

Hale Area Schools 2009-2010 Elementary School Student Handbook

FOREWORD

This parent/student handbook was developed to answer many of the commonly asked questions which arise during the course of a school year. The handbook also contains information about student rights and responsibilities. Take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the Elementary School Office. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION STATEMENT OF HALE ELEMENTARY SCHOOL

Inspiring tomorrow by learning today!

VISION STATEMENT

Our vision is to develop lifelong learners who are confident, competent, contributing members of society. Our school will strive for a quality curriculum while working cooperatively with students, parents, and the community. We believe that working together will create a meaningful education, for every student, in an ever-changing world.

EAGLE PLEDGE

- I have a positive attitude.
- I use good manners.
- I make wise choices.
- I have confidence in my abilities.
- I strive for personal excellence.

BELIEF STATEMENTS OF HALE ELEMENTARY SCHOOL

We believe:

- Every student can be a successful learner, and every student should strive to reach his/her potential.
- Students benefit academically, socially, and emotionally in a safe, positive, supportive and stimulating learning environment.
- Students learn best when they are actively engaged in meaningful, challenging, problem solving situations.
- Attendance, behavior, motivation and acceptance of responsibility are imperative to success in learning.
- Teachers should create/design, lead and encourage challenging and engaging activities for students.
- A community who is committed to the success of their children and families will thrive.

STUDENT RIGHTS AND RESPONSIBILITIES

Each year the classroom teacher will review rules and consequences with students. School and bus rules are included in the student handbook. A copy of classroom rules will also be sent home.

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students have their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow staff directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail may be used to insure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, as well as, place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the elementary principal.

Hale Area Schools 2009-2010 Elementary School Student Handbook

CODE OF CONDUCT FOR ALL STUDENTS

- Be prompt and prepared for all classes and activities.
- Respect all authority, follow directions promptly and accept responsibility for behavior.
- Respect the rights of others and refrain from the harassment of others.
- Respect the property of others and use all material and equipment with care.
- Display a concern for learning by remaining on task and allowing others to remain on task.
- Display courtesy and kindness, interact with others appropriately, and cope with and work through disagreements.
- Display appropriate character by going beyond what is expected from others and living by high standards.

SCHOOLS OF CHOICE

Hale Area Schools are "Schools of Choice." Students who reside in an adjacent school district are eligible to attend Hale Area Schools, if there is space and the proper forms are filled out. Applications should be submitted at the Hale Area Schools Administration Office. If you reside in district and move out of district during the school year, you must come in and fill out the Schools of Choice forms for your child/ren to continue attending Hale Elementary School.

DIRECTORY INFORMATION

Hale Area Schools has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the elementary school office in writing that s/he will not permit distribution of any or all of such information:

Name, address, date of birth; photograph; video tape; technological reproduction; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

STUDENT'S PERSONAL INFORMATION

Please notify the school promptly of any change in address, name, telephone, new births, marriages, or any information that might be pertinent to school records. This information is necessary to maintain accurate records and communication between home and school.

VISITORS

Parents are always welcome to visit the school. However, in the interest of safety we do carefully monitor who comes and goes. When visiting the school, use the front doors, as other doors in the building are locked, stop in the office first and sign in. You will be given a visitor's pass, which must be worn while you are in the building. We allow parents/guardians to walk students to their classrooms during the first week of school. After that we ask that all parents/guardians say goodbye to their children by the office in the morning. If you are here at the end of the school day to pick up your child, wait by the office and your child will come to the office area. Adults other than staff in the classroom hallways make the beginning and ending of the day very confusing and potentially dangerous for our children.

TAKING CHILDREN FROM SCHOOL

Children are only permitted to leave or be taken from the school property, during the time school is in session, by an authorized parent or guardian or someone with written parental permission, if the person is not listed on the students emergency information card. The "Sign-Out Sheet" must be signed in the office before taking a student from the school. Any person coming to pick a child up during the school day must report to the office and we will notify the child to come to the office.

ATTENDANCE

All students are expected to be in attendance each day that school is in session. The policy listed below pertains to the total school philosophy related to school attendance.

- Each absence requires a note written by a parent or guardian to be considered excused. The note must be brought in the day the student returns. If a note is not returned the second day, the absence will be considered "unexcused." Written notes are legal evidence. Phone contacts are not! Notes must be written.
- Upon contact by parent or guardian, the following absences are excused: student illness, doctor appointment and funeral. All other absences are unexcused.
- Prearranged absences such as vacations may be excused depending upon prior arrangements made through the teacher.
- All attendance will become a part of a total school record for each student.

