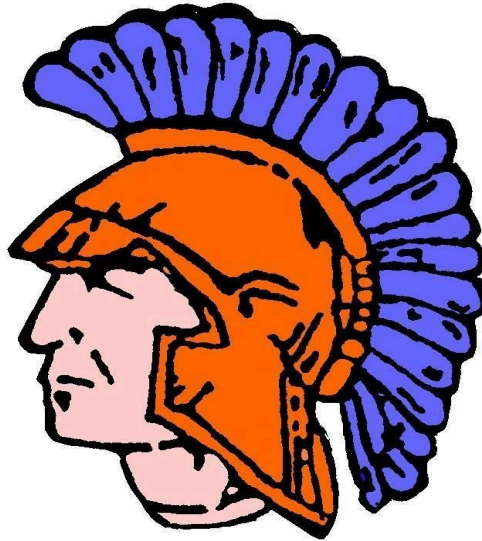


CENTRAL LAKE ELEMENTARY

2025-2026

Student & Parent/Guardian Handbook



Vision Statement

We envision a community where every student and every family will have the opportunity to succeed and thrive.

Mission Statement

Central Lake Public Schools exists to educate students, strengthen families and enrich our community.

RESPECT...RESPONSIBILITY...SAFETY

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WELCOME

Dear Parent/Guardian,

On behalf of the faculty and staff at Central Lake Elementary School, it is our pleasure to welcome you to our school. We are honored that you have chosen Central Lake as your child's elementary school and will do our best to make his/her experience safe, caring, and educational.

This handbook has been prepared to provide elementary students and their parents/guardians with some of the rules and guidelines concerning Central Lake Elementary School. The elementary Student and Parent/Guardian Handbook covers school attendance and rules of conduct for students in our elementary school.

State law requires the school district to adopt a code of student conduct for elementary schools and a code of student conduct for secondary schools. The codes must be distributed to teachers, school personnel, students, and parents/guardians at the beginning of each school year.

The school principal, faculty, and staff are responsible for helping students and parents/guardians understand and follow the rules of conduct. Parents are encouraged to read and discuss this handbook with their child(ren) to help them adjust more successfully at school. If the handbook does not answer your questions, please call the elementary school office at 544-3141.

Sincerely,

Liz Hughes, Principal, Central Lake Elementary School

CENTRAL LAKE PUBLIC SCHOOL BELIEF STATEMENTS

We believe that:

- All people can learn.
- All people have value and worth.
- All people are responsible for their own actions.
- All people have the right to a quality education.
- All people have the right to a safe, supportive, and accepting environment.
- Education is a school, student, family, and community partnership.
- An effective organization is continually improving.
- Learning is a lifelong process.

K-5 PHILOSOPHY

The elementary school program considers each child's developmental stage, unique contribution to the group, and potential for academic, social, and individual success in the school community.

The program incorporates the four basic human needs: fun, freedom, belonging, and power as necessary conditions for high self-esteem. The educational environment is based on the premise that learning begins within the child and progresses sequentially from concrete to abstract levels of understanding through purposeful play, past experiences, continuous progress, written and verbal communication of individual expression, concrete, real-life experiences, and age-appropriate literature.

Underlying this philosophy is the recognition that the child does not come to school in isolation but as a family group member.

PARENTS/GUARDIANS AND THE SCHOOL

Parents/Guardians are a child's first teacher. You are strongly urged to be a partner in your child's education and our school program. Please take the time to get to know your child's classroom teacher and learn what we are trying to do for your child at Central Lake Elementary. Please express your suggestions and concerns to the teachers and principal. We value and want your input!

VOLUNTEERS AT SCHOOL

To ensure student safety and per the *CLPS School Board Policy 3120.09 Volunteers*, any volunteer who works with or has access to students shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list and the Internet Criminal History Access Tool (ICHAT) criminal history records check before being allowed to volunteer in any activity or program. This procedure is completed annually. There is no cost to the volunteer for this procedure. The necessary forms are available in the elementary office.

We would love to have volunteer help. If you have a "few" hours per week, we can use your time and talent well. Reading to children, listening to children read, working with small groups under teacher direction, making copies, and prepping Friday Folders will help us give each child more individual attention. If you are interested, please contact your child's teacher or the school office so that the required paperwork can be completed.

Your child's safety is important to us; therefore, we REQUIRE that ALL parents/guardians, volunteers, and other visitors enter the building through the main entrance equipped with a buzzer entrance system. All exterior doors will be locked and will not be opened by staff, students, or others. For the safety of all children, we need to know who is in the building and for what purpose at all times. We require ALL VISITORS (including parents/guardians) and VOLUNTEERS to sign in at the elementary office before entering a classroom.

BUILDING USE AFTER HOURS

We welcome the use of our building for special student-related activities. Any adult sponsors should contact the school office to reserve space. This shall be renewed each school year. Students must always remain under adult supervision in the building and on school property. At no time should a student be left on school property without supervision. The school is not responsible for the safety and supervision of children participating in special activities outside the regular school day. Children who return to the school playground after school hours are not supervised, and the school cannot be responsible for their supervision.

SCHOOL-HOME COMMUNICATION

Friday Folders contain student work, notes, classroom newsletters, event flyers, and other important information about school events and activities. Teachers also communicate from school to home via newsletters, phone calls, and emails.

The school administration also sends quarterly newsletters, emails, automated phone messages, and posts to the district Facebook page. To stay informed, please check the websites regularly and encourage your child(ren) to bring home written communications from the school in their Friday Folders.

PICKING UP/DROPPING OFF STUDENTS

District buses drop off students in front of the elementary building, typically at 7:45 a.m., and pick up students at 3:05 p.m. The bus stop is in front of the elementary school's main entrance. To ensure student safety, the following guidelines have been established:

For families that drive their student(s) to school and will be dropping students off and not needing to enter the building, please use the lane closest to the building identified as "Drop Off Only". This lane is reserved for MOVING traffic. At NO TIME should a parent park and leave their vehicle in this lane. Your cooperation with this change is appreciated.

For families that drive their student(s) to school and will be dropping off students and DO need to enter the building, please use the lane furthest from the building identified as "To Parking Lot" and park in a designated parking spot. This lane is reserved for traffic headed to the parking lot, as the adult driver is needed and/or required to enter the building during drop-off.

Students should not be in building hallways or classrooms before 7:55 a.m. Breakfast is served in the cafeteria starting at 7:30 a.m.

SCHOOL HOURS

The instructional school day at Central Lake Elementary runs 8:00 a.m. to 3:05 p.m. When school is scheduled for a half day, the schedule is 8:00 a.m. to 11:30 a.m. Please work to ensure students arrive at school on time and are ready to start their day. Students arriving after 8:05 a.m. are considered late and will be marked tardy for attendance.

Breakfast is served in the cafeteria starting at 7:30 a.m. Students walking, biking, or being dropped off should NOT arrive at school earlier than 7:30 a.m. This is a student safety concern as no adult supervision exists before that time. Students will remain outside the elementary building until 7:30 a.m.

- Student lunch times are between 12:00 and 1:00 p.m.
- All students can eat breakfast in the cafeteria beginning at 7:30 a.m.
- All students must leave the building at 3:05 p.m. unless a parent or guardian has arranged in advance for the child(ren) to stay on the school premises.
- Parents/Guardians should NOT ARRIVE EARLIER THAN 2:55 P.M. FOR AFTERNOON PICK UP. Students will be released to parents outside the elementary school building.

Students will be marked ½ day absent if they arrive AFTER 11:30 a.m.

VISITING THE SCHOOL

Parents/Guardians are encouraged to visit the school at any time. Please contact your child's teacher before your visit and communicate with our elementary school office. If you wish to discuss your child's schoolwork, please plan to do this outside of school hours and by appointment so the teacher can give you his/her undivided attention.

BUS SAFETY AND TRANSPORTATION

All resident children living outside the village limits of Central Lake are provided with bus transportation. The buses are typically scheduled to arrive at the school 15 minutes before the start of the school day (7:45 a.m.) and to depart the school 5 minutes after the close (3:10 p.m.). Please contact the school office for questions about bus routes and time schedules. Cooperation between the bus driver and children greatly assists the school system in safely transporting children to and from school. All children are expected to cooperate with the bus driver and to follow bus safety rules. While waiting at the bus stop, students are to stay away from the traffic and wait for the bus safely and orderly. Electronic surveillance equipment may be used to enforce appropriate bus behavior.

Please note: Parents/guardians must be at the bus stop to meet their child(ren) for all preschool through second-grade students to ensure student safety. Drivers have been instructed not to allow any of these students off the bus without being able to see a parent/guardian at their bus stop.

Additionally, parents should understand that they are responsible for the safety and well-being of their child while going to and from the bus stop, and to ensure that their child is at the bus stop before their bus's scheduled pick-up time.

RULES FOR BUS RIDERS

District buses are equipped with video surveillance cameras. Riding the school bus is a privilege, not a right. First and foremost, it is essential to transport students to and from school safely. Good transportation requires teamwork from the school, parents/guardians, bus drivers, and students. The following expectations will ensure student safety.

Students should:

1. Be on time.
2. Sit in your assigned seat.
3. Be very careful and watchful of traffic while walking to bus stops.
4. Upon entering the bus, students should take a seat quickly without disturbing or crowding other students.
5. The bus driver is in charge while on the bus, and students are expected to comply with and follow the driver's directions.
6. Stay seated and keep your body parts inside the window.
7. Be reasonably quiet on the school bus; unnecessary confusion diverts the driver's attention and may result in an accident.
8. Keep the bus neat and clean at all times. No food or drink is allowed on the bus.
9. Be courteous and cooperative with fellow students.
10. Understand that any willful damage to bus seats or equipment by a student will be charged to him/her.
11. **IMPORTANT:** Remain seated until the bus stops. Cross the road at least ten feet in front of the bus. Students should not cross until the driver signals for crossing.
12. Understand that they are not permitted to get off the bus except at regular bus stops unless written permission from a parent or guardian is presented to the bus driver prior to boarding the bus.
13. Understand that bus rules and regulations violations may result in bus/school suspension.

CAFETERIA

Breakfast and lunch with peers in the cafeteria are a student's privilege and not a direct part of the educational program. We strive to provide a healthy and pleasant atmosphere where all students can enjoy meals. Following cafeteria expectations will ensure all students can enjoy their lunch. In those rare cases where a student cannot demonstrate appropriate behavior, he/she may be required to sit at an identified table or eat in the elementary office. If the condition persists, the parent/guardian may be requested to meet with the student, staff, and the principal.

BREAKFAST AND LUNCH PROGRAM

Moving forward, we are now a Community Eligibility Provision (CEP) school, which means breakfast and lunch are free for our students. If your child is still hungry, they can PURCHASE a second meal. Prices are below. A Family Household form must be filled out and turned into the Elementary secretary. The CEP program is for grades K-12. Preschool is not included in this program. The Family Household form must be filled out every year, just in case things change.

Students have three options for lunch:

1. They may purchase a hot lunch, which includes milk.
2. Bring lunch from home and purchase milk.
3. Bring their complete lunch from home.

The cost of the hot lunch, including milk, and the individual price of milk are determined annually.

Meal Prices for the 2025-2026 School Year:

- Full Price Breakfast: \$2.10 (Elementary), \$2.10 (MS/HS)
- Full Price Lunch: \$3.30 (Elementary), \$3.30 (MS/HS)
- Reduced Price Breakfast: \$0.30
- Reduced Price Lunch: \$0.40
- White or chocolate milk purchased alone: \$0.60 at each breakfast and lunch.
- Adult Breakfast: \$2.90
- Adult Lunch: \$5.05

The lunch program is computerized. An account is set up for each child in the building. If you want to deposit money into your child's account for a second lunch or milk, you may do so with the building secretary.

RECESS

All students are expected to go out for recess. Please dress your student appropriately, as weather conditions can change dramatically. Students go out for recess when the temperature and wind chill are zero degrees or warmer. This requires that each child come to school dressed for the weather. In cold weather, a child should wear a coat and hat. Children should wear winter coats (snow pants or snowsuits are suggested), hats, mittens, and boots during the winter months. Children should have shoes at school for indoor use during the winter months. Written notification from your family physician will be necessary if your child must remain inside during recess. A physician's note is required if your child should not participate in a physical activity due to a serious illness or injury.

ABSENCES FROM SCHOOL

For the safety of our students, please call the elementary office at (231) 544-3141 on days your child will be tardy or absent from school. The office phone has an answering machine that allows you to leave messages 24/7. This notification gives the parent/guardian and the school a check on your child's arrival. Furthermore, it eliminates the need to write a note the following day. If we do not hear from you by 9:30 a.m. on the day your child is absent, the district will attempt to call home to check on your child's absence. This simple procedure, if followed, can act as safety insurance for our youngsters. As per district policy, parents/guardians will be notified by phone contact after a child's fifth and tenth absence. Attendance and timeliness are vital to school success. Parents/guardians will be notified by letter if a student has unexcused absences. School Administration will inform the parents/guardians in writing of the intent to contact Northern

Community Mediation (NCM). NCM will contact the parents/guardians to schedule mediation regarding student attendance. At 10 absences, the attendance records may be turned over to the truancy officer or court for immediate action. Parents/Guardians will also be notified when a child accumulates five or more tardies.

- Absence for Illness - If your child is ill and will miss school for more than a day or two, please call the office and leave a message for his/her teacher to make arrangements for missed work.
- Extended Absence for Illness - In the event of an anticipated, prolonged illness or disability, it is essential to notify the teacher and principal when the child will return to the classroom. Please send a doctor's note to confirm an extended illness.
- Getting a Child from School - If a child needs to leave school during the day for a medical/dental appointment or similar matter, please send a note so the office can clear the matter before arrival. We ask that your child be picked up at the office and that you sign your child out for pupil accounting purposes on the sheet placed on the counter in the office. A child may not leave school before dismissal with anyone but his or her parent/guardian. *Students who regularly ride the bus must have written permission from their parent/guardian to go home by any other means. If your child does not have a note, they will be on their regular bus to go home.*
- Illness or Accidents at School - If a child becomes ill or injured at school, the parent/guardian will be contacted, and arrangements will be made before the child is released. If parents/guardians cannot be reached, contact will be made with the person designated by the parents/guardians on the emergency card.

We must have up-to-date phone numbers and emails to reach you. The information you provide is necessary to ensure your child(ren) receive(s) appropriate medical attention in case of an emergency. It also helps us stay in contact with you regarding your student.

AUTOMATED CALLING SYSTEM

CLPS uses an automated calling system allowing the district to send group calls, texts, and emails to the entire school or selected groups. This helps us more efficiently communicate school closings, changes to posted athletic contests, and send reminders about Parent Teacher Conferences, etc. Dismissal instructions come from the superintendent's office.

Parents/Guardians should take the time to explain to their child at the beginning of the school year where the child should go in case of an emergency, and/or early dismissal procedures when the parents/guardians are not home. We will follow the early dismissal plan on the emergency card. A current phone number and email are necessary for the auto-dialer system. Please keep our office updated if any changes are made throughout the year.

INCLEMENT WEATHER

- Snow Dismissal - Occasionally, severe snowstorms cause school to be canceled or dismissed early. Each family household will receive a call using our EduLink auto-dialer system. Please DO NOT call the school. Children will be transported home in the same

manner as they arrive at school unless special arrangements have been made with parents/guardians.

- Cancellations—In addition to using the automated phone dialing system, cancellations due to inclement weather or other emergency reasons are announced on local radio and TV stations from 6:00 to 9:00 a.m. Occasionally, it is announced that school will open one to three hours late. Stations notified of our school closings are TV STATIONS: TV 7-4 and TV 9-10. We also publish cancellations on our Facebook page, facebook.com/CentralLakePublicSchools.
- Tornado Watch and Warning - A Tornado/Severe Thunderstorm Watch is issued whenever conditions exist for severe weather to develop. During a tornado watch, children remain in school until the regular dismissal time. Parents/Guardians can pick up their child(ren) at school during a watch. The local weather service office issues a Tornado/Severe Thunderstorm Warning whenever a tornado or severe thunderstorm has been sighted or strongly indicated by radar. If severe weather is reported near you, seek shelter immediately. If not, keep looking constantly for severe weather and stay near a shelter. During a tornado warning, children will be moved to designated areas in the interior hallways until the warning has expired.
- Parents/Guardians should have an alternate home for children to go to in case of early dismissal. We must have a phone number to call if you do not have a phone or cannot be reached at home or work. The information is necessary to ensure your child receives appropriate medical attention in an emergency. It also helps us to stay in contact with you regarding your student.

LOCKDOWNS/FIRE/TORNADO DRILLS

Under *Public Act 12 of 2014*, each school building is required to perform a minimum of 10 drills per year (one of the drills must be conducted during a lunch-recess period):

- There are three lockdown drills per school year. A lockdown drill is a drill in which occupants of a school building are restricted to the interior and the building is secured. At least one of the drills must take place by December 1 and at least one after January 1. (There must be a reasonable interval between each drill.)
- Five fire drills per school year. Three of which must take place by December 1. (There must be a reasonable interval between each drill.)
- Two tornado safety drills per school year. One of which must take place in March.

We want to make parents/guardians aware of this practice before we conduct our first lockdown drill. If you have any questions or concerns regarding this practice, school or district administrators would welcome the opportunity to discuss them with you. Please understand that we will conduct at least three lockdown drills during the school year. The legislation requires local law enforcement agencies to practice these lockdown drills with school districts.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

TITLE I PROGRAM STUDENT SERVICES

The federal government provides Title I funds to our building. These funds are awarded to districts to improve the education of students with an identified academic need. Central Lake Elementary School's primary use and focus of Title I is on improving literacy for students in kindergarten through grade three. Children may be served in two ways: leaving their general education class for short periods of time to attend small group instructional sessions or remaining in the general education classroom with the support of the classroom teacher and Title I staff.

Parents Right to Know - *Title I Part A, Section 1111 (h) (6)*

At the beginning of each school year, any school receiving Title I funds shall notify the parents of each student in their district and let them know they may request additional information regarding current programming. The school will provide the parents promptly with information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas where the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status, through which state qualification or licensing criteria have been waived (authority to Act).
3. The baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request information on their child's level of achievement in each of the state academic assessments.

SPECIAL EDUCATION SERVICES

Special education or special needs education is the practice of educating students with special needs in a way that addresses their differences and needs. Children may be pulled out of the classroom for short periods or remain in the general education classroom with the support of the teacher and a Special Education teacher. To determine qualification for Special Education services, students are evaluated by a team of Char-Em ISD ancillary staff.

SCHOOL PSYCHOLOGIST

The school psychologist evaluates a child who has been referred for special education services. He/she administers tests and interprets the psychological and other diagnostic data for the members of the IEPC (Individual Educational Planning Committee) to determine a possible special education placement.

SCHOOL SOCIAL WORKER

The school social worker is responsible for identifying problems and situations that interfere with a child's ability to make optimal use of the educational experience. He/she may be a

member of the diagnostic team and provide assessment information to determine possible special education placement.

SPEECH THERAPIST

A speech therapist from Char-Em is available at the school and meets with individual students or small groups of children diagnosed as needing assistance with articulation, fluency, or quality of language.

TEACHER CONSULTANT

The teacher consultant provides supportive, instructional services to the special education teacher and/or the regular education teacher to assist them in coordinating and planning instructional programs. He/she may also be a member of the diagnostic team to determine possible special education placement.

OCCUPATIONAL THERAPIST

The occupational therapist assists in the development of fine motor skills.

CORPORAL PUNISHMENT

On April 1, 1989, *Public Act 521* under *Section 1312* of the School Code went into effect. The law states that all school employees and volunteers are prohibited from using corporal punishment. The staff at Central Lake Public Schools has always practiced discipline alternatives to corporal punishment. Corporal punishment is "the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for the pupil's offense." However, *PA 521* specifically permits the use of physical restraint in some circumstances. A school employee, volunteer, or contractor may use reasonable physical force necessary to: (a) protect himself, herself, the pupil, or others from immediate physical injury, (b) obtain possession of a weapon or other dangerous objects upon or within the control of a pupil, and (c) protect property from physical damage.

DESK/LOCKER INSPECTION AND SEARCHES

The school's property includes the desks, drawers, and/or other areas where students keep their books, supplies, and personal items. All students are expected to keep their area clean. To ensure that each student's area is kept clean, school officials may periodically inspect it. All students are also likely to keep their areas free of harmful items. Suppose there is any reasonable suspicion that a student's area may contain something that is not allowed. In that case, the district reserves the right to inspect the locker(s) at any time to ensure they contain only school-appropriate supplies and materials.

VALUABLES AT SCHOOL

Cell phones, electronic games, and various toys and personal possessions are prohibited during instructional times and should not be brought to school. Students who get these items to school do so at their OWN RISK. All personal items should have the student's name and grade marked on them. WE ARE NOT RESPONSIBLE FOR LOST, TRADED, DAMAGED, OR STOLEN

PERSONAL POSSESSIONS. School adults reserve the right to confiscate any item(s) interfering with student learning or safety. Any item taken from a student will be retained until parents pick it up.

FIELD TRIP PERMISSION

Part of our work with children involves acquainting them with their community. To be able to furnish these various experiences for our students, it is necessary to take them away from the school premises. When opportunities and resources permit, field trips are planned to extend and enhance classroom experiences. You will be asked to sign the Field Trip Permission Policy for the current year at registration time, granting your permission. This permission will be considered permanent for that school year. You will be notified in advance by a note/newsletter from your child's teacher when and where the child will take a specific field trip. This blanket permission slip helps prevent last-minute concerns because your child forgot to turn in the permission slip. You may opt your child out of any field trips during the year at your discretion.

LOST AND FOUND

Lost and found articles are kept near the office and may be claimed there. At the end of the school year, unclaimed articles are turned over to a local social agency for distribution to those in need. Please label or mark your child's name on all articles he/she may bring to school such as coats, jackets, books, lunch boxes, etc. This will significantly reduce your losses and our accumulation.

MEDIA CENTER/LIBRARY

Kindergarten through fifth-grade students visit the library weekly to borrow media materials. Students are limited to two items at a time and must return before selecting different items. Students are responsible for anything they borrow and will be expected to pay for damaged or lost materials.

CLASSROOM PARTIES

Classrooms celebrate with parties periodically during the school year. Each teacher makes specific party arrangements for the classroom and informs parents/guardians via classroom newsletters. If you do not want your child to participate in parties, please notify the teacher in writing. Classroom teachers also notify families about the permissibility of birthday treats in the classroom.

PROMOTION/RETENTION

Progress through school is a matter of achievement in basic skills, age, maturation, social, and civic development. Most pupils are expected to be well adjusted in school and, under competent instruction, will move through the adopted course of study from K-12 in 13 years.

Intervention strategies must be implemented so that the school and parents/guardians work cooperatively to assist their child in every way possible before the actual retention taking place. It is recognized that retention is usually unsuccessful beyond the primary years.

It is recognized that children occasionally have difficulty mastering the academic phases of the school program because of health problems, irregular attendance, immaturity of age, or other reasons, and will profit more from school if retained one year. If this appears to be the situation, the teacher will notify the parent/guardian, and a plan to increase student success will be discussed.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act of 1983* requires school districts to inform parents/guardians of eligible students (those who have attained the age of 18) of their rights under the Act. The following notice ensures fulfillment of that requirement.

1. A student's parent or guardians, an eligible student, and a parent/guardian or representative of a handicapped child may inspect and review the student's educational record.
2. The school district intends to limit disclosure of personally identifiable information contained in a student's educational records, except: a) by the prior written consent of the student's parent or the eligible student, b) under certain limited circumstances as permitted by law (*FERPA 45 CFR 99.31*), or c) as directory information. (This information is clarified later in this article.)
3. A student's parents/guardians or an eligible student may seek to correct parts of the student's educational record that the student believes to be inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the records should be changed if the district decides not to alter them according to the parent or eligible student's request.
4. All rights and protections given to parents under the *Family Educational Rights and Privacy Act of 1974* and *Sections 121a 560 of the Handicapped Act Part B* and under Board Policy and Administrative Regulations transfer to the student when he or she reaches 18 years of age or enrolls in a post-secondary school.
5. Any person may file a complaint with the United States Department of Education if the district violates the *Family Rights and Privacy Act of 1974*. Any person may file a complaint with the Michigan Department of Education if the school violates the *Education of the Handicapped Act, Part B*.
6. A student's parents/guardians or an eligible student may obtain copies of the Board Policy and Administrative Regulations from the Office of the Superintendent of the Central Lake Public Schools at 8190 West State Street, Central Lake, MI 49622, between 8:00 A.M. and 4:00 P.M. during school days or at such other times as may be arranged by calling the office at (231) 544-3141.
7. Upon request, the Office of the Superintendent will arrange to provide translations of the foregoing notice to non-English-speaking parents or eligible students in their native language.

The Directory Information referred to in sub-paragraph (II-c) above, which the district may release, includes the following: A) name, address, telephone number, B) date and place of birth, C) major field of study, D) participation in school activities, E) dates of school attendance, F) grade point average, G) honors and awards, H) other similar information such as alumni associations, height and weight of athletes, honor roll members, or information generally found in yearbooks.

The parents/guardians of a student or eligible student may refuse to permit the designation of any or all of the categories of Directory Information, if so desired, by giving written notice of such desire to the Office of the Superintendent at the address in subparagraph VI above, indicating as to which information is not to be designated as Directory Information and therefore not eligible for release. The Office of the Superintendent must receive such written notice on or before September 15th of the current school year.

The Directory Information listings represent no change from Central Lake Schools' long-standing procedures for releasing such student information. The administration and the staff of Central Lake Public Schools continue to assure the privacy of every student's records is protected in accordance with the foregoing statutes and that all information not under the category of Directory Information is released only with the consent of the parents, guardian, or eligible student, or under certain limited circumstances as permitted by law.

STUDENT PICTURES FOR PUBLICATION IN THE MEDIA

During the school year, occasions may arise when photographs of students will be taken for newspapers, school publications, or other media. Usually, the student is identified in these pictures. Parents/guardians are to provide a written indication of any objections to their student's pictures being published in this fashion, no later than September 15 of each school year.

STUDENT DRESS

The style and manner in which a student dresses when he/she attends school shall be the primary responsibility of the parent/guardian. The school district maintains the right to impose restrictions on dress or grooming that disrupt the educational process or present a safety hazard to the student. There is a definite relationship between how children present themselves and how they behave. All students are requested to wear appropriate school clothing. Shorts will be permitted in May, June, and September if the temperature is suitable. Tank tops, spaghetti strap tops, short-shorts, torn jeans, bare midriffs, and shirts and hats with inappropriate advertisements or sayings will not be allowed. Parents/Guardians will be called if a student needs to change into proper clothing at the Principal's request.

SCHOOL PICTURES

A commercial photographer will be present at school to take pictures of individual students and then sell these pictures to the students and families in a package. Before the photography session, parents/guardians will be provided with complete information regarding the picture package, the

cost, and an envelope for prepayment. Whether students have their pictures taken or not is the parents' option.

SUPPLIES

The school provides all supplies required for instructional purposes, except clothing, shoes, and food. This does not mean children cannot bring their own supplies, but only that a child will not be deprived of an education because a family cannot afford the cost. Students are asked to supply indoor gym shoes.

TRANSFERS

If you move to another school district, you will be asked to sign a statement releasing the student's records to the new school. The records may then be legally mailed to the new district. We will be happy to make copies of parts of the records, such as immunizations, standardized testing, birth certificates, etc.

USE OF THE TELEPHONE

Students may use the office telephone in case of illness or other emergencies. Arrangements to go home with a friend must be made in advance and in writing, not by school telephone. The use of personal cell phones is not permitted in elementary school.

COMMUNICABLE DISEASES

The Board of Education or its designee has the authority and responsibility to exclude a student or staff member from school when reliable evidence or information from a qualified source (e.g., medical professional, parent/guardian, or the infected student or staff member) confirms his/her having a communicable disease or infection such as live head lice, pink eye, impetigo, or ringworm, that is known to spread by any form of casual contact and is considered a health risk to the school population.

If you have questions about symptoms or treatment, please call the Health Department of Northwest Michigan at (800) 432-4121.

DISEASE: REMAIN OUT OF SCHOOL

- German Measles (Rubella, Three-Day Measles): Until the rash disappears and the temperature is normal.
- Measles (Hard, 7 day): For seven days after the appearance of the rash.
- Mumps: Until swelling is gone or other manifestations have disappeared.
- Chicken Pox: Until all lesions are healed over.
- Scarlet Fever: On antibiotics for 48 hours.
- Infectious Hepatitis: During the first two weeks of illness and at least two weeks after disappearance of jaundice & cleared by physician.

- Scabies and Head Lice: During a period of communicability and until treated, and ALL live lice are removed.
- Pink Eye: Until completely healed or medical authorization is given for return.
- Impetigo: Until completely healed or medical authorization is given for return.
- Ringworm: Until the area is non-infectious and completely healed, or medical authorization is given for return.

FIRST AID

First aid given at school is limited to cleaning and bandaging of minor scratches and bruises. If an injury needs more than basic first aid, the school shall follow the directions provided on the child's health form submitted to the school by the parent/guardian at the beginning of each school year. All Central Lake Public Schools employees are trained in safety procedures to minimize the risk of contracting a blood-borne disease on the job. The district has adopted Occupational Safety and Health Administration (OSHA) Standards and practices those procedures when a child (or children) is hurt at school.

MEDICATION

Children needing occasional medications, such as penicillin, ampicillin, etc., are encouraged to take these medications at home if possible. If medication must be given at school, the district is required to follow the following procedural steps:

1. Written authorization from the parent/guardian is required on file in the school office before medications are administered at school.
2. A completed medication form with the physician's order and signature on file in the school office.
3. Notify the school office when the medication is stopped or the prescription is modified. A new physician's order must be submitted if the prescription is changed.
4. Prescription Medication must be in the original container with the student's name and prescription intact. Over-the-Counter Medication must be in the original sealed container, accompanied by written approval/instructions.
5. Parents/guardians are required to bring prescription medication to school.
6. All medication will be counted upon arrival at school, in the presence of the parent/guardian and designated school personnel. A parent/guardian signature and date are required to verify a correct count.
7. Parents/guardians must pick up any unused student medication(s).

ILLNESSES

Your child's health is important to us. We ask that you help us maintain good health conditions for your child at school. Part of the program consists of:

1. Keep your sick child(ren) at home, including colds and heavy coughing.
2. Keeping children at home for 24 hours after a fever (temperature 100.4+) subsides.
3. Notifying the school about your child's allergies.

4. Notifying the school about any communicable diseases your child has contracted.
5. Providing the required proof of immunizations before enrolling your child in school.

When a child becomes ill at school, the parent/guardian shall be notified. If a parent/guardian cannot be reached, the person listed on the child's PowerSchool demographics page/health form will be contacted to come pick up your child. In the case of an emergency, when a parent/guardian cannot be reached, the school reserves the right to seek professional medical aid unless the parent/guardian of said child has specifically directed the school not to do so. The school shall follow the directions given on the child's health form submitted at the beginning of the school year by the parent/guardian. Under no circumstances shall a child be allowed to leave school with anyone other than the parent/guardian unless the situation has been fully cleared with the child's parent/guardian or other designated emergency contact person.

VISION AND HEARING TESTS

Annually, kindergarteners, first, third, and fifth grades receive vision screening tests, and students in second and fourth grades will have hearing tests. The screenings aim to identify students who may have a vision or hearing problem and need a professional medical exam. Occasionally, district staff/personnel will recommend a child out of the designated grade level to be tested. The parent/guardian of any student who does not pass the vision or hearing test will receive a letter from the Health Department of Northwest Michigan. A school vision and hearing screening is not an examination and should not be substituted for routine medical care.

IMMUNIZATIONS AND WAIVERS

Effective January 1, 2015, the State of Michigan requires non-medical waivers for children in school and child care programs to be processed through the local Health Department. This applies to:

- Licensed child care, preschool, and Head Start programs
- Students in Kindergarten and 7th grade, and any student newly enrolled in the district

Michigan has one of the highest waiver rates in the country. This leaves communities vulnerable to measles, chickenpox, and pertussis (whooping cough). Immunizations are among the most effective ways to prevent children from harmful diseases and even death.

To make an appointment with the Northwest Michigan Health Department, call 1-800-432-4121; please note that the parent/guardian and child(ren) must be present. The appointment will take 15-30 minutes. The nurse will review all recommended vaccines. The parent/guardian will be able to discuss concerns and ask questions. The nurse will provide recommended vaccines, with parent/guardian approval, or will complete a waiver form. For immunization schedules and other information, visit: nwhealth.org

If a waiver is issued, the parent or guardian will be given the original waiver form to take to school. Parents or guardians must submit the original official signed waiver from the health department to the school.

If the school has not received the necessary immunization paperwork after 10 school days, it retains the right to deny admittance until such paperwork has been received.

CERTIFIED BIRTH CERTIFICATE

The *Michigan Missing Children's Act, MCL 380.1135* of the Revised School Code, requires that a person enrolling a pupil in school provide the local district or intermediate school district with a certified copy of the pupil's birth certificate or other reliable proof of the pupil's identity, and an affidavit explaining the inability to produce a copy of the certified birth certificate. The person enrolling has 30 days to provide a certified copy of the pupil's birth certificate.

If a person enrolling a student fails to comply within 30 days, the local law enforcement agency will be notified for investigation, as required by *MCL 380.1135*.

BEHAVIOR AND DISCIPLINE PHILOSOPHY

BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

The primary objective of student discipline is to produce a school environment in which complete attention may be directed to the teaching/learning activities. The basic premise of the Central Lake Public School's Discipline Policy is to guide our students toward the adaptation of the individual to his/her life within the school community and to develop lifelong citizenship skills. The foundation of the Student Discipline Policy is built upon mutual respect and trust. As such, the student is expected to behave in a manner that shows consideration and safety for oneself and others.

Central Lake Public Schools has developed expectations and standards for acceptable behavior in school and at all school-related functions. Further, there should be a cooperative effort between the school, parents/guardians, students, and the community to ensure a healthy and safe learning environment. This code of conduct is established for all students and outlines specific rules and consequences for misbehavior. It will be implemented consistently throughout the district.

UNACCEPTABLE BEHAVIOR

The following behaviors are prohibited during school hours and at school-sponsored events. This list is not all-inclusive. These behaviors will result in consequences according to their level and number of occurrences. Consequences may be impacted by the severity of the behavior and other factors. The same result may not always fit the same misconduct; therefore, a different level of consequence may be given. In these situations, the school administration will determine the result that best fits the behavior. Students with chronic, challenging behaviors will have individualized behavior plans developed by our MTSS Team. Staff will try to solve disciplinary problems within the school setting positively and consistently. All discipline will be done with the child's dignity in mind. *Behavior data will reset at each semester.*

Level	Behavior	Consequence
Level One	Running and excessive noise in the building, Improper Dress, Inappropriate Language, Unauthorized use of electronic equipment (CD players, Hand-held games, etc.), Disruptive behavior, Disrespect to peers, Teasing, Forging notes, Chewing gum, Foul Language, Throwing snowballs, Lost or damaged school property	<p>1st Offense: Warning - The teacher works with the student to correct the student's behavior within the classroom.</p> <p>2nd Offense: Loss of Privilege - The teacher meets with the student and/or creates an Office Referral, and the student loses a privilege (15-minute recess).</p> <p>3rd Offense: Loss of Privilege & Parent Contact - The teacher meets with the student and/or creates an Office Referral, the student loses a privilege (30 minutes recess), and the teacher and student contact the parent.</p> <p>4th Offense: Office Referral - Administrator contacts parent, Office Discipline Referral.</p>
Level Two	Excessive roughness - horseplay, throwing objects that are intended to harm, Physical and verbal bullying or taunting, Abusive language, Ethnic Slurs, Disrespecting authority, Misbehavior with a substitute teacher, Overt Defiance, Lying/Cheating	<p>1st Offense: Office Discipline Referral, Loss of Privilege & Parent Contact - Administrator and Student contact parent, Student loses a privilege (lunch detention and 30 minutes of recess).</p> <p>2nd Offense: Office Discipline Referral, Detention / Suspension - Student serves a period of in-school suspension or detention (multiple days of lunch and/or recess detention) determined by the Administrator, Parent contacted by Administrator, and Student.</p> <p>3rd Offense: Office Discipline Referral becomes a Level 3 Offense.</p>

Level Three	Fighting, Possession or distribution of pornographic material, Inappropriate sexual content/harassment, stealing, gambling, Vandalism - Destruction of school property, running away, spitting or biting, plagiarism, Possession and/or use of weapon-like objects, or threatening with the intent to scare	<p>1st Offense: Office Discipline Referral, In-School Suspension - Student receives a ½ day in-school suspension, Parent contacted by Administrator and the Student.</p> <p>2nd Offense: Office Discipline Referral, In-School Suspension - Student receives a full day in-school suspension, Parent contacted by Administrator and the Student.</p> <p>3rd Offense: Office Discipline Referral, Out-of-School Suspension - Student receives three to five days of out-of-school suspension. The Student and the Administrator approach parents.</p> <p>4th Offense: Office Discipline Referral, Out-of-School Suspension - Student receives ten days of out-of-school suspension, Parents approached by the Student and the Administrator.</p>
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These major offenses follow the *Weapon-Free Zone Act* and the *Federal Drug-Free School Zone Act*. They comply with our Board Policies. In addition to an Office Discipline Referral, a Level Four/Other Offense may result in one or more of the following:

- Suspension
- Expulsion
- Referral to a resource agency or other personnel.

ANTI-BULLYING POLICY (including use of social media)

Following the Central Lake School Board's approved NEOLA policy, Central Lake Public Schools (CLPS) believes that a safe and civil learning environment is necessary for students to learn and achieve high academic standards. Central Lake Public Schools' policy is to provide a safe and nurturing online educational environment for all its students. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student that cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators and faculty to provide positive examples for student behavior.

Bullying is any gesture or written, verbal, or graphic or physical act (including electronically transmitted acts - i.e., internet, telephone or cell phone, tablet, or any wireless device) that is

reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics.

Aggressive behavior is inappropriate conduct that is repeated or severe enough to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes bullying and hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats in all electronic forms.

Bullying is conduct that meets all of the following criteria:

- Is directed at one or more students
- Substantially interferes with one or more students' educational opportunities, benefits, or programs.
- Adversely affects the ability of a student to participate in or benefit from the CLPS educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- It is based on a student's actual or perceived distinguishing characteristic (see above) or on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal.

Every student is encouraged, and every instructor is required, to report any situation in which they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be solely based on an anonymous report.

All complaints about aggressive behavior that may violate this policy will be promptly investigated and documented.

If the investigation finds an instance of bullying or aggressive behavior, prompt and appropriate action will be taken. Please see the student handbook pages for policies and disciplinary actions. Individuals may also be referred to appropriate law enforcement officials. The complainant shall be notified of the investigation findings and, as appropriate, what remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Making intentionally false reports about aggressive behavior to get someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action, as indicated above.

HARASSMENT POLICY

On December 12, 1994, the Central Lake Board of Education adopted a *Sexual Harassment Policy*. Sexual harassment is defined as, but not limited to:

- Verbal harassment or abuse
- Written harassment or abuse
- Pressure of sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any child who alleges sexual harassment by another is encouraged to immediately bring the matter to the attention of an adult teacher, paraprofessional, bus driver, secretary, or principal. Sexual harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges against the alleged harasser. A substantiated charge against a student in the school district shall subject that student to disciplinary action, including suspension or expulsion, consistent with the student discipline code.

DRUG FREE SCHOOL POLICY

In 2011, the Central Lake Board of Education adopted a drug prevention school policy following the *Drug Free School and Communities Act, Public Law 101-226*.

POSSESSION AND USE OF ALCOHOL, DRUGS, LOOK-ALIKES, OR PARAPHERNALIA

The possession and use of tobacco, alcohol, and other illicit drugs is prohibited at all times in the school buildings, in the general school area, and on the school grounds and buses, at athletic events, and at any other off-campus school-sponsored events. This includes the use or possession of any type of tobacco, alcohol, or drugs, including over-the-counter non-prescription medication. Furthermore, this prohibition includes all types of tobacco and non-tobacco nicotine products, including but not limited to: cigarettes, e-cigarettes and/or other vaporizing substances, cigars, spit tobacco, snuff, tobacco strips and sticks, and dissolvable tobacco products.

A student has violated the *Drug Free School policy* if one of the following conditions exists:

1. Be in possession, or be involved in the use, transfer, distribution, or sale of alcohol, tobacco, and other drugs.
2. Be in possession, or be involved in the use, transfer, distribution, or sale of look-alike material that represents drugs prohibited by this policy.
3. The wearing of clothing that promotes alcohol, tobacco, or other drug use is also prohibited. This policy is in effect on school grounds and at all school-sponsored activities.

Violation of the drug-free school policy will result in the following consequences:

- 1st Offense: Parents will be notified immediately, and the student may receive a five (5) day out-of-school suspension. The student will see the Substance Abuse Prevention Coordinator, coordinated through the Counseling Department—not optional. For the first offense, after three full days out-of-school suspension have been served, once an appointment is scheduled for a conference with the parent/guardian, student, and Substance Abuse Prevention Coordinator, any days remaining of the suspension may be served as in-school suspension or in a treatment facility if deemed appropriate.
- 2nd Offense: Five (5) days out-of-school suspension. The student will see the Substance Abuse Prevention Coordinator for treatment referrals.
- 3rd Offense: The school, parent, and SAPC must meet to develop a written plan of action for student success. A recommendation of expulsion from school may be made. If the student is under the age of 16, the student will be provided an opportunity for alternative education until the age of 16.

SALE, DISTRIBUTION, OR DELIVERY OF ALCOHOL, DRUGS, LOOK-ALIKES, OR PARAPHERNALIA

- 1st Offense: All of the following will occur:
 - SUSPENSION FROM SCHOOL: 10 school days
 - SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES: Remainder of the school year.
 - RECOMMEND EXPULSION: No less than the equivalent of one semester.
 - Readmission is contingent upon completion of recommendations made at the time of expulsion.

Note: The school district will not be financially responsible for assessment, evaluation, or treatment costs. Payment for services or materials provided by professionals who are not school employees will be the student and family's responsibility.

THE USE OF ILLICIT DRUGS IS UNLAWFUL. POSSESSION, USE, AND DISTRIBUTION OF DRUGS/ALCOHOL IS WRONG AND HARMFUL!

WEAPON-FREE SCHOOL POLICY

In 1994, the Central Lake Board of Education adopted a *Weapon Free School Zone Policy* compliant with the *Michigan Weapon Free School Zone Act, MCL 380.1311*, and the *Federal Gun Free School Zone Act*. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process without threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

If a child possesses a weapon in a weapon-free school zone, the child will be expelled from attending school unless the child establishes clearly and convincingly at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The pupil did not knowingly possess the weapon.

3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or a dangerous weapon; or
4. That the pupil possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

When expelled, a child in grade 5 or below may petition for reinstatement to school at any time after the expiration of 60 school days after the date of expulsion. For students in grade 5 and below who have violated the *Federal Gun Free Schools Act* and who are accordingly subject to mandatory one-year expulsion, the Superintendent may submit his or her recommendation to the Board of Education, in conjunction with the designated committee's recommendations, to modify the one-year expulsion requirement (on a case-by-case basis) to a period not less than 90 days. Due to the seriousness of these statutes, we encourage all parents to discourage their child from bringing "toy" weapons to school, jackknives, and/or other look-alike dangerous objects.

MCKINNEY-VENTO HOMELESS ACT OF 1990

The Board of Education establishes the following policy in response to the nation's growing number of children and youth who do not attend school because of homelessness. The United States Congress enacted Title VII-B for the *Stewart B. McKinney Homeless Assistance Amendment Act of 1990*, reauthorized as McKinney-Vento, January 2002, requiring school districts to eliminate barriers to educational success of "Unaccompanied Youth" and other homeless students and to implement policies and procedures to ensure a free and appropriate education for school-age homeless children and youth. The district shall attempt to meet the educational needs of homeless children comparable to other students in the district as set forth by this act.

- A. The Board will ensure timely procedures and regulations for homeless students' enrollment and educational success.
- B. The District will establish procedures for identifying homeless children, addressing immunization requirements, and maintaining other documentation of the McKinney-Vento.
- C. The District will continue the homeless child in his/her school of origin or transfer the child to the public school where non-homeless students living in the attendance area where the child/youth is living are eligible to attend, whichever is in the child's best interest.
- D. The District will assure that the parents or guardians of any homeless child and any unaccompanied homeless minor will be fully informed of transportation services and assisted in accessing such transportation.
- E. The District will provide services comparable to those offered to other students, and take precautions to ensure that homeless students are neither stigmatized nor isolated from other student body members.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties assigned by the Superintendent. Additionally, the liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth and with community and school personnel responsible for providing education and related services to homeless children and youth.

Absences caused by homelessness should not be counted against students under the McKinney-Vento Act.

CLPS Homeless Liaison: Mary Spyhalski, (231) 544-3141, mspyhalski@centrallake.org

SCHOOL OF CHOICE

The Central Lake Public School is a school of choice district. We welcome students from all neighboring school districts. Schools of Choice programs are commonly known as Section 105. The Central Lake Board of Education has adopted the Char-Em ISD School of Choice program, similar to Section 105. A second program, Section 105c, refers to inter-ISD schools of choice, which Central Lake has approved. Parents living in districts outside of the Char-Em ISD can choose to send their children to Central Lake Schools. Parents of handicapped students wishing to move from a school in another intermediate school district to Central Lake can petition to move under Section 105c. The sending district, however, must agree to pay the added costs for educating the handicapped students in Central Lake. If that agreement cannot be reached, the handicapped student is not enrolled. Applications for school of choice are available in both the sending and receiving districts and the application deadline is July 1 and February 15 each year.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Section 100.4 of the Department of Education's Regulation effectuating *Title VI of the Civil Rights Act of 1964* requires that every application to the Department of Federal Financial Assistance make no distinction on the grounds of race, color, or national origin in providing to individuals any service, financial aid, or other benefit under any program receiving federal financial assistance extended to the applicant by the department.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Section 901 of *Title IX of the Education Amendment of 1972* provides that no person shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Section 901 of Title IX authorizes and directs the Department of Education to effectuate the nondiscrimination requirements of section 901 by issuing rules, regulations, and orders of general applicability. According to section 902, the Department has issued 34 C.F.R. Part 106, which became effective on July 21, 1975.

INTERNET ACCEPTABLE USE AGREEMENT

Central Lake Elementary School encourages and strongly promotes using electronic information technologies in educational endeavors. Elementary students have supervised access to the Internet for research, school projects, and other curriculum-based needs, with your approval of the INTERNET ACCEPTABLE USE AGREEMENT. Your child(ren) may have Internet access, including Gmail. If you are concerned about Internet or Gmail usage, please contact the elementary office.