

Committed to Academic Excellence



Cummings Elementary

4261 Schoolcraft Ave SW
Grand Rapids, MI 49534

(616) 254-6041

Fax (616) 254-6043

Principal: Scott Merkel

Secretary: Amy Schuiling

Clerical Assistant: Cheryle DeVries

Portrait of a Cummings Student

*I feel good about myself and I am an important person. I am clean, physically fit, and look good. I respect others and their rights. I can **COOPERATE** with others. I can accept **CHALLENGES** and changes in our world of technology. I can work hard to solve problems. I try to make my **COMMUNITY** and school a better place to live. I am a reader, writer, speaker and listener. I love to learn and use what I've learned **CREATIVELY** every day. I am proud of who I am, where I am, what I am doing and the choices I am making.*

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Statement of Assurances

In compliance with and in the spirit of Title VI and Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, it is the expressed policy of the Grandville Public Schools that no person shall be unlawfully excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in employment or educational policies and programs because of their race, religion, color, national origin, sex, age, or handicap.

August, 2008

Dear Cummings Student,

We are excited to welcome you back to the start of a new school year. This promises to be another great year at Cummings Elementary! Our staff is eager to get the year off to a great start and keep the enthusiasm alive all year long.

We hope you enjoy your years at Cummings. You can ensure a successful year by working hard, following all school rules, respecting the rights of others, and getting involved in school activities. Together, let's make this a great year!

Sincerely,

The Cummings Elementary Staff



The 5 C's of Cummings:

A commitment to intellectual growth through Cooperation, Creativity, Challenge, Community and Caring.

Purpose of Student Agendas

Every student is issued an **Agenda** at the start of the school year. The agenda provides one place for students to record all assignments as well as this handbook. Agendas are an effective learning tool for students, a vital communication tool for parents, and a real teaching tool for educators. One Agenda is issued free to each student. We are able to provide this to students through the generosity of our PTC. Lost or misplaced Agendas can be purchased for \$5.00

-STUDENT HANDBOOK-

Acceptable Use Policy

The Grandville Public Schools provides students with access to the district's electronic communication system, which includes Internet usage. An Acceptable Use Policy (AUP) is distributed to students each year. Before a student is granted permission to use school technology, parents/guardians and the student will need to sign and return the "Acceptable Use for Information Resources, Services and Network" forms.

Computer/Network Misuse and Abuse – It is a violation of the Acceptable Use Policy for students to access, install, modify, or tamper with programs, files, or hard drives they are not authorized to use. Consequences for misuse may include, but are not limited to: parent contact, loss of computer privileges, or suspension from school.

Attendance

Regular attendance is **ESSENTIAL** for success in school. In order for children to learn the skills

necessary for success at each grade level resulting in a natural progression through school, they must attend on a regular basis.

Tardiness - Students entering the classroom after class has begun not only interfere with their own learning but also with the learning of other students. Therefore, we stress being to school on time. Students arriving after the second morning bell has rung are considered tardy. They should report directly to the office for an admittance slip.

Bicycle Guidelines

Students in grades 2-6 may ride their bicycles to school. Bicycles must be placed in designated racks during school hours and be locked at all times. The school cannot assume responsibility for loss or damage to bicycles ridden to school.



Discipline Policy and Procedures

Grandville Public Schools-Code of Conduct:
Please see your Friday Folders or visit the
Grandville Web Site at: www.grandville.k12.mi.us

Cummings Elementary Love & Logic Guidelines:
In an effort to promote a safe, positive, child centered environment that is conducive to learning, the staff at Cummings Elementary School has adopted the Four Basic Principles of Discipline with Love and Logic. The four principles are:

- ~The student's self-concept is always a prime consideration.
- ~The child is always left with a feeling that he/she has some control.
- ~An equal balance of consequences and empathy replaces punishment whenever possible.
- ~The student is required to do more thinking than the adult.

We believe these principles promote responsible student behavior, problem solving and positive self-concept. A Love & Logic classroom will use real-world/logical consequences as the basic discipline tools and promote collaborative relationships between students, teachers and parents.

Following are the Love & Logic guidelines that will be used in your classroom, along with the lunchroom and playground expectations and logical consequences.

How I Run My Love & Logic Classroom

I will treat you with respect, so you will know how to treat me.