Hale Area Schools 2009-2010 Elementary School Student Handbook

- The parents or guardians will receive written notification when a student accumulates a total of six (6) absences (excused or unexcused) and or six (6) tardies. After six (6) unexcused absences, the student will be turned in for truancy.
- A letter of concern will be sent from the school after 10 excused absences.
- After ten (10) unexcused absences, the student will be turned in again for truancy and the Truant Officer will visit the family.
- The principal will call families after fifteen (15) excused absences.
- After fifteen (15) unexcused absences, student will be turned in again for truancy and will be turned in to the courts.
- Parents or guardians may call the school to inquire about their child's attendance record. We consider this a joint responsibility!
- Each absence (excused or unexcused) will be recorded at school.
- In the elementary school, a tardy is an arrival during the first hour of class. A student arriving between 8:20 and 9:20 is marked tardy. A student arriving after 9:20 will be marked absent for the morning. The same rules will apply in the afternoon.
- Extended absences, 3 days or longer, should be reported to the school immediately to enable teachers to assist in scheduling of student assignments. Please ask for materials **24 hours in advance** of pick-up time. Because of teachers' schedules, materials **cannot** be provided without 24-hours notice.
- Any student not in attendance for at least 1/2 day will not be allowed to attend school activities being offered after school, including high school athletic activities.

EXTRA CURRICULAR ACTIVITIES

All elementary students must be accompanied by a parent or other responsible adult to attend all extra curricular activities. At all extra curricular activities, students leaving an event without permission from school officials are not permitted to return that evening. Students being removed for disciplinary reasons are subject to further disciplinary actions upon their return to school.

ASSEMBLIES/EVENTS

Different types of assemblies and events are held throughout the school year. The programs are designed to be both educational and entertaining. Courteous behavior is expected of all students. Students with deep religious or moral convictions regarding a particular assembly or event will be excused. The child is expected to attend school prior to the event or assembly.

START OF SCHOOL DAY

The school day begins at 8:20. All students are expected to be by their lockers ready to enter their classrooms when the bell rings.

NOTICE OF LEAVING

Parents who plan to enroll children in another school should follow this procedure:

- Notify the classroom teacher and the office a few days before moving.
- Return all classroom texts and library books.
- Take home all personal items.

The children's records will be sent by mail when requested by the new school.

ADMISSION OF NEW STUDENTS

Students are expected to enroll in the district in which they live. By Michigan State Law, children starting kindergarten must be five years of age on or before December 1st of that school year.

Hale Area Schools is a "Schools of Choice" district. Residents within the Iosco Regional Educational Service Agency Area (Oscoda, Tawas, Whittemore-Prescott, and Hale) and the contiguous districts (West Branch-Rose City) may apply to attend Hale Area Schools. Application should be completed at the District Administration office by the yearly deadline in early August.

When enrolling new students, the parents need to bring:

- Child's Certified Birth Certificate
- Child's Proof of Immunization
- Child's Social Security Card
- Proof of Residency (driver's license, utility bill, etc.)
- Custody papers from a court (if appropriate)

Hale Area Schools 2009-2010 Elementary School Student Handbook

Newly enrolled students will begin classes the 1st school day **after** registration. This allows the teacher time to gather materials and information and makes the student's first day more comfortable. All kindergarten students and students enrolling in Michigan schools for the first time must meet the "Michigan Immunization Requirements Law."

1. Diphtheria, Pertussis, and Tetanus - For a student 4 years through 6 years of age, 4 doses of DTP or DTaP are required and one dose must be after the student was 4 years old. For a student 7 years through 18 years 4 doses D and T or 3 doses Td is the first dose was given after the students was 7 years old. Students this age must have 1 dose within the last 10 years.
2. Polio - For a student 4 years through 6 years of age 4 doses are required. If dose 3 was administered after the student was 4, only 3 doses are required. For a student 7 years through 18 years 3 doses are required.
3. Measles, Mumps, & Rubella - For all students 2 doses of live measles, mumps, & rubella virus vaccine must be administered after 1st birthday at least twenty-eight 28 days apart.
4. Hepatitis B - For all students, 3 doses are required, with six months minimum between dose 1 and 3.
5. Varicella (Chicken Pox) - For all students, 1 dose required on or after 1st birthday and prior to 13th birthday, or 2 doses if initiated after the 13th birthday, or documentation of disease history.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the teacher's permission before using any equipment or materials in the classroom and the principal's permission to use any other school equipment or facility. School equipment is to be used for academic purposes only. Any student misusing technology privileges may lose all privileges to use equipment. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use. Students are not allowed in the staff lounge.

STUDENT SALES

Students are not permitted to buy or sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

TELEPHONE USAGE

All student calls are to be made from the office and for emergencies only.

SCHOOL PICTURES

School Pictures are taken by a private photographer in the fall, and special pictures are taken in February, as a student service. Prepayment is required, and the cost is determined by the photographer. Retakes are available on request with the return of unwanted pictures, or for those absent on picture day. Yearbooks are distributed in May to students who purchased a picture package or paid for a yearbook.

COMMUNICABLE DISEASES

We make every effort to keep communicable diseases out of our school. In the event that your child does become infected with a contagious disease, contact the office. Common diseases include pink eye, head lice, impetigo, scabies, etc., which can get out of control if we are not notified immediately. All information is kept confidential within our office. If we find your child has any one of these contagious conditions, we will contact you to pick up your child.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Bd. of Health.

As required by Federal law, parents will be requested to have their child checked for HIV, HBV, and other bloodborne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. The staff uses standard precautions when dealing with body fluids of any kind.

MEDICATION POLICY

Children are not permitted to bring medication to school or take medicine orally (this includes prescription and over-the-counter medication) while at school **unless permission by a physician** is on file in the office. This is to be done **in writing** and **not** over the phone. All medications must be kept locked in the school office and administered by office staff. Bring the authorization form signed by your doctor and parent/guardian and the original **prescription bottle** with the medication. See form at end of handbook.

HEAD LICE POLICY

Any student found to have head lice or nits (eggs) will not be permitted to attend school. If lice or nits are found, parents or guardians will be contacted to pick the student up immediately for treatment. Students may return to school after one treatment and removal of ALL nits. Students will be rechecked when they return after treatment and must be free of lice and nits. Parents must accompany their child back to school after treatment.

SPECIAL EDUCATION

Hale Elementary School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Director at 728-3551.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal.

STUDENT LOCKERS

Students in grades K-4 are issued hall lockers. These lockers are not equipped with locks, therefore, items of value should not be placed in the lockers, (i.e., tape recorders, radios, money, etc.). The school is not responsible for lost or stolen property. Students are responsible for all items in their lockers. Stickers are not permitted on the lockers.

ITEMS THAT DO NOT BELONG IN SCHOOL

The following items are never to be brought to school: any dangerous item, a weapon (knife, gun), or any look-alike weapon including toy guns and knives. The following items are not to be brought to school unless special permission has been given by the classroom teacher or principal: **candy or gum of any kind**, electronic equipment, laser pointers, remote-control toys, **toys of any kind** or any other valuable object.

TEACHER ASSIGNMENTS

We know that some parents feel a need to make a teacher request for their child. At Hale Elementary School all of our teachers are very highly qualified to provide a quality education for all students. In fairness to all children, parents and teachers, we must ask that all requests be put in writing, listing academic reasons for wanting a particular teacher. We will make every effort to honor legitimate requests that follow the guidelines mentioned above. Requests for a teacher shall not exceed 25% of the class load. We work very hard to give each teacher a balanced class that we feel will work best together. The deadline for all requests is May 15. Thank you for your cooperation in this matter.

SEARCH AND SEIZURE

Students possess the right of privacy as a person, as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. Although school authorities will respect the rights of students in their lockers and property, it should be made clear to all that lockers and desks are the property of the school and may be searched. Other possessions may be searched if "reasonable suspicion" dictates the administration take such action. Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education. Periodically police dogs are brought into school to search lockers and classrooms. If there is a reasonable suspicion that a student is in violation of law or school rules, a search may also be conducted to protect the safety of others. All searches may be done with or without the student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Hale Area Schools 2009-2010 Elementary School Student Handbook

DRESS CODE

It is expected that students will wear clothing that is appropriate for school. Children are **NOT** permitted to wear halters or tank tops to school. Shorts may be worn in particularly warm weather, but must be mid-thigh length. Bicycle or skin-tight shorts are inappropriate. Clothing or apparel with unacceptable advertising, pictures, or language is not to be worn. Hats/caps and bandanas are **NOT** to be worn indoors. Flip flops are not appropriate for school. Sandals are not safe for playing on the playground. If your child wears sandals to school, they should have a pair of tennis shoes to change into for recess time. Socks must be worn at all times, with all types of shoes.

LOST AND FOUND

Parents are urged to mark all personal items (coats, hats, balls, shoes, etc.) with a child's name in ink or with a permanent marker. For safety reasons, we recommend marking names on the inside of the garment only. The school maintains a lost and found area where children may claim their articles. Students should check in the office to retrieve valuable items by giving a proper description. On parent conference days, lost and found items will be displayed near the office for your convenience. Unclaimed items will be disposed of at the end of the school year.

