct at all times which includes the following playground guidelines:

1. respect fellow students as well as school property
2. stay in the designated playground areas
3. use playground equipment properly and safely
4. line up immediately when called at the conclusion of recess
5. Students are **NOT** allowed to:
 - bring food or drink on the playground
 - throw, pick up, or kick dirt, rocks, sticks, wood chips, snow, or other objects
 - roughhouse: this includes tackling, play fighting, punching, pushing, kicking, wrestling, tripping, or grabbing clothes, hats, or bodies
 - use vulgar, disrespectful language or make obscene gestures
 - re-enter the school building until recess has ended unless permission has been given by a supervisor

-walk up the slides or use playground equipment in a dangerous or inappropriate way

Playground supervisors monitor students during the recess periods. Because of the difficult nature of this job, students are expected to follow directions and act respectfully and responsibly.

PLEASE NOTE: The playground is **NOT supervised in the morning until 8:10 am. PLEASE DO NOT DROP OFF STUDENTS EARLIER THAN 8:10.**

TOYS, TECHNOLOGY, AND PERSONAL POSSESSIONS

Students are **NOT** allowed to bring any items to school that are considered dangerous, distracting, or unnecessary. Due to theft problems, students may not bring spinners, trading cards, or video game equipment to school.

***Michigan Center School District is NOT responsible for LOST or STOLEN items.**

If a **CELL PHONE or ELECTRONIC device** is brought to school, it must be **TURNED OFF** and **REMAIN IN THE STUDENT'S BOOK BAG OR LOCKER. Student videotaping on school property is strictly prohibited.**

Students are **NOT ALLOWED TO BRING OR CARRY ANY PHONES OR ELECTRONIC DEVICES TO RECESS, LUNCH, OR SCHOOL ASSEMBLIES.** An exception to this rule is during indoor recess where personal tech time **MAY** be allowed depending on the age and situation.

Classroom teachers may allow the opportunity to use electronic learning devices in their classrooms. These specific teachers will send home information for you to read, sign and return.

Misuse of Technology

- The first offense will result in a warning/reminder from Mrs. Haynes.
- The second offense will result in a community service session at recess.
- The third offense will require a parent/guardian to retrieve the phone from the principal/office.

Jump ropes, frisbees, soft/squishy baseballs, tennis balls, footballs, basketballs, soccer balls, kick balls, and mitts are permitted. Please make sure they are **clearly marked with your child's name.** They will be taken away if used improperly.

Keicher Elementary School cannot assume responsibility for ANY items brought to school.

Bottle flipping is considered a distraction, unnecessary as well as dangerous and therefore not allowed.

ONLINE STUDENT GRADE ACCESS – “PowerSchool”-Parents have the ability to view students' school information over the internet. You will need an ID number and password issued by the school to access this information. This information will be sent home with your child at the beginning of the school year. **If you do NOT have an ID number and password, please call Mrs. Satterthwaite at 764-5200. Please make sure the office has UPDATED contact information.**

To access PowerSchool, go to the school's website and click on the link that says "PowerSchool For Parents and Students." Once you are logged in, you will be able to access grades, assignments, completed work, and attendance. This login will remain the same through student's graduation.

SCHOOL VISITATION AND ACCESS-Parents/Guardians are welcomed and encouraged to visit Keicher Elementary. For the safety of our students, **we ask that all visitors report to the school office and obtain a visitor's badge.** We will call the classroom and have your child sent to the office.

Our district will implement a **LOCKED REMOTE DOOR SECURITY SYSTEM** during and after school hours. For the safety of all our students, **the doors to the school will be LOCKED during and after the school day.** After approximately 8:35, ALL KEICHER STUDENTS, PARENTS and those with business at Keicher will be **REQUIRED** to enter at the Keicher Main Office Doors located in the middle parking lot. The WEST Child Care (Day Care/Pre-School) doors will **ONLY** allow entry to Child Care families after 8:35.

NEWS and Upcoming Events- To stay informed with the latest news and upcoming events please follow us on our Keicher Facebook page. You also should make sure BOTH the office and your student(s)' teacher has an up to date phone number and email address. Teachers communicate with parents/guardians on a regular basis. This is only effective if they have good contact information.

TEXTBOOKS AND SUPPLIES-The school supplies all textbooks and workbooks. Some teachers will also supply pencils, paper, and crayons. Students are permitted and encouraged to bring their own school supplies. Students and parents will be financially responsible for any damage that occurs to textbooks, technological devices or supplies issued to students.

