

# Schoolcraft Upper Elementary School

611 E. Clay Street  
c/o 629 E. Clay Street  
Schoolcraft, MI 49087  
Phone: 269/488-7250  
Fax: 269/488-7261

[www.schoolcraftschools.org](http://www.schoolcraftschools.org)



## Mission Statement

Schoolcraft Upper Elementary School will prepare productive, respectful problem solvers for their next educational endeavor. We will accomplish this by delivering a challenging, integrated curriculum in a positive environment by a skilled staff.

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## School Calendar for Upper Elementary Students

September 8, 2009.....	First Half Day of School, Noon Dismissal
September 29, 2009.....	Picture Day for Upper Elementary
September 29, 2009.....	Open House for Elementary Buildings 6:30-7:30 p.m.
October 5, 2009.....	No School – Professional Development Day
October 13-22, 2009.....	MEAP Testing Window
November 3, 2009.....	Picture Re-Take Day for Upper Elementary
November 3, 2009.....	5 <sup>th</sup> Grade Band Informance (Percussion/Woodwind)
November 4, 2009.....	5 <sup>th</sup> Grade Band Informance (Brass)
November 6, 2009.....	End of 1 <sup>st</sup> Marking Period – Half Day of School
November 18, 2009.....	UE Scheduled Evening Conferences
November 19, 2009.....	UE Scheduled Evening Conferences
November 25-27, 2009.....	Thanksgiving Recess – No School
December 10, 2009.....	UE Holiday Music Concert 7 pm MS Gym
December 18, 2009.....	Last Day of School Before Break
January 4, 2010.....	School Resumes
January 29, 2010.....	End of 2 <sup>nd</sup> Marking Period – Half Day
February 13, 2010.....	Battle of the Books, HS PAC
February 18, 2010.....	Grand Battle of the Books, HS PAC
February 22, 2010.....	UE Scheduled Evening Conferences
February 23, 2010.....	UE Scheduled Evening Conferences
February 26, 2010.....	Winter Break (Breather Day) - No School
March 26, 2010.....	No School – Spring Break Begins
April 5, 2010.....	School Resumes
April 16, 2010.....	End of 3 <sup>rd</sup> Marking Period – Half Day of School
May 31, 2010.....	Memorial Day – No School
June 7, 2010.....	5 <sup>th</sup> Grade Band and Choir Concert
June 16, 2010.....	Last Half Day of School for Students

# SCHOOLCRAFT COMMUNITY SCHOOLS BOARD OF EDUCATION

Matt DeVoe  
Darby Fetzer  
Merritt Fox  
Jan Gabel-Goes  
David Krum  
Kathy Mastenbrook  
Mike Rochholz

## STAFF

### Administration

Mr. Doug Knobloch ..... Superintendent  
Mr. Doug Ryskamp ..... Principal

### Teaching Staff

Mrs. Kathy Descheneau ..... Grade 3  
Mrs. Eloise Emmert..... Grade 3  
Mrs. Deb Lawrence ..... Grade 3  
Mr. Dave McCurley ..... Grade 3

Mrs. Marcia Bear..... Grade 4  
Mrs. Kristin Caroselli..... Grade 4  
Mrs. Barb Foster..... Grade 4  
Mrs. Sheryl Stephan/Mrs. Amanda Truitt..... Grade 4

Ms. Kelli Mein (Kooistra)..... Grade 5  
Mrs. Rita Parker ..... Grade 5  
Mrs. Patti Pawlak ..... Grade 5  
Mrs. Gina Puhalski..... Grade 5

Mrs. Kris DeVoe ..... Reading Specialist  
Mrs. Ellie Bohms..... Guidance Counselor  
Mrs. Erin Hoekstra (Christler) ..... Vocal Music, Grades 3 & 4  
Mrs. Tara Dalga..... Speech & Language Specialist  
Ms. Sheri Jaffe..... Vocal Music, Grades 3 & 5  
Mr. Greg Kragt..... Physical Education 3-5  
Mr. Steve Kulczyk..... Physical Education 3 & 5  
Mrs. Andrea Luegge..... Band, Grades 5  
Mrs. Diane Pound..... Special Education  
Mrs. Michelle Schneider ..... Psychologist  
Mrs. Jackie Shaw..... Art, Grades 3-4-5

**Support Staff**

Mrs. Deb Alrick..... Autistic Instruction Classroom Aide  
Mrs. Deb Chambers.....Administrative Assistant  
Mrs. Patti Clery-Monroe ..... Computer Lab/Media Center Paraprofessional  
Mrs. Jodi Hendricks ..... Autistic Instruction Classroom Aide  
Mrs. Sue Kedrowicz ..... Classroom/Reading Room Paraprofessional  
Mrs. Mary Noles ..... Classroom/Recess Aide  
Mrs. Krystal Parker ..... Reading Room Paraprofessional/Recess Aide  
Mrs. Kelli Ryskamp ..... Reading Room Paraprofessional  
Mrs. Nancy Steger..... Reading Room Paraprofessional  
  