VOLUNTEER TUTOR PROGRAM

The School's Volunteer Tutor Program helps many students improve their reading and math skills. It also increases the community involvement in our school. Community members can become Volunteer Tutors by attending the training session held each fall. Tutors are requested to donate a minimum of two hours per week. All new volunteers are required to provide full name and birth date so that a background search may be conducted. For further information contact the Elementary School Office at 728-3551.

SUPPLIES

Students may purchase pencils, paper, and erasers in the office.

Prices are : Paper \$.50/pad Pencils \$.25/each Erasers \$.25/for 3

BICYCLES

Students wishing to ride their bikes to school may do so with written parental permission. Locks are recommended, but not required. The school is not responsible for stolen property. For safety purposes, students are not permitted to ride their bikes during school hours. This is a privilege and may be rescinded from individual bike riders for improper or unsafe use.

PARENT - TEACHER CONTACT

Parents will receive a report card four times a year. Progress Reports will be sent home in the middle of each marking period. During the year, there will be two regularly-scheduled parent-teacher conferences. These will be held at the end of the 1st and 3rd marking periods. These conferences provide opportunities for teachers and parents to discuss the child's progress and development. In addition to the regularly-scheduled conferences, parents or teachers may initiate a conference at any time.

COUNSELING SERVICES

Hale Area Schools has a school social worker available every day. She is responsible for all of the students in the district. She can meet with a child on occasion, and can refer parents to places to get the needed help for their children.

A School Success Program, provided by Ausable Valley Mental Health, is in place in our school. We have a School Success Worker who works with students who are at risk of school failure for various reasons. Students are referred to the School Success Worker and parents are notified to see if they are interested in having their child in the program.

LIBRARY

Children checking out books and other materials are responsible for the care and prompt return of these items. All books and materials that are lost or damaged must be paid for before a child is permitted to check out other items. Students may lose field trip privileges if they have unpaid charges. A parental permission slip must be filled in at the beginning of the year before the child may check out any books.

UNSCHEDULED EARLY DISMISSAL

Because of weather or emergency situations, you should develop a planned procedure for your child to follow in case no one is home when he/she arrives. You and your child, as well as the school, will feel more at ease if you have a planned procedure when school is dismissed early.

Hale Area Schools 2009-2010 Elementary School Student Handbook

Please tune to radio stations: WIOS/WKJC Tawas WHNN/WIOG 96.1 Saginaw/Flint KCQ 98.1 Saginaw
or television channels: WNEM - TV 5 WBKB - TV 11 WEYI - TV 25
for closing due to inclement weather or unforeseen circumstances. Do not call the school. The school phone lines need to be open for emergency and business phone calls.

ILLNESS AND ACCIDENTS DURING SCHOOL

Major Accidents: Parents are notified immediately. If parents are unavailable, the alternate name appearing on the emergency card, on file, is contacted. If neither is available, then the principal will take responsibility, which has been granted by parents, to seek professional help. In all cases of an emergency, every effort will be made to reach the parents. In minor cases such as cuts, bruises, etc., the child will be cared for by the school. The parents will be notified by school staff if the injury is considered to be more serious.

EMERGENCY TRANSPORTATION

In case a child becomes ill or injured, it is the parent's responsibility to arrange transportation home.

SPECIAL ARRANGEMENTS

Students should have a written notice, signed by a parent or guardian, to alter their dismissal destination. Any changes in bus assignment must be cleared in advance by the bus garage (728-7771). Bus loads cannot always accommodate additional students. CALLING THE OFFICE TO ARRANGE FOR STUDENTS TO GO SOMEWHERE DIFFERENT AFTER SCHOOL SHOULD ONLY BE USED IN AN EMERGENCY TO PREVENT A CHILD FROM BEING LEFT HOME ALONE.

CAFETERIA - BREAKFAST/LUNCH PROGRAM

Parents/guardians are requested to complete an "Application for Free and Reduced Price School Meals." Applications are given out at the start of the school year. Additional copies are available if the family income changes during the year. If you need help in filling out the form, contact the cafeteria at 728-5752. Breakfast is served from 7:45 a.m. until 8:20 a.m. The cost is \$.75 or \$.30 reduced. If school is delayed for any reason, breakfast will not be served.

Children have the following choices regarding lunch: buy a hot lunch or bring a sack lunch and buy milk. **DO NOT** send soda pop with your child's lunch, it is not allowed in the cafeteria during meal times. Students are not allowed to charge meals on a regular basis. This privilege is for emergencies only. The limit for lunch charges for elementary students is \$10.00 per student or \$25.00 per family. Parents need to be aware of their child's account and keep a positive balance by paying ahead. If your child's charges get to \$10.00, s/he will have to eat a bag lunch until the charges are paid in full.

Each month you will receive a calendar including the school's lunch menu. Use it to plan ahead to purchase lunches on each Monday for the entire week. (You may choose to buy for the entire week or on selected days only.)

| | | | |
|-------|---------|---------|------------|
| COST: | Lunch | \$ 1.25 | (Kdg.-4th) |
| | Reduced | \$.40 | |
| | Milk | \$.30 | |

CAFETERIA - RULES

After working hard all morning, lunch should be a pleasant experience. Students should try to visit quietly while eating. Proper manners are expected at all times. After eating, students are to return their trays to the kitchen and return to their assigned place until the entire group is dismissed to go back to their classrooms. Students should concentrate on eating and not talking.

Some simple rules of courteous behavior will make for cleanliness and a pleasant, relaxed lunch period:

| | |
|---|---|
| Use good table manners. | Leave the tables and surrounding area clean and orderly. |
| Return trays to proper area. | Put trash in proper containers. |
| Gum is not allowed in the cafeteria. | All items that are part of a meal must be consumed in cafeteria |
| Drinks may be purchased from milk machine. | Milk or juice from machine must be consumed in cafeteria. |
| Water products may be taken to lockers if unopened. | |

SUSPENSION/EXPULSION POLICY

Hale Area Schools' Board of Education adopted P.A. 103 suspension and expulsion policies which can be found in section 8360 of board policy. Expulsion guidelines are covered in that policy for verbal or physical assaults against employees, volunteers, contractors, and students. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student commits a violation of law or engages in disruptive behavior, which includes but is not limited to the following conduct:

Hale Area Schools 2009-2010 Elementary School Student Handbook

- ✓ Throwing objects that can cause bodily injury or property damage
- ✓ Fighting
- ✓ Directing profanity, vulgar language, or obscene gestures towards the teacher or other students
- ✓ Violating safety rules as communicated in student handbooks or classroom rules
- ✓ Failing to comply with directives given by the teacher
- ✓ Expressing racial or ethnic slurs toward the teacher or another student
- ✓ Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence
- ✓ Possessing a laser pointer
- ✓ Violating the district dress code standards
- ✓ Destroying/defacing school property
- ✓ Violating computer use policies, rules or agreements

GENERAL RULES

Hale Elementary School is a Smoke-Free and Weapon-Free zone. Students should always follow directions given by an adult and behave in a safe, orderly manner. Consequences will be given for behaviors that are disrespectful, dangerous, or result in damage to school or personal property.

Behaviors that will result in discipline include:

- ❖ Arguing, fighting, wrestling, or not keeping hands, feet & objects to yourself
- ❖ Use of foul or disrespectful language
- ❖ Not following directions given by an adult
- ❖ Stealing
- ❖ Damaging the school or personal property
- ❖ Having or consuming alcohol, drugs, tobacco products or look-alikes on school property
- ❖ Having any dangerous item, weapon, or look-alike weapon on school property
- ❖ Selling or buying of any items between students
- ❖ Having items in school that do not belong: electronic equipment, lasers, remote-control toys or valuable objects are not to be brought to school unless special permission has been given by the classroom teacher or principal
- ❖ Sexual harassment
- ❖ Threats
- ❖ Bullying

BULLYING

Bullying is not tolerated at Hale Area Schools. Bullying includes but is not limited to any harassing behavior such as teasing or taunting, hitting, assaulting, stealing, or pulling "pranks." No student should be subjected to books being knocked off their desks, locker doors shut on them while being used, consistent poking, pulling, tripping, name calling, or any other such actions. Bullying can also include threats, spreading cruel and untrue rumors as well as picking on weaker students. All bullying is disrespectful.

RECESS

Outdoor play is an important part of the school day. All students are to take advantage of the fresh air and exercise during recesses unless excused by a doctor, or unless weather is prohibitive. A parental note to request the child to remain indoors will be permitted for one (1) day only. Longer requests to remain indoors require a doctor's statement. Students who are too ill to take part in outdoor recess are too ill to be in school. Outside play periods are shortened or canceled on rainy or extremely cold days. Boots in winter and rainy weather are a must. Please dress your child warmly, as they are outside for 15 minutes for each recess.

PLAYGROUND RULES

- 🔔 Play Safely - no tackle ball, karate, pushing, shoving, and during the winter no sliding on ice or throwing snowballs
- 🔔 Keep your hands, feet, and objects to yourself
- 🔔 Remain within the fenced area
- 🔔 Respect others
- 🔔 Use equipment properly
- 🔔 Stay away from fences, trees, mud, and water puddles
- 🔔 All trash should be put in the waste cans. Snacks are allowed during specified recesses only. No suckers allowed on the playground
- 🔔 The open field areas of the playground are for running activities. No running around the playground equipment

BEHAVIOR NOTICE

ELEMENTARY DISCIPLINE POLICY

The behavior notice shown above will be sent home to parents when staff members feel that they have worked with the child, and they have done everything they can to help the child. When the teacher uses the behavior notice, the student will be sent to the principal. The principal will contact the parents and the consequences will include the following steps:

- Step 1** Meeting with the student, discussion about what will happen next, and a written warning.
- Step 2** Meeting with the student, discussion about what will happen next, and a lunch detention.
- Step 3** A half day in-school suspension will be served in another classroom or the office
- Step 4** A meeting will be held with the parents, student, principal and teacher. A behavior contract will be written and a full day in-school suspension will be served in the office.
- Step 5** The student will serve a full day in-school suspension in the office. A meeting will take place with the parents, student, principal and teacher before the student will be allowed back into class. The people involved will review and revise the behavior contract.
- Step 6** An out-of-school suspension will be served for one (1) day (increasing in length with repeated infractions or the seriousness of the infraction).

Any major offenses may go directly to step 6. Major offenses include, but are not be limited to: fighting, defiance to an adult, using profanity with an adult, **bringing in any type of medication or look-all medication**, having a dangerous object in school. Dangerous objects include, but are not limited to: jackknives, glass objects, any weapon or **look-alike weapons**.

A suspension off the bus for fighting will result in a suspension from school.

TRANSPORTATION

The primary responsibility for the application of these rules is with the parent. The school will assist the parents as best as it can. Additional transportation conduct information includes:

Bus Stop: Parents have the responsibility for teaching their children these rules. The school will assist parents in any way possible. Students should:

- Leave home in time to arrive at the bus stop about five minutes before the bus is due. Unless there are unusual weather conditions or the bus has an emergency problem, the established schedule should be very accurate on a daily basis.

Hale Area Schools 2009-2010 Elementary School Student Handbook

- Act with courtesy and consideration for others while waiting for your bus. Be especially considerate of small children.
- Students cross the road in front of the bus, not behind it. Be alert to the danger signal from the driver.
- Board the bus from a single-file line. Do not push, shove, or cut in line. Wait until the bus has come to a complete stop before approaching it to board. When returning home, leave the bus in an orderly manner and proceed from your bus stop with the same kind of conduct that is expected at the morning boarding.

Note: School Code of Conduct rules apply to students at all times as well as all transportation rules, including students riding a school bus to or from any sponsored school event.

Minor Offenses: some examples are: being out of the seat, throwing any items on the bus or just after disembarking, consuming any food or drink, offensive language, and talking too loudly. A verbal warning will be given to the student by the bus driver.

Repeated Minor Offenses: A written warning (conduct report) will be given to the student by the driver the next time the student rides the bus. A parent will be called or otherwise contacted to make sure the warning arrives home. Parents may call drivers from 8:30 a.m. until 8:45 a.m. to discuss warnings. Loss of riding privilege will result unless:

1. The conduct report is signed by the parent and returned to the driver
2. Behavior improves

Major Offenses: some examples are: tampering with emergency exits, throwing objects, disrespectful behavior, smoking, repeated minor offenses, fighting, destruction of property, profanity, violation of safety procedures. **Note: some offenses may result in students receiving consequences from the school as well as the transportation department.**

1st Major Offense: Parent notification by supervisor.

Up to three (3) day bus suspension.

2nd Major Offense: Parent notification by supervisor.

Up to ten (10) day bus suspension.

Conference with parents, supervisor, driver, and principal before student gets riding privilege restored.

3rd Major Offense: Parent notification by supervisor.

Up to thirty (30) day bus suspension.

Conference with parents, supervisor, driver, and principal before student gets riding privilege restored.

4th Major Offense: Parent notification by supervisor.

May result in total loss of riding privileges for remainder of the school year.

Further Reminders:

- ☞ The bus driver is in charge.
- ☞ All suspensions are for days school is in session. If there is a school cancellation for any reason, the suspension will be extended.
- ☞ Discipline notices must be signed by the parent and returned to the driver before a student will be allowed to ride the bus.
- ☞ Physical assault on a driver by a student will immediately result in the loss of all bus riding privileges for the remainder of the school year.
- ☞ The supervisor will determine major offenses.
- ☞ Written notification of any offense will be given to the student by the driver the next time the student rides the bus.
- ☞ Action by the supervisor to set up conference with parent and principal will be carried out as soon as possible.

HALE AREA EDUCATION FOUNDATION

The purpose of Hale Area Education Foundation is to provide support for programs to improve educational opportunities in the Hale Area Schools; to increase the community's involvement in the schools; to foster awareness of the Hale Area School System's many strengths; and to provide funding for a variety of projects not supported by local, State, or Federal educational funds. Foundation funds will be distributed by offering scholarships to graduating students. Education Foundation funds are derived from memorial and celebration for education gift programs, individual donors, and special appeals.

TEXTBOOKS

Textbooks, workbooks, and school materials are supplied by the school district without a service fee to parents. Children are held responsible for the condition of the learning materials checked out to them. Normal use will carry no charge; but loss, damage, or abuse beyond repair requires repayment by the student. Students could lose the privilege of going on field trips if fines for textbooks are not paid.

HOME WORK POLICY

Kindergarten

- ✓ Practice printing on a weekly basis.
- ✓ Read stories and classroom books that are sent home with a parent.

First Grade

- ✓ Study vocabulary words for recognition.
- ✓ Read assigned grade level stories from the appropriate reading book.
- ✓ Study spelling words.
- ✓ Read paper phonics stories.
- ✓ Complete and return to school any homework that is given.

Second Grade

- ✓ Read assigned grade level stories from the appropriate reading book.
- ✓ Study reading vocabulary words for recognition and meaning.
- ✓ Study spelling words in order to spell the words and use them in sentences correctly.
- ✓ Memorize addition and subtraction facts 0-20.
- ✓ Complete and return to school any uncompleted work taken home.

Third Grade

- ✓ Read outside of school for 15 minutes or more each day.
- ✓ Read assigned grade level stories from the appropriate reading book.
- ✓ Study spelling words in order to spell the words and use them in sentences correctly.
- ✓ Complete and return to school any uncompleted work taken home.
- ✓ Memorize addition and subtraction facts through 20 and multiplication and division facts through 10.

Fourth Grade

- ✓ Daily work, not completed in class, becomes homework for that night. Some time is given during the day for students to work on assignments in class. Students not turning work in on time will have detention as well as possibly getting a lower grade on that paper or in that subject.
- ✓ Students are to read regularly outside of school (15 minutes a day or more).
- ✓ Special projects such as science projects or book reports will be completed at home.
- ✓ Other homework will be assigned as needed.

PARENT INVOLVEMENT POLICY & PARENT-STUDENT-TEACHER-PRINCIPAL COMPACT

Hale Elementary School believes parent involvement is one of the most important factors in a child's school success. Student achievement is maximized when school, family, and community work in cooperation to educate and raise a child. The school is responsible for providing quality curriculum and instruction to allow all students the opportunity to successfully pass the state's performance standards. Parents are responsible for a child's health care, attendance, and learning support in the home. All parents are strongly encouraged to: attend parent teacher conferences held in the fall and spring, participate in school decision making through involvement in school activities, give support to their child/children by attending school functions, and by modeling and encouraging educational activities during free time.

A Parent-Student-Teacher Compact must be read and signed by all parents, students, teachers, and principal. This becomes a tool to use when talking about a student's problems in school.

TITLE I PROGRAM

Currently Hale Elementary School has a School Wide Title I Program servicing students in kindergarten through fourth grade. Title I is a federally funded program to help students who are not mastering the core academic objectives.

With school wide services all students receive benefits from Title I. The funding provides instructional help in language arts, math, science and social studies. Services include tutorial services from Title I teachers, paraprofessionals and volunteers, extended day and year services, and technological support with computerized instruction and testing programs. The Title I teachers also provide some pull-out services during non-core curriculum time to reinforce basic concepts. Paraprofessionals help re-teach and review skills. They also supervise computer instruction and tests. The extended day program offers extra help in the areas of reading and math. The extended year program offers extended time in the computer lab, but also includes some review of core curriculum areas with a classroom teacher.

The Family Fun Night programs are also a Title I function. Family Night activities are planned to create better home-school relationships and communication. By offering events that are enjoyable and educational we hope to improve our ability to work together in educating children.

TEACHER QUALIFICATIONS

Parents have the right to request the following information about the qualifications of their child's teacher:

Has the teacher met state qualifications for grade levels and subject areas taught

Is the teacher teaching under emergency or other provisional status

Has the teacher obtained a baccalaureate degree major, any graduate certification or degree, and in what field of discipline

Is the student served by paraprofessionals, and, if so, what are their qualifications.