BICYCLES-Students who ride their bikes to school must have the permission of their parent/guardian. Keicher Elementary and the Michigan Center School District assumes NO responsibility for lost or stolen bicycles. For safety reasons, students are asked to walk their bikes once they reach school property. All bikes should be placed and **locked in the bike stands** available on the playground. Improper usage of bicycles could result in consequences up to and including the loss of bicycle privileges.

HEAD LICE POLICY-Keicher Elementary School will perform two school-wide head lice checks per year. Additionally, there will be periodic head lice checks made by our school nurse or other school personnel. The Michigan Center School District Pediculosis (Head Lice) is as follows:

Whenever a student is found to be infested with head lice, she/he will be sent home if the child has lice which can be viewed in three forms-The nymph, nymph hatching or adult. The child will also be sent home if nits are found within ¼" from the scalp. This alerts the staff that the nits (eggs) were recently laid and a live lice is living within the hair. The parent must complete (Form 8450F3) and the student must be free of any of the three forms of lice mentioned above before the student can be readmitted.

Parents/Guardians will be notified if a suspected or confirmed case of head lice is found on their children. Students may return to school only after treatment and removal of nits and lice. Please accompany your child to the office where he/she will be checked by school personnel. Contact the Jackson County Health Department at 788-4420 for further information regarding the treatment of head lice.

LIBRARY-Students also have frequent access to the library where they have the opportunity to sign out or exchange books. Please help your child return library books on time and in good condition. If a book is lost or destroyed, you will be responsible for the payment to buy a replacement.

FIELD TRIPS-If a class trip involves leaving the area, students will receive permission slips prior to the event. A generic permission slip has also been attached to the student handbook signature page for your pre-approval of ALL school year field trips. Permission slips must be signed by parents/guardians in order for students to participate. Students who fail to return their slips will remain at school for the day. For liability reasons, only children who are students may participate in field trip activities. All students involved in field trip activities are expected to ride the bus to and from the destination.

Students who are unable to follow school rules, reach a certain number of discipline referrals, or whose behavior on past field trips has been poor may be excluded from field trips. In such instances the school will notify parents.

Any student NOT attending a field trip (for any reason) and NOT at school will incur an unexcused absence for that day(s).

HOMEWORK-Homework is a necessary and valuable function of school. It provides practice that reinforces classroom learning and provides parents with information pertaining to what is happening in the classroom on a daily basis. Homework assignments will vary from grade to grade and from teacher to teacher. We ask parents/guardians to hold their children accountable for completing homework.

The amount of homework your child has depends on the philosophy of the teacher as well as how much work your child finishes in class. Therefore, homework time might be spent finishing incomplete class assignments, reviewing for tests, or simply reading a book. All students should be reading at home on a regular basis to boost their overall academic performance.

MAKE-UP WORK-Students are responsible for requesting makeup work immediately upon their return from absences. Credit for makeup work will be extended for a time period equal to the number of days absent. Extenuating circumstances will be handled on a case-by-case basis.

When arranging to pick up work for your child, please give the classroom teacher at **least 24 hours notice**. This will give the teacher adequate time to collect and organize assignments.

PARENT-TEACHER CONFERENCES-Parent-Teacher conferences are scheduled for each child in the fall to discuss academic as well as behavioral progress. Spring conferences are based on teacher requests only. While

these are the only “officially” scheduled conference dates on the school calendar, we urge parents to contact the school if they wish to schedule additional conference time with their child’s teacher.

PARENT/COMMUNITY VOLUNTEERS- Parent and community members are encouraged to participate in school activities. We understand the importance of working together with parents and the community to provide a balanced educational program. We welcome those who wish to be an active part of our school community.

Parent volunteer opportunities- Parent volunteers are often needed to help with lock ins or special events at school. Parents who can spare a little time during the school year go a long way to making our school run well. **If you are able to serve in any way, please contact the school secretary to complete the “Volunteer Application” and receive the “Volunteer Information” brochure.**

Room parents-Parents who are willing to assist in the classroom during special events or the school day should contact their child’s teacher. If you plan to spend a substantial amount of time helping in a classroom, please complete the “Volunteer Application.” ALL volunteers must pass a background check.

EMERGENCY INFORMATION CONTACT NUMBERS-Each student is required to have **MULTIPLE** and **CURRENT** emergency phone numbers on file in the school office. This important information allows the school to quickly contact designated family members in the event of an emergency or illness.

NOTE: It is very important emergency information be kept up-to-date. Please call the office if any information changes during the school year. If there is not a phone in the home, the school must have a number or numbers where parents can be reached. Please help us keep Powerschool updated with current and accurate information for all your students.

TRANSFER INFORMATION-If you are moving out of the Michigan Center School District, please contact the school office. We will help you make a smooth transition to your child’s new school. Upon registration in the new school district, a request for your child’s records will be sent from that office. We will release records to the new school only after receiving a request.