Ms. Rose Klimach..... Custodian  
Mr. Mike McCoy ..... Custodian  
Mr. Jim Shearer ..... Custodian  
  
Mrs. Sally Decker..... Food Service  
Mrs. Barb Medema..... Food Service  
Mrs. Deb Tomlinson ..... Food Service



*Welcome to Schoolcraft Upper Elementary School. Whether your student is in the building for the first time or returning for another year, we hope the following information is helpful to you. If you need clarification on any of these recommendations, please do not hesitate to call the school office with any questions. We will be happy to assist you.*

*We are excited about the start of a new school year and we hope you are as well!*

## **SECTION 1 – SCHOOL PROCEDURES**

### SCHOOL HOURS

The school day for Upper Elementary students begins at 8:05 a.m. and ends at 3:06 p.m. Children enter the building at 7:55 a.m. School is dismissed at 12:00 p.m. on half days.

### ATTENDANCE PROCEDURES

Parents are requested to call the school office between 7:30 a.m. and 9:00 a.m. to notify the school that their child will be absent that day. Absences are considered unexcused unless the school office is contacted. This call-in program is important to ensure that parents are aware of when a student is absent. A written excuse to the teacher is still requested for our files following an absence. Please inform the school if the child's absence is due to illness including symptoms or diagnosis, or if the absence is due to a communicable disease such as measles, chicken pox, flu, strep throat, etc. or if the absence will be an extended one.

Students returning to school after being ill will be allowed to stay inside for recess for two days when accompanied by a written request from parents. If your child is to be excused from Physical Education for more than two days, a note from a doctor is required.

If your child becomes ill during the school day and cannot participate in the classroom, we will make every attempt to contact you according to our emergency information. If those phone numbers change during the course of the school year, please contact us with the new information.

If you must take your child out during school hours, please come to the office to sign them out. No child will be sent to waiting cars. This is done as a protection for your child. We also will not release children during the school day to walk alone to another location without written permission from the parent and it is not a recommended procedure. Parents are urged to make every effort to schedule doctor and dental appointments for their child after school hours or on Saturdays.

Every effort should be made to schedule family trips during times when school is not in session. If it is necessary to take your child out for a family trip, please notify your student's teacher ten (10) days in advance in order for your child to complete the assignments he/she may miss.

## COMPUTER AND INTERNET USE

All students, along with their parents will be required to sign an Acceptable Use Policy. This explains the expectations of students who use computers and the Internet at Schoolcraft Schools.

All students will be given a personal “Home” account of 50 Megs of fileserver space. This account is password protected and allows privacy between students but is not to be considered private from Administrators of the network. Saving things that are in conflict with the Acceptable Use Policy can mean that disciplinary actions may be taken. Students are not to save music, video, or executable files to this area without teacher’s permission, and are not to download and install anything to the computers.

Students are expected to be working on class work and when in the labs or on a computer in the classroom. Listening to music over the Internet, watching videos, emailing or instant messaging friends or trying to circumvent filtering is not to be tolerated. If a need to email is necessary to comply with a class assignment, teacher notification is required, and when completed the student is asked to remove themselves from the email service.

## MISCELLANEOUS SCHOOL DAY INFORMATION

For the safety of our students and staff, *all visitors and parents* are asked to please sign in at the office and obtain the appropriate badge when entering the building.

If you need to drop off a personal article for your child, please report to the office first. Office personnel will make sure that the personal item is delivered to your child. This minimizes interruptions to the classroom.

If your child needs to ride a different bus home after school, please send a note to the school office indicating your permission. A bus pass will be prepared and given to the student.

Students are requested to park their bicycles in the bicycle rack upon arrival at school. To avoid damaging anyone else’s bicycle, students are asked to ride only their own bicycles. Bicycles must be walked in the back parking lot area where buses pick up and drop off students. Bicycles are not to be ridden during school hours. Please have a bicycle lock if you ride to school. Give an extra key to your teacher with your name on it.

If your child wishes to bring an animal to school, the teacher must be contacted in advance to make preparations for that visit.

It is not recommended that students bring visitors to school.

If your child is requested to stay after school, parents will be notified.

Names on all personal articles should prevent them from being placed in the lost and found. However, we do have a lost and found area for those items of clothing, boots, lunch boxes, etc. have been misplaced. Parents should feel free to come in and check through these articles if their child has lost any of the above. Any articles that are not claimed within five days after school is out will be donated to an appropriate organization.

### STUDENT SUPPLIES

Students will be asked to supply certain classroom materials during the school year. Each individual teacher will notify parents of these supplies sometime during the summer or on the first day of school.

If a textbook is lost or excessively damaged through misuse or carelessness, parents will be responsible for the replacement cost.

### STUDENT ACTIVITIES

Many Upper Elementary classes take field trips during the school year. The trip may be a walk to the park or to a place of business in town, or a trip that requires a bus ride. Parents are notified when a trip is being planned. Written permission will be required from the parent before the child can accompany the class on trips. One permission slip will be sufficient for the entire school year.

Many assemblies have been planned for the students, including band concerts, choir concerts, movies and other performances. Schoolcraft students will display their good manners and show their respect by:

1. Sitting quietly while waiting for the performance to begin.
2. Listening attentively to the program.
3. Clapping and cheering positively (booing is very poor etiquette and displays a lack of respect).
4. Sitting quietly while waiting to be dismissed.
5. Leaving quietly when the program is completed.

### STUDENT COUNCIL

The goal of having a student council is to help provide an environment in which desirable democratic behavior and citizenship may be developed through practice.

Student council meetings are held every week. Each representative then reports to the class what was discussed at the student council meeting. All students serve as class representatives for one month. Students will discuss concerns and establish special days and activities.

### CLASSROOM PARTIES

Room parties are held at Halloween, Christmas and Valentine's Day. Students dress in costumes for Halloween, exchange inexpensive gifts at Christmas, and pass out Valentine cards on Valentine's Day. Birthday celebrations are left up to the student, their parents and the teacher.

### DRESS CODE

It is the consensus of the Dress Code Committee that a student's dress, upon arrival at school, has parental approval. However, the following restrictions as to dress must be followed:

- **No** bare feet or bare midriffs, tank tops or pants which allow undergarments to be exposed.
- **No** suggestive or profane slogans or pictures on clothing, or on pockets, etc.
- Wearing of hats in any building shows extremely poor manners and is not allowed in the school.

Please have your child dress appropriately for recess. Assume that your child will go outside for recess in all kinds of weather. Too many times children come to school in the winter without boots, hats or gloves. Please remind your child to bring these items to school when winter sets in.

## HOMEWORK POLICY

Schoolcraft Upper Elementary provides our students with homework when it is appropriate at each grade level. We feel it is important because:

- It develops homework habits essential for succeeding in later grades.
- It provides practice time to reinforce skills and material learned in class.
- It teaches students to work independently.
- It provides a daily opportunity for parents to encourage their children to succeed in school.

To help students do their best with homework, we ask that parents help them find a quiet place to work at home, help them decide on the best time of day to do homework assignments and make doing homework a priority.

## LIBRARY/MEDIA CENTER

The Upper Elementary Media Center is open from 8:00 a.m. to 3:00 p.m. and is staffed by a full-time media aide. Classes are scheduled on a weekly basis for half-hour time periods. This time is for stories and checking out books. Students may keep the books for a one-week period and must return them before they are allowed to check out any more. Students may also use the media center at other times for class assignments or fun reading. If a library book is lost or excessively damaged through misuse or carelessness, parents will be responsible for the replacement cost.

Our library combined with the PTO supports our “Accelerated Reader” program. This program is based on students reading books for pleasure, completing a computerized test and then receiving awards based on their points earned either individually or by classroom.

## ELEMENTARY MUSIC

The music classes at Schoolcraft Upper Elementary provide an opportunity for students to participate and learn to appreciate music in general. Basic concepts related to singing, vocal techniques, tone production and music theory are combined to form a basic understanding of music. Major emphasis is placed on the students' enjoyment of music through the many activities in which they partake.

## ELEMENTARY PHYSICAL EDUCATION

The physical education classes at Schoolcraft Upper Elementary provide an opportunity for students to participate in guided physical exercise and perform basic fundamentals of individual and team sports. Each student will participate in a variety of physical activities at a level of skill that produces a feeling of satisfaction and achievement.

On days when students have physical education classes, they are expected to be appropriately dressed and wearing gym shoes.

## LUNCH PROGRAM

School Lunch Purchases: Lunches are served daily at a cost of \$2.00/day. Milk can be purchased at 35 cents. A monthly lunch menu will be sent home with students. Lunch menus will also be posted on the school website. If a student is in need of free or reduced lunches, please ask the office for the paperwork and that will be processed immediately.

The food service department of the Schoolcraft Community Schools employs the use of a pre-pay point of sale system for student food purchases. This system provides a convenient and efficient method for parents, students and staff to purchase daily lunches by making a single deposit to cover lunch purchases for any length of time desired. It also assists the food service department with the task of financial accounting in the food service program. The food service department cannot accommodate the practice of charging lunches. Charging technically violates the rules and policies of the state and federal agencies that support school lunch programs. The official policy of our food service department must be that no charges are allowed. Consequently, students will continue to be notified of their account balances as has been standard past practice. When account balances have been depleted students will not be allowed to purchase additional food.

Parents may contact the building cafeteria, the head of food services (488-7343), or use the Food Service link on the home page of the school website to receive updated information regarding the balance remaining in the student's account at any time. Information regarding the types of food a student purchases can be made available at the request of the parent, as well.

Parents with students in more than one building can send a single check to cover student lunch expenses in each building. Details regarding the amount to be credited to each student's account should accompany the check. Also, information regarding food allergies can be communicated to the cafeteria staff, who can help monitor student food selections.

#### Lunchroom Conduct:

During the lunch period, students shall:

1. Go through the cafeteria line quietly and in order.
2. Talk quietly and only to their neighbors.
3. Place all garbage, wrappers and other paper in the trash barrels.
4. Clean up the area around their tables before going to the playground.

#### PLAYGROUND RULES

Recess times are supervised at all times and students are asked to observe playground rules in order to ensure their safety. Those rules are listed below:

1. WE WILL NOT fight, wrestle or roughhouse. We will keep our hands to ourselves.
2. WE WILL NOT swear or use foul language.
3. WE WILL cooperate fully with the supervisors through actions and language (no rudeness or sassing, please).
4. WE WILL NOT throw stones, gravel or any other objects.
5. WE WILL NOT stand on the slide. We will always come down feet first.
6. WE WILL NOT stand on swings. One in a swing, please.
7. WE WILL NOT throw snowballs, wash faces in snow, put snow down backs, or slide on the "hill area".
8. WE WILL NOT play tackle football - TOUCH ONLY.
9. BOYS WILL NOT chase girls, and GIRLS WILL NOT chase boys. This is not an acceptable game and often leads to unacceptable behavior.
10. WE WILL line up quietly when it is time to go in.
11. WE WILL NOT re-enter the building unless we get permission from the supervisor.
12. WE WILL PLAY FAIR - nobody likes a poor sport.
13. WE WILL always come to school dressed for the weather.
14. WE WILL NOT misuse our playground equipment.

15. WE WILL be responsible for returning any playground equipment to the appropriate building.
16. WE WILL NOT leave the playground without the supervisor's permission.
17. WE WILL NOT use hard balls, bats or baseballs on the playground.
18. WE WILL NOT use electronic devices (game boys, MP3/CD players, cell phones) while on the playground.
19. WE WILL NOT use any devices with wheels (Heelys, skateboards, rollerblades, scooters) on the playground.
20. WE WILL NOT eat or drink on the playground. Lunch will be finished in the cafeteria before going out for recess.
21. WE WILL NOT play dodge ball or wall ball.
22. WE WILL NOT twist swings.
23. WE WILL NOT slam the glider.

Use common sense at all times. The playground supervisors will stop any unsafe activity. If the student does not comply with the request of the playground supervisors, they may be excluded from recess for an appropriate amount of time at the discretion of the principal.

### DISCIPLINE POLICY

Schoolcraft Upper Elementary believes in discipline based upon good citizenship principles. We work with the parents to help our students assume responsibility for their own actions. We show concern for the individual's self-concept by balancing disciplinary action with positive support of the student's commendable and appropriate behaviors.

Each classroom makes its own rules and the following are the behaviors the entire staff will be emphasizing in the lunchroom, hallways, playground, etc.:

1. We will use our hands, feet and voices appropriately.
2. We will always be respectful to all others and property.

Consequences:

- 1st time - reminder - recite rule for understanding.
- 2nd time - write a plan that parent must sign, which includes step 3.
- 3rd time - call home - rewrite plan and meet with principal.

Repeat offenders will be looked at for counseling or other special needs.

### VIDEOTAPING/PICTURES IN CLASSROOMS

Parents should be aware that videotaping of classroom activities might occur at any time. Any questions regarding videotaping should be directed to the building administrators. It is also possible that photographs may be taken of children from time to time. Parents are asked to please notify the school if they do not wish to have their student's photograph taken or published in brochures or on the school website.

### POSSESSION OF ELECTRONIC EQUIPMENT

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom boxes", portable TV's, electronic toys, pagers, cellular telephones, and the like without the written permission of the principal. This property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

## WEAPONS AND EXPLOSIVE DEVICES

All materials that are sharp or have explosive capabilities are prohibited and should not be brought to school. A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if he/she brings or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Because the board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## HEALTH SERVICES

Vision screening is done in grade 4. Parents of those students who are found to have vision problems are notified by the Kalamazoo County Health Department.

Hearing screening is done in grades 3 and 5. Parents of those students who are found to have a hearing loss are contacted by the Health Department.

The school provides a health room near the office area. When a student is sick, they may come to the office while waiting for their parents to pick them up.

## MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the *Discipline Code*/Student Code of Conduct.

Only medication in its original container, labeled with the date, if a prescription; the student's name, and exact dosage will be administered. Parents or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. *Staff licensed as professional registered nurses are exempt from this requirement.*

Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

A. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler (Form 5330 F1c)

and

B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

#### ANNUAL PEST CONTROL ADVISORY NOTIFICATION FOR PARENTS

Schoolcraft Community Schools, in keeping with State of Michigan Pest Control Act of 1976 as amended and Regulation Number 637 has adopted a plan of action for controlling insects, rodents and various pests in and around our facilities.

The district's plan of action for controlling pests, which incorporates the practices of Integrated Pest Management (IPM), has received approval from the Michigan Department of Agriculture.

Integrated Pest Management utilizes various means of pest control, which includes, but is not limited to, sanitation, closure of points of entry and harborage for pests, and food storage methods. Chemical and non-chemical means of controlling pests will be employed.

Use of chemicals to control or eliminate pests will be closely monitored and applied only as the last means of resort. In the event that the use of a chemical is prescribed by the pest control professional, the school will receive notification 24 hours prior to use of chemicals by the pest control professional. In certain emergencies, pesticide may be applied without prior notice.

Material Safety Data Sheets for all pest control chemicals used in Schoolcraft Board of Education facilities will be on file at all Schoolcraft Community Schools, offices, and warehouses. Copies of Material Safety Data Sheets may be obtained from your local school or by calling the administrative offices at 488-7390.

If you wish to be notified before scheduled pest treatment, you may obtain a form similar to the one below at the school office or in the administration office.

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**PESTICIDE PRIOR NOTIFICATION REQUEST**

- I wish to be notified prior to a scheduled pesticide treatment inside the school building.  
 I wish to be notified prior to a scheduled pesticide treatment on the outside school grounds.

Parent/Guardian Name: \_\_\_\_\_  
Student's Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Numbers: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STUDENT TRANSFERS**

If your family is moving to another school district, please notify the school office as soon as possible.

When transferring into our school system, please note the following. Children transferring from a Michigan public school need only to report to the principal's office. Parents should accompany the child to the school in order to fill out the necessary paperwork. Parents are required to furnish the school with a copy of their child's immunization records and birth certificate within seven days of their enrollment, along with verification of their current address.

Immunizations that are required by state law to legally enroll in school are:

- 4 doses of DPT*, the last one to be given after the 4th birthday
- 3 doses of polio*, the last one to be given after the 4th birthday
- 2 doses of MMR*, the first one given after the 1st birthday and the 2nd one to be given between the ages of 4 and 6.
- 3 doses of Hepatitis B*
- 1 dose of Varicella (chicken pox)*, or written verification by the parent that the student has had the disease and the approximate date.

### PARENT/TEACHER COMMUNICATION

Communication between home and school is considered to be very important. Parent-teacher conferences in the school are just one method used to keep parents informed of the progress of their children. These are held with all parents in the fall and in the spring. In addition, letters to parents from the classroom teacher are sent home every two weeks. A newsletter from the principal is sent home every two weeks also, on opposite weeks. Teachers and parents are encouraged to contact each other whenever questions or concerns about a child occur. Telephone calls and school visitations are two methods frequently used by parents and teachers to gain greater insight into the lives of children and to ensure a constant flow of information between home and school.

We would like to urge as many parents and other community members as possible to take some time to visit our schools and to find out first-hand exactly what is being done in the classrooms, as well as other areas and aspects of the school program. The visits are quite informal and can be arranged by calling the building principal and setting up a specific day for your visit. We are proud of our schools and we hope you are, too. We want you to see us in action! Please call a building principal and arrange for a day or a portion of a day to spend in our schools.

### REQUEST FOR STUDENT PLACEMENT

Each year in the spring the Upper Elementary teaching staff devotes a significant amount of time developing class lists for the following year. It is a team effort and is done with great care. We carefully balance classes according to several factors including: boy-girl ratio, academic performance, social-emotional development, separating children who do not work well together, individual student work habits, reading ability, and dividing up more serious behavior problems.

We will make every attempt to place each child in an environment that encourages the best growth academically, socially and emotionally.