Do things that do not cause problems for anyone else.

If you cause a problem, I will ask you to solve it.

If you cannot solve the problem, or choose not to, I will do something.

What I do will depend on the special person, and the special situation.

If you feel something is unfair, we will talk about it before the end of the day.

Bullying and Violence Policy

The Cummings Elementary Staff have all been trained in a research based approach to bully, aggression and violence prevention. In our ongoing attempt to address and eliminate bullying

and aggressive behavior in our school we have created the following definition of bullying and aggression:

Cummings Elementary School
Definition of Bullying

Bullying is any MEAN:

- Look
- Gesture
- Word
- Action

That hurts or could hurt a person's

- Body
- Feelings
- Friendships
- Reputation
- Property

Bullying behavior is a form of violence.

Whether it is meant or not, it is how it is received,
not how it was intended.

RESPECT & DIGNITY FOR ALL

Any behavior witnessed by staff or reported by students and verified by teacher/administrator investigation will be handled according to our school building rubric – see last page.

Lunchroom Expectations

1. When in the hot lunch line – stay on the line and keep your hands to yourself.
2. Enjoy your lunch and raise your hand if you need something.
3. Please stay in your seat and talk quietly to friends at your table.
4. Please clean up after yourself and your area and stay in your seat until you are dismissed.
5. Please stop talking when the lights are turned off and supervisors clap.
6. Walk quietly down the hall.

Playground Expectations

1. Please keep your hands and feet to yourself.
2. Stay outside unless you have permission to go inside.
3. For your safety, please “no throwing of snowballs or other objects.”
4. Stay within the track boundaries unless accompanied by an adult.
5. Ask playground adults for help.

6. Have fun and play nicely!

Logical Consequences

If a problem occurs the following may happen:

1. A warning or a choice.
2. Redirected to a different activity.
3. Removal of play privileges, time out, or a pink slip and note to parents.

*Any behavior fitting our school definition of Bullying/Aggression will result in consequences outlined on our Bully Rubric.

Positive Rewards

- ~You will have fun, enjoy your lunch and play games.
- ~You will receive Happy Grams or Good Character slips.
- ~You may be given special privileges by the supervisor.

Recess Guidelines

Students have approximately 40 minutes of recess during the lunch hour each day. This time is designed to provide exercise, a change of pace from the classroom, and an opportunity for children to learn to interact properly in an unstructured setting. Students will be supervised by three adults at all times, who will enforce playground rules, follow established procedures for discipline, and handle any accidents that occur. No student may go near the pond or enter the woods without adult supervision.

Indoor recess is scheduled only when it is raining too hard to go outside, the playground is too wet after a rainstorm, or it is extremely cold outside. Teachers will develop specific plans for indoor recess.

The Right to Due Process

The rights and responsibilities of a student in the Grandville Public Schools encompass not only this code of conduct but also the more defined discipline policies of their individual building. Students will be held accountable for their conduct and will be disciplined in a manner that is fair and meets the guidelines of the building and district policies. Students are guaranteed the right to due process, which includes the right of students and their parents to a hearing to review the facts, charges or proposed punishment in disciplinary matters.

Dress and Appearance

All students are expected to be dressed neatly and appropriately. The following items serve as a

minimum guide to acceptable dress for Grandville Schools' students.

1. Skirts and shorts must be appropriate in length (mid-thigh on down.)
2. Pants worn too low (sagging) or excessively large clothing is not permitted. Pants must be worn at the waist and belts must be fastened at the waist.
3. Shirts and shoes must be worn at all times.
4. Any top which exposes a midriff on persons of either gender is unacceptable. Shirts or tops that expose an excessive amount of shoulder or torso are not allowed. These include, but are not limited to, tank tops, tube tops, sleeveless shirts, or shirts with "spaghetti straps."
5. Any clothing which makes reference to drugs, alcohol, cigarettes or sex is not permitted.
6. Clothing which contains any sign, symbol or logo which has become synonymous with any gang or cult is not permitted.
7. Headgear (hats, caps, scarves, sweatbands, etc.) may not be worn in the school building except on specifically designated days.
8. Forms of dress, hairstyle or adornment that interferes with the normal operation of the school, or draws attention to oneself in a manner that may be disruptive to the educational process, are not allowed.