USE OF SCHOOL FACILITIES-Michigan Center School District makes school facilities available for use during non-school hours. Priority is given to Michigan Center Youth Athletic programs. Rental agreements for groups wishing to rent either of the Keicher gyms should contact the principal’s office at 764-5200. Please remember that gym space is rented on a first-come, first-served basis. Scouting groups may also reserve building space for meetings.

Those who use school facilities should remember that school-related functions take priority and may cause the relocation or cancellation of reservations. Unsupervised children are not allowed, and all groups assume responsibility for any damages they cause.

STUDENT PLACEMENT-Michigan Center Schools, in an effort to provide all students with the best possible education, uses the following procedures and guidelines for student classroom placement. Grade level teachers meet annually and consider the following criteria for student placement:

- Parent/Guardian requests
- Special needs students
- Academic grouping of students
- Balance of boy/girl ratio
- Personality combinations
- Behavioral concerns

RETENTION-Retention is rare and based on a student’s academic, social, and emotional growth. If a teacher believes a student is a candidate for retention, the teacher will contact the child’s parent/guardian to schedule a meeting to discuss the topic. A letter stating the school’s final decision will be sent to the parent/guardian in the Spring.

PLACED-A placed student is defined as a student who has not successfully mastered the grade level objectives in several academic areas.

PROMOTED-A promoted student is defined as a student who has successfully mastered most or all grade level objectives.

LOST AND FOUND-The lost and found collections are located near the cafeteria. Please have your child periodically check for missing items. Any items that remain at the conclusion of the trimester break will be donated to charity.

CLASSROOM PARTIES-Some classes have parties to celebrate holidays. Each class will make its own plans for these occasions. Please watch for special notes or announcements as these times draw near.

Students may also celebrate their birthdays at school. Treats should be limited to food items that can be easily divided and distributed **to class members only**. Please make arrangements with the classroom teacher **BEFORE** bringing treats so he/she can schedule accordingly.

SCHOOL TELEPHONES-Telephones are located in the classrooms and used at the discretion of the teacher. A telephone is located in the office for emergency phone calls only. We ask that students not use this for personal or non-emergency calls.

MONEY-Any money sent to school should be placed in an envelope with the name of the teacher and the student on the outside. A note explaining the purpose of the money would also be helpful. Unless sending money for a specific reason such as student pictures, field trips, yearbook, or lunch charges, students should **NOT** bring excessive amounts of money to school. Also, effort to send EXACT amounts is appreciated, as the amount of cash in the office is limited.

SCHOOL CLOSING AND DISTRICT COMMUNICATION-Keeping you informed is a top priority. We have adopted a notification service which will allow us to send a prerecorded phone message to you informing you of school cancellations or delays due to inclement weather and emergencies. Please have your most updated telephone number available in PowerSchool

If school is canceled, all regularly scheduled after school activities, including those involving building rental, will also be suspended. Early school closings will be announced over the radio and television stations. A direct phone call on the PowerSchool communication system will be sent out as well. Again, the Keicher Facebook page is a great resource.

EMERGENCY PROCEDURES-

Fire and Tornado Drills:

Necessary fire and tornado drills will occur throughout the year. These drills will help ensure the safety of everyone in the event of an actual emergency. Teachers will practice drill procedures with students, and directions for fire and tornado drills are posted in each classroom.

Bomb Threats:

In case of a bomb threat, the building will be evacuated until local authorities have completed all necessary inspections. Students will return when the building has been declared safe.

Emergency School Closing:

There are instances wherein school may be dismissed during the school day. Snow, ice, power failure, lack of heat, or water problems may necessitate the dismissal of students. Such closings will be announced on local television/radio stations. It is recommended that you have arrangements prepared with your child concerning what he/she should do if such an occasion arises and you are unavailable.

Lock Out/Lock Down:

In the case of a lock out or lock down the students' safety is our number one concern. Please DO NOT come to the school. We will keep you informed via our automated message system.

MEDICAL LIMITATION STATEMENT-If your child has physical limitations and should be excused from certain activities, the school must have **written documentation from a physician**. This includes being excused from physical education.

FIRST AID-School personnel may perform minor first aid duties involving ice or bandages. More serious injuries or illness will be reported to a parent/guardian in as timely a manner as possible. For injuries that require more advanced medical attention, 911 may be contacted. If the school cannot contact a parent/guardian (or emergency numbers listed in Powerschool)), medical decisions will be made by the school and emergency personnel.

ADMINISTRATION OF MEDICINE TO STUDENTS-We understand there will be times when your child will need to have medicine administered to him/her while at school. If this is the case, we ask you to follow these guidelines:

