

Cadillac Area Public Schools

Elementary Handbook

Revised August 2008

Welcome to the Cadillac Area Public Schools

This handbook was prepared for the parents of our elementary students by the administration. It was initiated by the Cadillac Area Public Schools Board of Education's commitment to improving the communications between our schools and student's families.

We hope that you will keep this handbook nearby and refer to it throughout your child's years in the Cadillac Area Public School's elementary programs.

Children Learn What They Live

If a Child lives with Criticism, He learns to Condemn.

If a Child lives with Hostility, He learns to Fight.

If a Child lives with Ridicule, He learns to be Shy.

If a Child lives with Shame, He learns to feel Guilty.

If a Child lives with Tolerance, He learns to be Patient.

If a Child lives with Encouragement, He learns Confidence.

If a Child lives with Praise, He learns to Appreciate.

If a Child lives with Fairness, He learns Justice.

If a Child lives with Security, He learns to Have Faith.

If a Child lives with Approval, He learns to Like Himself.

If a Child lives with Acceptance and Friendship,

He learns to Find Love in the World.

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Forest View Elementary School

**7840 S. 25 Mile Road
Boon, MI 49618
876-5100**

**Franklin Elementary
505 Lester Street
Cadillac, MI 49601
876-5200**

**Kenwood Elementary
1700 Chestnut Street
Cadillac, MI 49601
876-5300**

**Lincoln Elementary School
125 Ayer Street
Cadillac, MI 49601
876-5400**

**McKinley Elementary School
601 E. North Street
Cadillac, MI 49601
876-5500**

**Central Office Administration
421 S. Mitchell Street
Cadillac, MI 49601
876-5000**

**Transportation
876-5050**

**Food Service
876-5014**

Cadillac Area Public Schools

Mission Statement

Education is a continuous process by which all students can learn through a shared responsibility of students, staff and community. It is essential that the school provide a diversified curriculum that challenges each student to achieve his/her potential academically, emotionally, physically and socially. Each student will be a productive, self-reliant and responsible member of our changing global society.

Elementary Schools

Mission Statements

Elementary schools mission statements are available at your local school offices and in each building's annual report.

How Our Schools Operate

The Cadillac Area Public Schools District is over-seen by a policy-making body consisting of seven members called the Board of Education. These members are elected from the community at large. The Board works through the superintendent of schools who, in turn, oversees the operation of kindergarten through twelfth grades. The elementary principal carries the bulk of the responsibility for the day-to-day operation of your child's school. The principal reports directly to the superintendent of schools. The building principal is the person you will be turning to most often with your questions about school policies and procedures. The principal counts on the teacher to keep him/her informed on your child's progress in his/her classroom activities.

Curriculum (7050, 7110)

The Cadillac Schools offers instruction in the core subject areas of math, language arts (reading and writing), science and social studies. Instruction is also provided in physical education, art, general music, technology and health education. A complete list is available at you school's office.

Student Responsibility

In Cadillac Schools, students are expected to work up to the best of their abilities and behave in a manner that promotes a positive learning environment for all students.

Parents' Responsibility

In Cadillac Schools, parents are expected to assist the school staff in resolving any problems concerning their child. It is expected that parents will respond in a manner that will promote a positive atmosphere for learning. We believe education is a joint effort with the family and school working together to meet your child's educational goals.

Parental Involvement Plan (2112)

In accordance with PA 107, Cadillac Area Public Schools has a Parental Involvement Plan that includes the following: Title I, District Child Study, home visits, Parent-Teacher Organizations, student activity nights, counseling programs, progress reports, parent organizations, Parent-Teacher Conferences, PA 25 and 226, booster organizations, websites, newsletters, information gathering and communications.

How To Get Involved

Parents and the public must get involved if our schools are to be successful. Your opinion is important especially when it concerns your child's education. Please contact your building principal if you would like to be active in your child/children's school. The following areas are always in need of volunteers: PTO's, classrooms and library/media centers.

If You Have A Concern

If you have a suggestion or school related concern, the board suggests the following procedure whenever possible:

1. Contact the teacher to discuss your concern.
2. If necessary, get in touch with the building principal.
3. If you still have a concern, you may contact the superintendent at 876-5000.

If you call the school and cannot talk directly with the teacher or principal, leave a message on the teacher's voice mail or leave a message with the office administrative assistant and the teacher or principal will contact you during their time away from the children.

Attendance

(8020, 8021, 8022, 8023, 8030, 8035)

In the Cadillac Area Public Schools, we know that regular attendance is very important to the learning process. Research shows that frequent absence seriously affects learning and may affect future work habits. When your child is going to be out of school because of illness or any other reasons, **PLEASE LET THE PRINCIPAL'S OFFICE KNOW AS SOON AS POSSIBLE, SO THAT WE KNOW YOUR CHILD IS SAFE. WE ENCOURAGE YOU TO SCHEDULE ALL DOCTOR/DENTAL AND ALL OTHER SUCH APPOINTMENTS DURING NON-SCHOOL HOURS.** Excessive absences (10 unverified/unexcused) will be reported as truancy to the proper officials. Letters will be sent home at 5, 10, 15 etc. absences. If a student is absent for an hour and a half or more, in a half-day they will be considered absent.

No one likes to be sick. However, if your child becomes ill, he or she is usually better off at home in bed rather than at school and not feeling well. (See Medications and Common Communicable Diseases.)

End of Day Dismissal/Early Pickup (8090)

It is expected that students not riding Cadillac Area Public Schools buses will be picked up by parents within 15 minutes of dismissal, unless other arrangements have been made and cleared through the school office. Otherwise, students should be instructed by their parents to walk directly home. If needed, CAPS Clubhouse is available to parents for before school or after school childcare.

If your child does not arrive at his/her destination after school and you become concerned, we suggest these steps: 1) don't panic; 2) check with friends and neighbors; 3) call the school building; and 4) if no answer at the school, call the superintendent's office at 876-5000.

New Student Procedure (8040, 8041)

When new families move or arrive in town, parents should call the nearest school that their children may be attending. Upon reporting to the office of your local elementary school, parents will be asked to complete a registration form or will be assisted in locating your child's appropriate school. Immunization records (see page 11), birth certificate and social security number are required at the time of registration. During the school year, students will be given a tour of the building, meet their teacher if possible and start school the following day.

During the summer, you may call the superintendent's office at 876-5000 for arrangements.

Moving (8040, 8041)

If you and your family plan to move, do not forget it is best to let your child's school know so that the necessary transfer of records can take place. If you are moving into another Cadillac elementary school, please consult with your present elementary principal in order to explore available options. To make the transition easiest for your child, if at all possible, it is highly recommended that a family makes a move at one of the quarterly breaks.

Non-Resident Students (8041)

The Cadillac Area Public Schools Board of Education believe that students should attend school in their district of residence. However, parents may request approval for their children to attend a district other than their district of residence. The Cadillac Area Public Schools Board of Education will admit non-resident students, only after due consideration of any special circumstances. For additional information, contact the superintendent's office at 876-5000.

Safety Procedures

The procedures of Cadillac Area Public Schools are based on concern for the safety and well-being of our students and staff.

Visitors: All visitors must register at the school office upon arrival. Also, please remind your child not to "wander" after school or "talk to strangers". It is expected each student will go directly home or to their authorized designation at the end of the school day.

Late Arrival: If your child is arriving to school late he/she should always report to the office in order to follow proper safety procedures.

Early Pickup (8090): If it is necessary to remove your child from school during school hours, it is required that you sign your child out in the office.

Emergencies

Emergencies can happen quickly, and when they do, the school will make every effort to locate you as soon as possible. It is expected that your emergency telephone numbers are updated frequently on your child's records.

Student Appearance Policy

As part of our commitment to educating the whole child, we feel this should include an understanding of proper grooming. Neatness of appearance and cleanliness of a person reflects an expression of pride in one's self, in one's school and in one's community.

When the dress or grooming of a student disrupts or distracts the learning process, the school will request that parents require an appropriate change or modification of their son/daughter's appearance.

The following clothing is NOT ALLOWED:

- Clothing that advertises, advocates or displays drugs, cigarettes or alcohol is not permitted.
- Clothing that advertises, advocates or displays violence, gang activities, racism or is sexually explicit is also not permitted.
- Hats may not be worn in the building. -No bare midriffs shirts, even when arms are extended overhead and no shirts with spaghetti straps.
- No "baggy" pants that allow undergarments to show. Pants are to be worn at the normal waist and belted if needed.
- Shorts should be mid-thigh length (no short-shorts/hot pants).
- Outdoor garments are not to be taken to class unless individual teacher permission is given to do so. The principal will determine what qualifies as appropriate dress.

Discipline
**(8030, 8230, 8240, 8245, 8300, 8320,
8321, 8322, 8340, 8350, 8351, 8352)**

The Cadillac Area Public Schools Board of Education gives its representatives the right and responsibility to maintain disciplinary measures and to protect the rights of the individual to learn, as well as to insure proper operation of the school. School Board Policy, in keeping with the Michigan School Code, establishes district rules for student conduct and discipline. Individual schools are encouraged to establish building rules.

The Cadillac elementary schools operate on a no-violence policy and support and implement the Respect and Protect Program. Violence is defined as a mean word, look, sign or act that hurts a persons body, feelings or things.

In keeping with the above statements, the following rules have been developed for students:

Buses: All children and parents of bus riders receive a list of bus rules and regulations. Drivers have procedures for dealing with violations. Students waiting for buses after school are expected to follow all rules and any additional directions given by the adult supervisor.

Dangerous Items: The following are not permitted on school premises because of potential danger: sleds, fireworks or other explosives, laser pointers, matches, guns, golf balls, knives, sharp instruments of any kind or other potentially dangerous items.

Boundaries: Children are to remain within the boundaries of the school property **at all times.**

Bicycles: Bicycles are to be placed in the bike racks upon arriving at school and left alone until dismissal time. Children are not allowed to ride on the grounds before, during or after school. Once a bike has been placed in the bike rack, the racks are off limits to all students. No motorbikes are allowed on school property.

Language: Obscene or abusive language along with racial slurs or verbal intimidation, are not permitted.

Noise: Being reasonably quiet is expected while in the building. Yelling, bouncing balls and other distracting noises are prohibited.

Electronic Devices: Electronic devices are not permitted at school without special permission. The school is not responsible for lost, stolen or damage to these items.

Fighting: Hitting, pinching, bullying, biting and other forms of aggressive behavior or fighting are not permitted.

Cheating: Students are expected to do their own work.

Noon Hour: The following rules are in effect during noon hour:

- All children eating lunch at school must remain on the grounds unless special permission is granted.
- Students are to go outside after eating unless special permission to stay in is granted.
- Children who usually eat at school must have a parent note to eat other places.
- All food is to be eaten in the lunchroom unless special permission is granted.
- Throwing food, yelling and disturbing others is not permitted.
- Students are to clean up their own eating area.

Playground: Children are not permitted to climb on the: backstops, goal posts, swing sets, stand on top of the horizontal ladder or slides, or swing empty swings. The playground supervisors are the adults in charge and may establish other rules and consequences for the safety of all.

Property Destruction: Deliberate, careless damage, or defacing or stealing of school and/or personal property is prohibited.

Respect: Respect for other children and adults' is expected at all times.

Running: Only walking is permitted inside the building, unless an adult is directing a game or gym activity, which requires running or other modes of movement.

Throwing: Sticks, stones, snowballs or other dangerous objects are not allowed.

To and From School: Responsibility to and from school is the cooperative effort of the child, parent and school. All students are to go directly home after school unless a call or note from parents indicates other arrangements. If a child is kept more than ten minutes after school, the home shall be called unless other arrangements have been made.

Other Rules: The school reserves their right to establish other rules not listed here as the need arises. For example, teachers may establish room rules.

Violation of these rules may result in appropriate reprimands which may include the following:

Verbal reprimand

Parent notification

Conference with principal and/or teacher

Isolation

Denial of privileges

In-school suspension

Home suspension as outlined by Board of Education Policy

Destruction of Property (8300)

Students and parents of students, attending Cadillac Area Public Schools will be held responsible for financial reimbursement to the District for property deliberately or carelessly damaged or destroyed.

Detention of Students (8300)

A building principal or a teacher may detain a student after school for disciplinary reasons provided the parent/guardian has been NOTIFIED. The person detaining the student is responsible for making contact with the parent. If the student to be detained is a bus student, arrangements for the student's transportation home must be made in advance, and is the responsibility of the parent/s. At least 24 hours notice will be given to the parent so that transportation may be arranged.

Weapons Policy (8300)

In accordance with State of Michigan law, the CAPS Board of Education, or its designee, may expel a student for one-half year for possessing, using or threatening to use, any weapon or instrument capable of inflicting bodily injury. The law also requires that school official's refer all expelled students to the local Family Independence Agency or Community Mental Health.

Bicycles/In-line Skates/Skateboards

Students may ride their bikes to and from school in grades first through fifth. Bikes are not to be ridden during the school day and bikes **must** be parked in the bike rack when students arrive at school. Locks for bicycles are highly recommended.

In grades first through fifth, students may bring in-line skates, scooters, skateboards, etc. to and from school. These items are not to be used during the school day and are to be secured while at school. Helmets and other protective gear are strongly recommended. The school is not responsible for stolen or damaged property.

Bullying (8260)

Cadillac Area Public Schools prohibits acts of harassment or bullying. These include but are not limited to actions such as verbal, written, graphic or electronically transmitted taunts, name-calling and put-downs, ethnic or gender based put-downs, or any such conduct that is disruptive of the educational process. These acts are subject to discipline when engaged at school, any school sponsored function, any district sponsored event, while en-route to or from school, or outside school hours if the bullying is likely to have an effect upon the school environment.

Riding the Bus (4300, 4320)

Over 50% of our students ride the bus to school. The trip to and from school can be an enjoyable experience for a child if everyone respects certain rules of conduct. At the Cadillac Area Public Schools we ask that:

- Students observe the same courteous conduct on the bus as they would in class.
- Students talk in normal tones.
- Students do not eat or drink on the bus.
- Students stay in their seats.
- Students cooperate with the bus driver.
- Students help to keep the bus clean and free from vandalism.

Parents are to notify the office in writing if your child's way home deviates from the regular routine. The use of bussing is a privilege, not a right. Violations of bus rules can result in the loss of the privilege to ride the bus. If you have a question about busing, you may call the district transportation office at 876-5050.

Technology (8425, 8426)

Access to district technology is a privilege, not a right. Students who lose this privilege or students/parents who choose not to sign the Acceptable Use Policy Request Form, will be assigned alternatives by their teacher.

Fifth Grade Eligibility

In the preparation for the transition to middle school, fifth grade students will follow an *Eligibility Code*. This *Code* will be distributed to every fifth grade student at the beginning of the school year and provided to any new fifth grade student upon entering school.

Rights to Access and Privacy of Records (8940)

All parents and guardians of students under 18 years of age, and all students 18 years of age and older, have the right pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records, files and data of the school district directly relating to that student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearing on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files or data directly relating to an individual student, shall be made available to anyone without the consent and notification of the student or the parents or guardian of a student under 18. Except: 1) The teachers and officials of this school district who have a legitimate educational interest in such information or unless; 2) There has been a federal request for submission of students records in connection with a student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

Some parents/guardians prefer to keep their child's name and picture away from the media. If this is a preference, please notify your child's building office in writing.

Search and Seizures (8130, 8140)

To protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outline below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are the property of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should understand that they should not expect privacy with regard to items placed in their lockers or desks because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

Field Trips (7490)

Cadillac Area Public Schools believe that field trips are a very valuable educational learning situation. Whenever possible, we encourage teachers to incorporate field trips into their instructional program. When a class is scheduled to go on a field trip, you will receive information about it from the classroom teacher or in the school newsletter. At the beginning of each school year, permission slips will be sent home and kept on file for all field trips. If you do not desire to have your child attend a field trip, please inform the school office and classroom teacher in writing. Children will not be allowed to leave the building without a signed parent permission form on hand prior to the trip. Nature walks may be taken without parental permission.

Physical Education (7110)

The Cadillac Area Public Schools Board of Education recognizes the importance of physical education for all of our students, particularly in the early growing years. Your child is expected to participate in gym activities unless you have notified the school with a reason why he/she should not.

Exclusion from physical education class beyond two days may require a note from a doctor. For safety, non-scuff gym shoes or rubber-sole shoes and appropriate attire are needed on gym days.

Elementary Counselors (7500)

There is a part-time school counselor in each elementary building. The counseling program provides classroom counseling, group counseling, a newcomer's group, self-esteem group, divorce group, ADD group, circle-of-friends group, bereavement group and individual counseling services. If you would like to speak to an elementary counselor, please contact the school office or your child's classroom teacher.

Conferences

Parent-Teacher Conferences are held twice per year at the Cadillac Area Public Schools. Our teachers look forward to the opportunity to meet with you and discuss your child's progress and accomplishments. Conferences also provide parents with a comfortable setting in which to ask questions about their child's education.

Here are a few ideas for questions you might like to ask at your child's conference:

- What performance level does my child's textbook represent?
- How well does my child get along with other children his/her age?
- How can I help improve my child's total academic performance in school?
- Does my child complete his/her assignments on time?
- Does my child obey school and safety rules?
- Should my child be doing more (or less) homework?

Junior Kindergarten and Kindergarten

Cadillac Area Public Schools offers excellent programs for children of kindergarten age. If you have a child who will be five years old on or before December 1 of next year, contact the school office in the spring to register for the next school year. Children will be assessed for appropriate placement.

Developmentally Appropriate Practice

Our elementary school education program emphasizes creative and developmentally appropriate education for the whole child. This is promoted through learning experiences and activities that include purposeful play, child initiated activities, social interaction, active participation, manipulation of objects, free exploration and skill building as facilitated by the teacher.

Homework (7580)

Homework is essential to learning. Even at the elementary level you must help your child by reminding and expecting him/her to complete the assignments and turn the assignments in on time. Also, if your child is out of school for an extended period of time, please be sure to request homework from the teacher. Copies of Cadillac Area Public Schools Homework Policy are available at any elementary school building office. Reading with your child daily can improve student performance and is strongly encouraged.

Testing

Students are tested to gain information about the skills they have learned or need to learn. Cadillac Area Public Schools elementary students are given the Michigan Education Assessment Test (MEAP). In addition, they take periodic and mastery tests in other areas.

Report Cards

Elementary report cards are designed to better reflect the information that you, as a parent, want to know about your child's progress in school. Report cards are sent out four times a year; twice a year in kindergarten. Progress reports and behavior reports may be sent home at other times.

Telephones

School telephones are an important means of communication. That is why we limit student use of school telephones to emergencies and school business only.

To increase home and school communication teacher voice mail is available during school hours.

Food Services (4450)

Breakfast and lunch is offered each regular school day. Milk or juice may be purchased by those who bring their lunch to school. Our current lunch system requires students to pre-pay for their lunches. Pre-pay envelopes are available at each elementary building. Applications for free/reduced priced meals are distributed at the beginning of each school year and are available at any time at the school offices. Questions regarding the food service program should be directed to 876-5014.

Please note that your child must remain on the school premises during the noon recess, unless the school has received notification from you that he/she may go home for lunch.

Class Parties

Call your school office for building practices or contact your child's classroom teacher for more detailed information regarding class parties.

Recess

Unless the weather prohibits outside activity, the Board of Education expects all elementary children to participate in daily recess. Unusual health conditions that will keep a child in from recess require a note from home. Conditions requiring a child to stay in for periods of two days or more, should be accompanied by a physicians note.

Weather (4080)

It is important for both parents and students are aware of severe weather policies.

As soon as the weather begins to get bad, road conditions are assessed by the county road supervisor, the police agencies and our transportation director. When evaluating road conditions, our chief concern is for the safety of the children.

The recommendation, to delay or close schools, is directed to the central office of the schools where a decision is made whether or not to close or delay school for the day. Radio and television stations are notified immediately so that you may be aware of the situation as soon as possible. Listen to your radio or watch a local television station. **PLEASE DO NOT CALL THE SCHOOL, as it ties up the telephones that are needed for emergencies.**

Tornado Watch – School will be conducted as usual; however, we will constantly keep abreast of the weather.

Tornado Warning – Students, under the guidance of their teacher, will take proper cover. School will remain in session unless the superintendent decides otherwise, in which case the media will be notified immediately.

Drills (4040)

The schools will conduct regular fire drills, tornado and Homeland Security drills to acquaint the children with the procedure for such emergencies.

Use of School Buildings after School Hours

Our schools are available for use by groups of people after the normal school day. In order to schedule a group, you are required to call the Building/Transportation office at 876-5050.

Educational Services

The Cadillac Area Public Schools, the Wexford-Missaukee Intermediate School District and the Wexford County Health Department join together to provide student services such as:

Vision Screening	Gifted & Talented
Speech Therapy	Elementary Counselors
School Psychologist	Hearing Screening
Occupational Therapist	Social Work
Teacher Consultant	Homebound Services
Student Assistance Program	Consultant Nursing Service
Physical Therapy	Vision & Hearing Support
Title I Reading & Math Assistance	

Special Education classes serve the following:

Learning Disabled	Severely Mentally Impaired
Emotionally Impaired	Educable Mentally Impaired
Visually Impaired	Hearing Impaired
Autistic	Physically Handicapped

If you have concerns about your child's ability to do his/her school work, and suspect that he/she may need special education assistance or testing, please contact your child's classroom teacher, your building principal or the school counselor for more information. Also, if you desire suggestions or support concerning your child, each school utilizes either student assistance teams, child study

teams or teacher assistant teams in order to meet the individual needs of the child.

More information regarding these programs and services may be obtained by calling your school office or the special education director.

ADD/ADHD Referrals

If you suspect that your child may have Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD), each building has a process for assisting physicians in helping to gather information. Contact your elementary principal or school counselor for information concerning this process.

Volunteers

Volunteers are very special people in our schools and we greatly appreciate parental help in our activities. We believe that it takes a team effort to work together for the benefit of your child. If you have any free time you can spend helping out at your child's school, please indicate your interest to your child's classroom teacher or the school office. All volunteers will need to go through background check procedures.

Child Watch

Child Watch is a neighborhood watch program to help children of the Cadillac community. We need your help to make our Child Watch Program successful. We need trained citizens who volunteer to display a Child Watch placard in their homes. The placard indicates a home where children can go for help if they are frightened by a stranger, harassed by other children, chased by an animal or lost. Please lend us your time and support in making this program a success for Cadillac Area Public Schools children.

Lost and Found

Each of our elementary schools maintain a "Lost and Found" for those mittens, hats, boots, etc. that seem to disappear so easily. All items left at the end of the school year will be donated to a non-profit organization.

Medications (8670)

It shall be the policy of Cadillac Area Public Schools to require signed permission forms for the dispensing of any prescription or non-prescription medicines to the students. Permission forms must be signed by the physician and/or by the parent. Forms are available in each building office. All medications will be stored in and dispensed through the elementary school office. All medications must be transport to and from school by the parent in the original prescription container.

Head Lice (8515)

Even children and adults from the cleanest homes may accidentally get head lice by close contact with someone who has lice or through contact with infested hats, clothes, brushes, etc. Head lice is easily "cured" when treated properly. If you suspect that your child may have head lice, please inform the school immediately.

Every year the schools send home information on how to properly treat and destroy the infestation. If the school discovers head lice on a youngster, the parents are notified at once, and the student is sent home. A child may return to school as soon as they have been treated and cleared by the school office personnel. Parents should inspect the child very thoroughly before sending them back to school. There should be **no live infestations or nits.**

Immunizations (8510)

State law and the local health department require the following minimal immunizations be given to every child before entering a Michigan school for the first time. **Students not meeting these requirements will face exclusion from school.**

To Enter School: State law prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one dose of each: Measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis.

**Children ages 4-6 must have received four doses of pertussis. DT is only accepted if a signed waiver is on file for that particular dose of pertussis vaccine.

If immunization is against your religious beliefs, you must sign the exemption that is available at the school office.

Common Communicable Diseases*

Chicken Pox.....6 days from onset of rash

German Measles.....7 days from onset of rash

3-Day Measles.....4 days from onset of rash

Impetigo or Scabies.....When clear or under a physician's care, a note is received

Mumps.....Upon recovery

Ringworm.....When cleared or under a physician's care, a note must be received

Scarlet Fever.....7 days from onset, or upon recovery, plus a note from physician

Strep Throat.....after seen by a physician and under antibiotic treatment for 24 hours

Whooping Cough.....4 weeks from onset of characteristic cough

Pink Eye.....Upon recovery

**Information obtained from the Michigan Department of Social Services and Michigan Department of Public Health*

To Stay in School: You must provide the school with a record showing that your child has received all of the following immunizations:

Continued on next page.

Proof of immunity is a parent’s statement that the child has had chickenpox is sufficient documentation.

Immunizations	Ages 4 – 6	Ages 7 – 18
Diphtheria, Tetanus & Pertussis**	4 doses are required. If a dose was not given on or after the 4 th birthday, a booster dose of DTP is required. Most children will have 5 doses.	4 doses are required. If a dose was not given in the last 10 years, a booster dose of Td is required.
Polio	3 doses are required. If the last dose was not given on or after the 4 th birthday, a booster dose is required. Most children will have 4 doses.	3 doses are required.
Measles, Mumps & Rubella	2 doses are required. The 1 st dose must be given on or after the 1 st birthday. The 2 nd dose must be given at least 28 days from the 1 st dose and at/or after 15 months of age.	2 doses are required. The 1 st dose must be given on or after the 1 st birthday. The 2 nd dose must be given at least 28 days from the 1 st dose and at/or after 15 months of age.
Hepatitis B	3 doses are required	3 doses are required
Chickenpox (Varicella)	Proof of immunity is required for children who are entering school	

Children who have not received the required immunizations **WILL BE EXCLUDED** from school UNTIL parents provide proof that **ALL REQUIRED IMMUNIZATIONS** have been given.

**Please clip and return this page
To your child's teacher by
September 30th of the
current school year.**

**I have read and discussed
with my child/children
the rules and regulations of
Cadillac Area Public Schools
Elementary Handbook**

Parent name: _____

Parent signature: _____

Student name: _____