Emergency Procedures

Fire and severe weather drills are held periodically throughout the year so students understand what is expected of them in case of an emergency. Every precaution is taken to ensure your safety.

Students are expected to take drills seriously and to follow all procedures and instructions given by teachers and/or staff members. Students purposefully disrupting drills will be subject to discipline.

Fines

Students are expected to take care of all school material and equipment. A fine will be assessed for books and equipment that are damaged or lost.

Home-School Communication

Friday Folders: You will each be given a school Friday Folder to bring home notes and information

to your parents. Students are expected to make sure that this folder is brought home to their parents each Friday, or at the end of the week. Classroom or grade level newsletters are sent by teachers to inform parents of classroom events.

Hot Lunch Program

A balanced 'Grade A' hot lunch is prepared daily for students attending Grandville Schools.



Students who choose to pack a lunch can purchase milk or juice in the cafeteria. Prices for lunch, milk and juice will be made available in the fall as they fluctuate from year to year.

The following procedure is used for ordering lunches and depositing money into lunch accounts.

1. Lunch menus will be sent home monthly for students and their parents to review. Hot lunches will be ordered by 9:15 in the classrooms each day.
2. Money for lunch or milk will be collected daily and deposited into each child's account. Every student is given a lunch card that is bar coded with their student number. Each time a child purchases a lunch or milk, the appropriate amount is automatically deducted from the balance in his/her account.
3. Lunch money should be sent in an envelope with the child's name, grade and teacher listed.
4. **Glass bottles are not allowed for students who choose to bring a cold lunch to school.**

Library/Media Center

Our school media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled classes and open library time, students are encouraged to explore the many books and resource materials available to them. In order to maintain an adequate collection, students, teachers, and parents must cooperate to see that materials are returned in good condition. Students returning damaged materials will be charged an appropriate fine. If materials are not returned, a charge equal to the replacement price is made.

Lockers and Student Desks



Some students are provided lockers for personal belongings; others will utilize hallway coat racks. Students are not permitted

to put stickers or posters inside or outside locker doors. Lockers and student desks are the property of the school district and are loaned to students for their use. They may be searched by school personnel when there is reason to believe that there is a violation of a law or school regulation. A search could be made for such items as drugs, weapons, missing library books, or goods stolen from the school or student body.

Lost and Found

All items turned in to Lost and Found are kept on the shelf located across from the library. Students and parents are encouraged to check this shelf periodically and claim any items that belong to them. Unclaimed items in Lost and Found are periodically cleared off the shelf and donated to a local charity. Items of any significant value are kept in the office. Please check with the secretary for information about these items.

Messages/Phone Use

Students will be given messages, when necessary at lunch or near the end of the day. Classroom and office phone is available for student use only for school business. Personal phone calls will not be allowed.

Personal Belongings

The bringing of personal belongings to school is discouraged. Audio and electronic equipment (radios, CD or MP3 players, etc.) are **not** allowed at school.

Dangerous objects and materials are **not** allowed in school. Any personal belonging not permitted in school may be confiscated by staff until arrangements are made for a parent to pick it up. The school is not responsible for any lost or missing personal belongings.

Pets and Specimens in School



Please contact your teacher prior to bringing in a pet! Many children are allergic to certain animals. Please check with classroom teachers to determine if there is a child with allergies in the room before bringing in a pet or other animal to school.

Physical Education

Physical education classes are offered to all students. If a student needs to be excused from

physical education classes due to illness, injury, or physical or medical limitations, please submit a written note to the teacher. Extended limitation will require a medical doctor's excuse on file.



Regular clothing is satisfactory for physical education activities; however students should wear gym shoes on their PE days, or preferably leave an extra pair of gym shoes at school.

Student Activities

Many opportunities for participation in school-sponsored activities exist during the school year. Students are encouraged to participate in these activities whenever they become available.



Athletics: Grandville Community Education program offers boys and girls basketball, as well as a variety of other sports related activities throughout the year. Informational fliers are distributed to students as these opportunities are made available.

Spelling Bee: This is open to all 5th and 6th graders and is held in January or February. The winner and runner-up go on to compete at the regional spelling bee and compete against other students in Kent County.

Student Council: Class representatives and officers are elected each semester. Activities, theme days, sponsorships and community service programs are planned by the Student Council each year.