FIELD TRIPS

Field trips are privileges afforded to our students. Students do not have an absolute right to a field trip. Teachers can deny participation in a field trip for various reasons including behavior. Parents always have the right to refuse to allow their child to participate in any field trip. Teachers may require assignments from students not attending field trips. An official signed permission slip must be turned into the classroom teacher before a student will be allowed to participate in the field trip. Telephone calls will not be accepted as proper permission to go on a field trip.

Parents, when you attend a field trip with your child's class, remember:

Smoking or alcoholic beverages are not allowed

Other siblings are not allowed to attend

Profanity is not allowed

You are expected to follow all of the school rules

MICHIGAN PROTECTION LAW - ABUSE AND NEGLECT

All school administrators, nurses, social workers, or teachers are required by law to report any suspicion or obvious abuse or neglect of a child to the Michigan Family Independence Agency---and we do. While it may not be the most desirable aspect of our profession, please understand that it is a responsibility we take seriously.

READING BLOCK

All classrooms will have a two and one-half hour block of uninterrupted reading instruction and intervention time. We will not interrupt classrooms for announcements, emergency drills, assemblies, parades, special programs, field trips, or parents' calls. Make sure that your children are in school on time. All reading instruction will take place in the morning. Help us keep this block of time free from interruptions.

ELEMENTARY SCHOOL DAILY SCHEDULE

| | |
|-------------|--|
| 7:15 | Parapros are in the building to supervise arriving students. |
| 7:45 | Breakfast Program Begins - All students eating breakfast will take their belongings to their lockers and then report to the cafeteria. Other students will wait by their lockers until 8:15. |
| 8:15 | Classes Begin for K - 4th grade |
| 11:50-12:20 | Lunch and Recess for K |
| 12:00-12:30 | Lunch and Recess for 1 st and 2nd |
| 12:05-12:35 | Lunch and Recess for 3 rd & 4th |
| 1:30-1:45 | Recess |
| 2:00-2:15 | Recess |
| 2:15-2:30 | Recess |
| 3:15 | Dismissal |

Hale Area Schools 2009-2010 Elementary School Student Handbook

2009-2010 ELEMENTARY SCHOOL CALENDAR

| | |
|-----------------------|---|
| September 8 | 1st Day of School |
| September 28 | NO SCHOOL - Professional Development Day |
| November 6 | End of the First Marking Period |
| November 12 | Parent-Teacher Conferences 5:00-8:00 p.m. |
| November 13 | NO SCHOOL Parent-Teacher Conferences 9:00-12:00 a.m. |
| November 26-27 | NO SCHOOL - Thanksgiving Break |
| December 23-January 1 | NO SCHOOL - Winter Break |
| January 4, 2010 | Classes Resume |
| January 21 | Early Dismissal 12:35 |
| January 22 | End of 2nd Marking Period/Early Dismissal 12:35 |
| January 25 | NO SCHOOL - Professional Development Day |
| February 12 | NO SCHOOL - Professional Development |
| February 15 | NO SCHOOL - Mid-Winter Break |
| March 26 | End of 3rd Marking Period |
| March 31 | Parent-Teacher Conferences 5:00-8:00 p.m. |
| April 1 | NO SCHOOL - Parent-Teacher Conferences 9:00-12:00 a.m. |
| April 2 - April 9 | NO SCHOOL - Spring Break |
| April 12 | Classes Resume |
| May 31 | NO SCHOOL - Memorial Day |
| June 3 | Kindergarten Graduation/Early Dismissal, 12:35 |
| June 4 | End of 4th Marking Period/Early Dismissal 12:35/Last day for students |
| June 6 | High School Commencement |

Hale Area Schools 2009-2010 Elementary School Student Handbook

ALL ELEMENTARY STUDENTS NEED TO RETURN THIS PAGE TO THEIR TEACHER

Parents, check all that apply, fill in the information and sign.

- I have received the 2009-2010 Hale Elementary School Parent/Student Handbook and reviewed it with my child/children.
- I have read and signed the Parent-Student-Teacher-Principal Compact, had my child sign the compact, and returned it to school.
- I will allow my child to receive Title 1 services as needed.
- I do not want my child to receive Title 1 services.
- I have filled out the volunteer or chaperon form and returned it to school.
- I will not be helping at school or on field trips this year, so I did not fill out the volunteer or chaperon form.

Student Name _____ Grade _____ Classroom Teacher _____

Student Name _____ Grade _____ Classroom Teacher _____

Student Name _____ Grade _____ Classroom Teacher _____

Student Name _____ Grade _____ Classroom Teacher _____

Parent Signature _____ Date _____