We, as professionals, feel that we always keep the best interests of the children foremost as we work for appropriate placements. You, as parents, know your children very well. If you wish to share some information that will help us, please send the principal a note describing the learning atmosphere you feel would be best for your child.

Please do not request particular teachers, but rather give information that will help us select the right classroom. We discourage specific teacher requests, but recognize there may be extenuating circumstances that need to be considered on their merit. Parental requests are not a guarantee of desired placement. Parental input must be turned in to the principal's office no later than May 1st.

## PROMOTION-RETENTION POLICY

It is the philosophy of the Schoolcraft Community Schools that a student should be retained for an additional year at a particular grade level only when the retention may be expected to be beneficial to the student's academic, social and emotional growth. Each case is to be considered individually.

Promotion: The student is advanced to the next higher grade unconditionally.

1. Assigned: A student may be assigned to the next grade for one of two reasons:
  - a. The student is advanced to the next higher grade level although he/she is not performing at the grade level expectation. This advancement may be due to circumstances such as emotional, social or physical maturity.
  - b. A student will be assigned to the next grade when retention has been recommended but, due to parental disagreement, the child is not retained.
2. Retained: the student is not advanced to the higher grade level and must repeat the current grade level.

Beginning in the fall, and continuing throughout the school year, staff members will bring to the principal's attention any student who is having an academic, social, emotional or behavioral problem.

A meeting will be held with all appropriate staff to determine intervention possibilities and to coordinate use of all available services. The parents will be informed of concerns and special interventions being used. Follow-up meetings with appropriate staff will be held to determine progress and review all possible changes in the proposed interventions.

In the spring, a meeting of all involved staff members and the student's parents will be held to make recommendations regarding promotion or retention of the student. If retention is recommended, the best use of available support will be made. Support will be given to the parents as to the best way of handling the retention. Recommendations will be made as to the best way of helping the student during the next school year. The proposed interventions for the following school year will be recorded and a copy given to the parents.

Parents disagreeing with the teacher's recommendation for retention may request a meeting with the principal. At such a meeting, all parents must attend. Two possible outcomes from this meeting will be:

1. Student assigned to the next grade, and parents signing a letter noting their disagreement with the recommended retention.
2. Student retained in the present grade as per the school's recommendation.

In the event that a student is assigned due to a parental request and there is a second recommendation for retention, the final decision shall rest with school authorities.

## **SECTION 2 – EMERGENCY PROCEDURES**

### **EARLY DISMISSAL**

Parents should have discussions with their children as to what their plan is in the event school is dismissed due to an emergency arising during school hours. Severe weather, boiler malfunctions, power failure and loss of water are a few of the reasons that school might have to close early and send the children home or to a sitter's home. In the event students are sent home early, notification will be through the local radio and television stations. Parents will be asked at the beginning of school year to provide information to the office about where the student is to be sent in the event of an early dismissal. This information can be updated at any time.

### **SNOW DAYS**

School closings or delays will be announced on the following radio and television stations:

WKZO (am) 590  
WLKM (am) 1510

WKMI (am) 1360

WQSN (am) 1470

WFAT (fm) 96.5  
WKFR (fm) 103.3

WNWN (fm) 98.5  
WQLR (fm) 106.5

WQXC (fm) 100.9  
WRKR (fm) 107.7

WWMT-TV Channel 3

WOOD-TV Channel 8

WOTV-TV Channel 4

If an emergency closing is required during the day, the radio/television announcement will be used to inform parents of an early dismissal. These stations will be contacted at the earliest possible time in order that all concerned may plan accordingly.

### **FIRE DRILLS**

Ten disaster drills per year are required by law. Fire drills are held at various unannounced times during the year. All students leave the building as directed by their teacher. All doors and windows should be closed and the lights should be turned off before leaving the room.

Students shall:

1. Walk in single-file lines.
2. Walk quickly – running causes accidents and confusion.
3. No talking.
4. Each teacher will take attendance, which will be collected by the office.

### **TORNADO DRILLS**

Tornado drills are held at various unannounced times during the year. All students leave their classrooms as directed by their teacher. All doors and windows should be open and the lights should be turned off before leaving the room.

The signal for a tornado drill is an alternate on-off horn. Students shall:

1. Grab a textbook or workbook before leaving the room.
2. Walk in single-file lines
3. Walk quickly – running causes accidents and confusion.
4. No talking.
5. Students will be in the kneeling position, facing the wall with the textbook or workbook covering their heads.

#### TORNADO ALERT PROCEDURES

A TORNADO WATCH means that the weather conditions are such that a tornado may develop. Students will be kept at school. Parents who come to school to pick up their children are asked to please report to the school office and school personnel will go to the proper classroom to pick up your child.

