

SCHOOLCRAFT EARLY ELEMENTARY SCHOOL

300 E. Cass / c/o 629 E. Clay

Schoolcraft, MI 49087

488-7200

or visit us at:

Schoolcraft Community Schools Web Site

www.schoolcraftschools.org/

MISSION STATEMENT

The Mission of the Schoolcraft Early Elementary School Staff is to develop capable and responsible learners.

Our highly qualified, professional staff in cooperation with students, families, and community, will teach a challenging curriculum in a safe and nurturing environment.

Schoolcraft Community Schools

August 2010

Dear Parent:

You are receiving this information in compliance with requirements of the federal No Child Left Behind legislation. Schoolcraft Community Schools receives some funding from the federal government from the Title I, Part A program. This program is intended to help children reach high academic standards. To comply with federal regulations the district is required to inform you of information available to you regarding the professional qualification of your child's classroom teacher. Information will be provided to you upon request and in a timely manner of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether your child is provided services by paraprofessionals and, if so, their qualifications

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher is defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

Currently, all professional staff members employed by the Schoolcraft Community Schools meet the requirements of No Child Left Behind legislation as it pertains to being "Highly Qualified".

Any questions regarding this information can be directed to the Office of the Superintendent (269) 488-7390.

Sincerely,

Doug Knobloch
Superintendent

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- E. My Child Wishes to Bring an Animal
- F. My Child Wishes to Ride a Bike to School
- G. We Plan to Move

SCHOOLCRAFT EARLY ELEMENTARY TEACHING STAFF

Mrs. Cynthia Stull	Principal
Mrs.Boos	Young 5's
Mrs. Jennifer Johnson	Kindergarten
Ms. Aubrey Norman	Young 5's & Kindergarten
Mrs. Amy Desmond	First Grade
Mrs. Nicole Millard	First Grade
Mrs. Jennifer Sportel	First Grade
Mr. Todd Allgor	Second Grade
Ms. Melinda Boccia	Second Grade
Mrs. Kristi Harnishfeger	Second Grade
Mr. Shaun Sportel	Second Grade

SPECIAL SERVICES TEACHING STAFF

Mrs. Deb Lawrence	Discovery
Ms. Sheri Jaffe	Music
Mr. Steve Kulczyk	Physical Education
Mrs. Michelle Schneider	Psychologist
Mrs. Vikki Boos	Special Education
Ms. Kai Kotts	Special Education
Mrs. Tara Dalga	Speech & Language
Mrs. Ellie Bohms	Student Services

SUPPORT STAFF

Mrs. Candy Shearer	Administrative Assistant
Mrs. Krystal Parker	Reading Support Aide
Mrs. Rachel Phelps	Reading Support Aide
Mrs. Linda Ritter	Special Ed. Aide
Mrs. Julie Rutledge	Library Aide
Mrs. Kelli Ryskamp	Reading Support Aide
Mrs. Nancy Steger	Reading Support Aide
Mrs. Carol Helt	Playground / Cafeteria Aide
Mrs. Tammy Rhoda	Playground / Cafeteria Aide
Mrs. Debbie Erdos	Custodian
Mrs. Linda Burson	Latchkey Director
Mrs. Barb Loy	Special Ed. Aide
Mrs. Sandy Wrogg	Special Ed. Aide
Mr. Tim Pastol	Food Service
TBA	Wrap Around

SCHOOLCRAFT PARENT TEACHER ORGANIZATION
(P. T. O.)

Our Schoolcraft P. T. O. is a combined membership of parents and teachers whose purpose is to aid and support the Schoolcraft Community Schools. We work with each school to help provide tools, trips, and various other needs to enhance our children's education.

The significance of parent and family involvement in our children's education cannot be overstated. To affirm this involvement, our P.T.O. holds family fun events throughout the year. These events have included Family Fun Night, Mother/Son Bowling, Father/Daughter Dance, and the Ice Cream Social. We also sponsor programs for parents to endorse the importance of our roles in our children's success.

The money raised through our fund-raising efforts goes directly into educational enhancements.

2010-2011 P.T.O. Board Members

President:	Melissa Seager
Vice Presidents:	Sarah Powers & Leslie Ambs
Secretary:	Betty Segerdahl
Treasurer:	Paula Sauer
Teacher Reps.	Jenn Johnson & Kathy Descheneau

All P.T.O. meetings are held in the library at the Upper Elementary at 6:30 p.m. Meetings are generally held the second Tuesday of each month. No meetings are scheduled for December or June.

We are working together towards excellence. Please join us with your ideas and enthusiasm.

“In a hundred years from now it will not matter what my bank account was, the type of house I lived in, or the kind of clothes I wore, but the world may be much different because I was important in the life of a child.” Author Unknown

WHAT TO DO WHEN AND/OR WHAT WILL HAPPEN IF:

Parents are requested to call school between 7:30 and 9:00 a.m. to notify the school that their child will be absent. An attempt will be made to contact the parent or guardian when a student absence has not been reported to the school. This call-in program is an effort (not a guarantee) to see that a child is not absent from school all day without the knowledge of the parent. A written excuse to the teacher is still requested following an absence.

Please inform the school if the child's absence is going to be long, or if the absence is due to a communicable disease such as measles, chicken pox, flu, etc. Parents will be contacted by the principal if a student has excessive unexcused absences and/or tardiness.

EMERGENCIES

A. If you must pick up your child during school hours, please come to the office. Your child will be called to the office to be dismissed from there. Children will not be sent to waiting cars. This is done as a protection for your child.

B. I would like to drop off a personal article for my child: to ensure the maximum use of classroom time, we request that if you want to drop off something i.e., books, lunch, gym bag, etc., for your child, please bring it to the office. Office personnel will make sure that the personal item is delivered to your child at an appropriate time.

C. My child is to ride a different bus: a permission *note* should be directed to the office so that a permit can be prepared for your child to give to the bus driver. Phoning the office to communicate a change in a child's going home plan should only be done in an emergency.

D. I want my child to stay inside at recess: students returning to school after being ill will be allowed to stay inside for two days if they have a *written request* from parents. If you want your child stay inside beyond the two day limit, a note from your doctor is required.

E. My child wishes to bring an animal: an animal brought to school must have been cleared beforehand with the classroom teacher and the principal.

F. My child wishes to ride a bike to school: students are required to park their bicycles in the bicycle rack. Students are asked to use a bicycle lock if they ride to school, and give an extra key to their teacher with their name on it.

G. We plan to move: please contact the office as soon as possible.

ENROLLMENT PROCEDURES

According to Section 1147 of the Michigan General School Law, a child must be five years of age on or before December 1 of the school year of enrollment.

Parents of children entering kindergarten for the first time are required by a Michigan law to provide their child's birth certificate, a record of vision and hearing tests, and an immunization record signed by a physician.

Children transferring from a Michigan public school must first report to the office. Parents should accompany the child to school to sign the required enrollment forms. Parents are required to furnish the school with a copy of their child's immunization record within seven days.

HEALTH REQUIREMENTS

Immunizations required by law to legally enroll a child in school are: Four (4) doses of DPT, the last one to be given after the 4th birthday (most children have 5 doses). Three (3) doses of polio, the last one given after the 4th birthday (most children have 4 doses). Two (2) doses of MMR are required, the first one to be given after the first birthday and the second to be given between the ages of 4 & 6 and three doses of Hepatitis B. The chicken pox vaccine is required or the date verified by a doctor that the child had chicken pox. Three (3) to Four (4) doses of the Pneumococcal Conjugate (PVC) is now a requirement.

HEALTH SERVICES

Several voluntary health programs are planned each year for educational and screening purposes.

VISION screening is done in grades 1 & 3. 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 K & 2. The parents of the students found to have a hearing loss are contacted by the Kalamazoo County Health Department.

The school provides a First Aid room near the office area. When students are not well, they may come to the First Aid room while waiting for their parents to pick them up.

PEST CONTROL POLICY

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

The district's plan of action for controlling pest, 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 not limited to sanitation, closure of points of entry and harborage for pest, food storage methods. Chemical and non-chemical means of controlling pest will be employed.

Use of chemicals to control or eliminate pest will be closely monitored and applied only as the last means of resort. In the event that the use of 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 Community Schools are on file in the Administration Office and can be obtained by calling (616)488-7390.

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 on school grounds.

Parent Name: _____

Student's Name: _____

School: _____

Address: _____

City: _____

Phone Numbers: Day _____ Evening _____

Signature _____ Date _____

HEAD LICE POLICY

Our school has a “NO NIT” policy. This means that total treatment of pediculosis must include the removal of lice eggs following the pediculicide application. Although this is often a tedious and time-consuming task, it insures thorough treatment and translates into prevention of one of the most common abuses of pediculicides: unnecessary re-treatment of children whose diagnosis is uncertain due to remaining nits, as well as re-treatment of those needlessly re-infested. Information about head lice can be obtained in the office.

REPORTING TO PARENTS

Communication between home and school is considered to be very important. Parent-Teacher conferences in the school are one method used to keep parents informed of the progress of their children. Conferences are held with all parents in November and February.

Teachers and parents are encouraged to contact each other whenever questions or concerns about a child occur. Telephone calls, emails and school visitations are other 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're proud of our schools and encourage parents and other community members to visit. Please call our office to arrange a visit. To contact a teacher at the Early Elementary School, request a conference, or to set up a visit, please call 488-7200.

SCHOOLCRAFT COMMUNITY SCHOOLS

Medication Procedures

1. Parents and the prescribing doctor must sign the medication form in order for any prescription medicine to be given at school. The forms are available in the office and can be faxed to us from the doctor's office. All changes in medication or dosages must also be made on this form with a doctor's verification. Our FAX number is 488-7211.
2. Medicine must be in the original prescription container.
3. Only assigned office staff are permitted to dispense medication.
4. Assigned staff will attempt to ensure that students swallow medication, and will initial the medication chart.
5. All prescription medication will be kept in the office.
6. At the end of the school year, parents will be sent a written reminder to pick up medication before the office staff leaves for vacation.
7. Any medication left in the school office two weeks after the student's school year has ended, will be properly disposed. All permission slips will also be discarded.
8. New permission slips must be filled out each year. Any changes in medication require a new form from the doctor's office. This can be faxed to us at 488-7211.

MEDICATIONS

If your child requires medication during the school day, the school must have your written permission. Also, the medication must be in the original prescription bottle. If the dosage of the medication is to be changed, we will need to have a note from the doctor.

All medications must be turned into the office as soon as the child gets to school. All medications will be given in the office area.

PHYSICIAN AND PARENTAL PERMISSION FOR MEDICATION

TO: _____ Principal _____ School
Child's Name _____ requires medication during the school day.
The school has my permission to give the medication, which will be labeled and in the original prescription bottle. A note from the doctor will be sent to you in case there is a change in medication or dosage. I give the school permission to call our doctor to verify any change in medication or dosage. Our doctor's name is _____.
His phone number is _____. I also authorize our doctor to release such information as is needed for the benefit of my child. It is understood that this request places no liability upon the school system or school personnel.

Signature _____
Address _____
Date _____

This form must be completely filled out and signed by the parent (s) or guardian and returned to the principal's office with the student's medication.

SIGNED INTO LAW: Bill providing that a school administrator, teacher, secretary, aide or any other employee of the school may not be held liable in a criminal action or civil suit, except in cases of gross negligence, or willful misconduct, for administering medication to a student. Administration must be on the basis of parent's written permission and compliance with physician's instructions.

SCHOOL HOURS

The school day for Early Elementary students begins promptly at 7:55 a.m. and ends at 3:00 p.m. Kindergarten and Young Five hours are 7:55 a.m. to 11:00 a.m. and 11:55 a.m. to 3:00 p.m.

Children may enter the building at **7:45 a.m.** or **11:45 a.m.** Latchkey opens at 7:00 a.m. and 3:00 p.m. **On half days, school hours are from 7:55 a.m. to 11:50 a.m. for *all* students including students in Kindergarten and Young Fives.**

When it is necessary for a parent to pick their child up during the school hours, please notify the school as to the time you will be picking up your child.

After 3:20 p.m., any child waiting for parents will be sent to the Latchkey Program to ensure adequate supervision and parents will be charged accordingly.

DOCTOR AND DENTAL APPOINTMENTS

Parents are urged to make every effort to schedule doctor and dental appointments for their children after school hours or on Saturdays.

FAMILY VACATION TRIPS

Every effort should be made to schedule family trips during times when school is not in session such as Thanksgiving, Winter, Spring or Summer vacations.

If it is necessary to take your child out for a family trip, please notify your child's teacher ten (10) days in advance, so your child can complete the assignments he/she may miss.