Odyssey of the Mind: This is a creative problems solving program that begins in the fall and concludes with regional and state competitions in March and April. Students work with adult coaches in teams of 5-7, using their creativity to solve a long term problem which is presented at the regional competition. Sign up for this program is in late September or early October.

First Lego League: Students in 4th - 6th grade may sign up for this activity, which introduces them to the world of robotics. Using Lego Mindstorms, the

team builds a robot that performs a series of tasks. Sign up for this program is in the fall, and competition is in the winter.

Transportation

Bus Guidelines: Bus transportation is a service provided for public and parochial school students who reside within the Grandville School District. Students who are disruptive, or act in a threatening manner, may be temporarily or permanently denied bus service, depending on the seriousness of the infraction. Denial of bus privileges is not an action to be taken lightly. Our mutual goal is to develop student self-discipline which leads to mature responsibility. Students are expected to ride the bus to their designated stop only and are not allowed to ride with friends.

***** TIPS FOR SAFE SCHOOL BUS RIDING*****

- Leave home early enough to be at your bus stop on time.
- Wait for your bus in a safe place, well off the roadway.
- Enter your bus in an orderly manner and take your seat immediately.
- Follow the instructions of your bus driver.
- Remain in your seat while your bus is in motion.
- Keep your head and arms inside the bus at all times.
- Keep aisles clear at all times.
- Remain quiet and orderly.
- Be courteous to your driver and fellow passengers.
- Be alert to traffic when leaving the bus.

Treats

It is our School Board Policy that no food prepared at home may be consumed by the students at school parties, picnics, etc., during school hours. Wrapped candies and baked goods purchased from a commercial establishment are permitted. Please check with your teacher before bringing treats to verify any food allergies.

Because of the extreme sensitivity and serious side affects of peanut allergies, our hot lunch program will not be serving any food items containing nuts.

This handbook is meant to be a guide for students. It is not all-inclusive of every rule, regulation, activity and procedure that is followed in school. Students may receive other information either verbally or in written form. This handbook is reviewed with students on the first day of school, and is given to entering students upon enrollment.



Behavior	1 st Offense	2 nd Offense	3 rd Offense
<p>Level 1 Horseplay – “Goofing around” or “playing” that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling/teasing where there is no imbalance of power.</p>	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Warning 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • Silent supervised lunch • Reflection form completed
<p>Level 2 Mild Aggression/Teasing – Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, or other behavior that would hurt others’ feelings, written or spoken.</p>	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • Opportunity for apology/make it right 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • Silent supervised lunch • Reflection form completed • Opportunity for apology/make it right 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • 2 silent supervised lunches • Reflection form completed • Opportunity for apology/make it right
<p>Level 3 Moderate Aggression –</p> <ul style="list-style-type: none"> • Physical contact – intimidation: pushing, shoving, grabbing, tripping, etc. • Verbal or other intimidation: threats of physical or emotional aggression, planned exclusion, etc. • Personal property: disrespect of personal property. 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Silent Supervised lunch • Student/admin call parent • Reflection form completed • Opportunity for apology/make it right 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • 2 Silent supervised lunches • Student/administrator call parent • Reflection form completed • Opportunity for apology/make it right 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/administrator call parent • Reflection form completed • In-school suspension for remainder of the day or parent called to pick up student • Possible 1 – 3 day OSS
<p>Level 4 Severe Aggression –</p> <ul style="list-style-type: none"> • Physical contact intending to or resulting in injury: hitting, kicking, fighting, and similar behavior that risks injury to others. • Intimidation: ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. • Personal property: stealing or destruction of personal property. 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/administrator call parent • ISS or OSS for the remainder of the day, possible 1 – 3 additional days • Optional administrator/parent conference • Possible police contact 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Parent/administrator conference • Behavioral Intervention Plan • 1 – 5 day OSS • Possible police contact 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Parent/administrator conference • Up to 10 day OSS • Possible referral for long term suspension/expulsion • Possible police contact

ISS = In School Suspension
OSS = Out of School Suspension

Note: Administrative discretion is reserved for all infractions. Consequences assigned may be modified and may include police involvement in any above category based on the circumstances, severity, and/or one’s previous disciplinary profile. Students violating behaviors in excess of three offenses will be placed on an individual plan with additional consequences.