In the event of a TORNADO WARNING (meaning that a tornado has been sighted in the area), students will be kept at school and we will be executing our Tornado Emergency Procedures in each building. Parents who come to school to pick up their children are asked to please report to the school office and school personnel will go to the proper classroom to pick up your child. It is important that we have a proper accounting of each child.

#### LOCK DOWN PROCEDURES

Lock Down means that students will be kept in the “safest” part of the classroom (away from doors and windows). The entire building will remain in Lock Down mode until otherwise instructed by Mr. Ryskamp.

## SECTION 3 – BUS RULES/DISCIPLINE

It is imperative that, for the safety of all students, we have the absolute cooperation of all students riding the bus. The bus rules apply to all students equally. It is equally important that parents understand and help to enforce the rules by reading and discussing the rules with their children.

1. Students are to wait until the bus is completely stopped before approaching the door of the bus.
2. While boarding the bus at school, students are to remain on the sidewalk and form a single line before entering the bus. Do not rush, crowd, push or poke.
3. Students are to take their assigned seat upon entering the bus and remain seated unless asked to move by the driver.
4. Students are not to throw anything in or out of the bus or on the bus. No part of the student's body is to extend out of the window.
5. There will be no smoking on the bus, or lighting of any kind of fire.
6. Use of profane, abusive or foul language on the bus will not be tolerated.
7. Rowdy conduct and unnecessary noise will not be permitted. Complete silence at all railroad crossings is a must!
8. The emergency exit is to be used only as the driver directs, never as a regular way of leaving the bus.
9. Students will not be allowed to eat on the bus (exception: field trips).
10. No glass containers of any kind will be allowed on the bus.
11. No pets or animals may be taken on the bus without prior permission of the driver and the principal.
12. No student shall be allowed to get off the bus except at home, or the point at which he/she should get off, without written permission from parents.
13. When the student must cross the road, he/she must do so in front of the stopped bus under the direction of the driver. Do not go to the mailbox until the bus leaves.
14. Students should be ready for the bus seven minutes before normal pick-up time, to allow for changing weather conditions, etc. Every attempt will be made to keep the buses on schedule.
15. Students are to remember that the DRIVER, and/or the CHAPERONE is IN CHARGE AT ALL TIMES, and that they are to obey them. Misconduct on the bus will not be tolerated. Students reported to the principal may be refused bus privileges.
16. Students attending a class field trip (non-athletic event) must be transported to the activity on the bus, and with 24 hours written notice, may go home with their parent/guardian. Students attending athletic events will be transported by bus, and if parents wish to transport the student home, they are asked to sign the student out with the coach.

### Consequences for Bus Misconduct:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Three days suspension from bus privileges
3 <sup>rd</sup> offense	Five days suspension from bus privileges
4 <sup>th</sup> offense	Ten days suspension from bus privileges
5 <sup>th</sup> offense	Bus-riding privilege is terminated for the remainder of the current school year.

Questions that arise regarding bus transportation should be directed to Mrs. Kit DeJong, Transportation Director, at 488-7395.

## **SECTION 4 – STUDENT SERVICES**

**STUDENT SPECIALISTS:** Schoolcraft Community Schools is fortunate to have the services of a school psychologist, school social worker, speech- and language-impaired therapist, teacher-counselors for the physically impaired and school guidance counselor. Each of these specialists has been trained to either diagnose or work with students who have problems, whether they are physical, social, emotional or perceptual in nature.

**School Psychologist:** The school psychologist's function is to provide an individual evaluation for students suspected of needing special education services because of academic or behavioral difficulties. The evaluations generally include intelligence and academic testing, classroom observations and gathering of background information provided by the parents and teachers. The results of these evaluations are used to prescribe various programs and techniques most appropriate for that student.

The school psychologist also serves as a consultant to parents and teachers and is a case coordinator for many students in the Specific Learning Disabilities Classrooms.

**School Social Worker:** The school social worker helps students with social and behavioral adjustment. Family interviewing, student conferences, teacher conferences, classroom observations and communication with outside agencies may all be used as a means for helping students. The social worker is responsible for coordinating the educational experience of students who are placed in Special Education as Emotionally Impaired.

**Speech- and Language-Impaired Therapist:** Students with speech or language impairments may be eligible for speech therapy. Speech-impaired means the child has a communication disorder, such as inaccurate articulation, disordered language, fluency difficulty (stuttering), or inadequate voice quality. To be eligible for service, the problem must be severe enough to affect a child's educational performance.

If you feel your child may be in need of speech or language therapy, contact your child's teacher, principal, or the speech and language pathologist.