FIELD TRIPS

Several class field trips are scheduled during the school year. The trip may be a walk to the park or a place of business in town, or a trip in which students travel by bus. Parents are notified when a trip is planned. One permission slip is sufficient for the entire school year.

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.

TERMINOLOGY:

1. Promotion: The student is advanced to the next higher grade unconditionally.
2. 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 a retention has been recommended, but due to parental disagreement, the child is not retained.
3. Retained: The student is not advanced to the next higher grade level and must repeat the current grade level.

SUGGESTED PROCEDURES:

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, or behavioral problem.

A TEAM 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 and parents 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, assignment or retention of the student. 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. Two possible outcomes from this meeting would be:

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

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

EARLY DISMISSAL

Parents should discuss with their children where to go in the event school is dismissed early due to an emergency arising during school hours. Severe weather, boiler malfunctions, power failure and loss of water are a few reasons that school could close early.

Parents should make arrangements IN ADVANCE with their children regarding what to do and where to go in the event that weather conditions result in school being dismissed early. In such cases, there is little time to make arrangements because school personnel are extremely busy coordinating the effort to dismiss the school. It is very difficult to deliver messages to individual students, so advanced planning is very important. Thank you for your cooperation.

SNOW DAYS

During the past years, schools in Schoolcraft have been closed for several days due to deep snow and other hazardous conditions. When the need arises to close school, the announcements will be made over the following radio and television stations:

WKZO 590	WKPR (1420)	WLHQ (CH 41)
WWMT (CH 3)	WQSN (1470)	WKMI (1360)
WGRD (97.9)	WOTV (CH 8)	WMXL (CH 17)
WKFR (103.3)	WQLR (106.5)	WNWN (98.5)
WFAT (96.5)	WRKR (107.7)	WQXC (100.9)

These stations will be contacted at the earliest possible time so that all concerned can plan accordingly. If an emergency closing is required during the day, radio and television announcements will be used to inform parents of early dismissal.

FIRE DRILLS

Fire drills are held at various unannounced times during the school year. All pupils leave the building for fire drills as directed by their teacher. Each teacher will take attendance.

Students shall:

1. Walk in single file lines.
2. Walk quickly, but not run.
3. Not talk and listen to teacher for directions.

TORNADO DRILLS

Tornado drills are held at various unannounced times during the year. All pupils leave their classrooms and proceed to their assigned areas as directed by their teacher.

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

Students shall:

1. Take a textbook or workbook with them before leaving the room.
2. Walk in a single file line.
3. Walk quickly, but not run.
4. Not talk, and listen for directions.
5. Assume a kneeling position, facing the wall
with the textbook or workbook covering their heads.

THUNDERSTORM & TORNADO ALERT PROCEDURES

If there is a Thunderstorm or Tornado **WATCH** issued during the school day, we will keep a close watch on the weather, but will proceed with our regular school day. In the event that there is a thunderstorm or tornado **WARNING**, we will hold students in the buildings. We will **not** dismiss until the warning has expired. Individual parents may pick up students during a warning situation by signing them out with office personnel. Buses will **not** run until the warning period has ended.

BUILDING LOCK DOWN DRILLS

In the event that there is a need to lock down our building, a plan is in place to have children in as secure a location as possible. Drills are conducted during the year.

PARTIES

Room parties are held on Halloween, in December and on Valentine's Day. Students dress in costumes for Halloween, may exchange inexpensive gifts in December, and pass out Valentine cards on Valentine's Day.

BIRTHDAY INVITATIONS AND DELIVERIES

Invitations to parties should be made outside of school. Disappointment students may feel about not being invited causes a disruption to the educational environment. Deliveries of flowers or balloons should not be made to school as these also become distractions from the learning environment.

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, no suggestive or profane slogans or pictures on clothing, or on pockets, etc. Wearing of hats in any building is considered poor manners and is not allowed in the school. Students may not wear flip-flops outside for recess or for physical education classes.

Please have your child dress appropriately for daily outdoor recess. Too often children come to school in the winter without boots, hats, gloves or snow pants. Please help your child remember to bring these items to school during the winter months.

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.

Each first and second grade classroom serves as student council representatives for one month. Students plan life skill events, discuss concerns and establish special days and activities.

LOST AND FOUND

Names on all personal articles prevent them from being placed in the lost and found. However, we do have a lost and found area for those items of clothing, lunch boxes, etc. that have been misplaced. Parents are encouraged to check through the lost and found if their child has lost something. Any articles that are not claimed five days after school is out are donated to charity.