### **SPECIAL EDUCATION RESOURCE ROOM**

A Specific Learning Disabilities (SLD) classroom is a special instructional setting to which a child who has been identified as having a learning disability comes for a specific period of time on a regularly-scheduled basis. Areas of disability may include oral expression, listening comprehension, basic reading skills, reading comprehension, math calculation, and math reasoning skills. The student receives remedial instruction only in his/her areas of certification. The students attend the regular classroom for the majority of the day.

### **COUNSELING AND GUIDANCE SERVICES**

The guidance program is for all students and involves the coordinated efforts of all staff members. The Guidance Office is staffed with professional educators with specialized training in counseling and related guidance services. The counselors' major concerns are to address the normal developmental needs and problems of students and to help students develop positive adjustments to school, peers and family. The guidance program is based on measurable student objectives. There are four components to the guidance program: Guidance Curriculum, Individual Planning, Responsive Services and Management Activities.

The Guidance Curriculum is structured developmental experiences presented systematically through classroom and group activities, Kindergarten through 12<sup>th</sup> grade. Areas addressed are academic and study skills, decision-making and problem solving, self-esteem, conflict management, and transition from grade to grade and school to school.

Individual Planning helps each student achieve personal, educational and occupational goals.

Responsive Services involve consultation, personal counseling, crisis counseling and referrals to specialists and community agencies to meet the student's immediate needs.

Management Activities include professional development, staff and community relations, consultation with teachers, advisory councils and program development.

Meaningful information about the student is interpreted in a strictly confidential relationship and atmosphere to the student, the parents, teachers and others who are professionally concerned.

Students may come to the Guidance Office during noon hours and before or after school to talk to the counselor. Permission is required from the student's classroom teacher for the student to go to the Guidance Office during class time.

#### TEAM MEETINGS

The TEAM is a meeting of staff (classroom teacher, Chapter I teacher, special education teacher, school psychologist, guidance counselor, speech/language pathologist and principal) to discuss special needs of a student.

The teacher needs to fill out a form obtained from the principal on the student in question and the meeting will be scheduled at the first available date.

#### PROJECT CHARLIE

Project CHARlie began in 1976 in Edina, Minnesota as a community-based effort to combat the effects of chemical dependency, alcohol and other drug-related problems. Its purpose is to promote the social and emotional growth of elementary school children by encouraging a positive self-image and discouraging chemical use as a means of avoiding problems.

Project CHARlie teaches that a positive self-image, the ability to deal with stress, and the confidence and skills to say "NO" are just as important as information about the personal effects of drugs and alcohol.

Personal and family value systems are respected with parents encouraged to become involved and to continue the discussions at home. The program emphasizes feeling good about yourself without sacrificing anyone else's well being. The strictly-enforced Project CHARlie rules (Listen and raise your hand, No put-downs, Keep your space, Right to pass), help bring about those good feelings.

DRUG AND ALCOHOL ABUSE

Schoolcraft Community Schools uses age-appropriate, developmentally-based drug and alcohol education and prevention programs for all students in our system.

The use and possession of illicit drugs and alcohol is wrong and harmful. The unlawful possession or distribution of illicit drugs and alcohol by students on school properties or at any school activity is prohibited.

Disciplinary actions for violations will be imposed after a parent, student and administrator conference.

PARENT-TEACHER ORGANIZATION

The PTO is a combined membership of parents and teachers, with its purpose to aid and support all of the Schoolcraft Community Schools. Each family is encouraged to join the PTO. Please share your talents with us!

Meeting will take place on the first Tuesday of every month (except December due to holidays). Meeting time is 6:30 pm at the Upper Elementary School Library, unless otherwise noted at meetings. Meeting dates for this school year are: September 8, October 13, November 11, January 12, February 9, March 9, April 13 and May 11.

PTO sponsors many activities, including annual open houses in all the buildings. PTO also provides financial support in other areas throughout the school year. The following are just a few: Teacher Recognition Day, the purchase of additional classroom needs, supplies/books for the RIF program, playground equipment, supplemental purchases for 7<sup>th</sup>/8<sup>th</sup> grade camps, presidential classroom, etc.

All funds are supplied by fundraiser programs. Parental input is needed on what fundraisers PTO participates in and how the proceeds are spent.

Your PTO board for the 2009-2010 school year is as follows:

- |                         |                             |
|-------------------------|-----------------------------|
| President               | Melissa Seager              |
| Co-Vice Presidents      | Wendy Burton & Sarah Powers |
| Secretary               | Michele Hofstra             |
| Treasurer/Controller    | Paula Sauer                 |
| Teacher Representatives |                             |