TEXTBOOKS AND SUPPLIES

Classroom textbooks, workbooks, and paper necessary for students to use for their studies are supplied by the school. However, because most students prefer to bring their own supplies, a supply list is provided for parents.

If a textbook or library book is lost or excessively damaged, parents will be responsible for the cost.

WEAPON & EXPLOSIVE DEVICES

Schoolcraft Early Elementary is a weapon free school. All materials that are sharp or have explosive capabilities are prohibited and should not be brought to school.

ASSEMBLIES

Several assemblies and field trips are planned for the students.

Schoolcraft students will display good manners and show 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.

PLAYGROUND RULES

1. We WILL NOT fight, wrestle, or rough-house. 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.
4. WE WILL NOT throw stones, wood chips 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 the swings. (Only one person in a swing is allowed.)
7. WE WILL NOT throw snowballs, wash faces in snow, or put snow down backs.
8. WE WILL NOT play tackle football – touch only.
9. Chasing others is NOT ALLOWED, as it often leads to unacceptable behavior.
10. WE WILL NOT re-enter the building unless we have permission from the supervisor.
11. WE WILL PLAY FAIR – nobody likes a poor sport.
12. WE WILL come to school dressed for the weather.
13. WE WILL NOT misuse the playground equipment.
14. WE WILL be responsible for returning all playground equipment.
15. WE WILL NOT leave the playground without the supervisor's permission.
16. WE WILL NOT use hardballs, bats or baseballs on the playground.
17. WE WILL play softball only on the softball diamond.
18. WE WILL line up quietly before entering the building after recess.

**WE WILL MAKE GOOD CHOICES AT ALL TIMES.
ANY UNSAFE ACTIVITY WILL BE STOPPED BY THE SUPERVISORS.**

LUNCH PROGRAM

With the implementation of a computerized cafeteria system, parents are able to pay for student lunches on a weekly, monthly, semester long or yearly basis. Each student is provided with a bar-coded identification card. When a check is sent for student lunches, the student's account will be credited for the entire amount of the check. Each time that a student makes a purchase from the cafeteria, the student's account will be automatically reduced by the amount of purchase. Parents may contact Brenda Lynn, the head of food service, at 488-7343 to receive updated information regarding the balance remaining in their student's account at any time.

The foods 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 balances as has been standard practice. When account balances have been depleted, students will not be allowed to purchase additional food.

Parents with students in more than one building may send a single check to cover 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.

During the lunch period, students shall:

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

Milk cost is \$.35 a day.

Hot lunch (which includes milk) is \$2.00 a day for grades 1-5, \$2.25 for grades 6-12 and adult lunches are \$3.00. (Prices subject to change)

REQUEST FOR STUDENT PLACEMENT

In the spring, the Early Elementary teaching staff devotes a significant amount of time developing class lists for the following year. It is a team effort and done with great care.

Classes are carefully balanced according to several factors including: academic performance, social-emotional development, boy-girl ratio, separating children who do not work well together, individual student work habits, reading ability, and dividing up more serious behavior problems.

We make every attempt to place each child in an environment which encourages the best growth academically, socially and emotionally. However, if you wish to share some information that will help us with our planning, 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 to help us select the most appropriate type of classroom setting. We discourage specific teacher requests, but recognize there may be extenuating circumstances that need to be considered on its merit, but is not a guarantee of desired placement.

Parental input must be received by the principal by **May 1st**.

BUS RULES

It is imperative for the safety of our students that we have the cooperation of all students riding the bus. The BUS RULES apply to all students equally. It is important that parents understand and help to enforce the rules by reading and discussing the following 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, the students must 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 bus 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. Use a soft voice. **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 to leave the bus.
9. Students will not be allowed to eat on the bus. (Exception: special 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 pupil shall be allowed to get off the bus except at home, or the point at which he should get off, without special written permission from parents. This note should be presented at the principal's office. In turn, a bus permit will be issued and then taken care of by the driver of the bus. Please do not rely on telephone communication to relay this information except for in an emergency.
13. Where the students 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 7 minutes before normal pick-up time, to allow for changing weather conditions, etc. Every attempt will be made to keep the bus on schedule.
15. Students are to remember that the DRIVER, and/or CHAPERONE is in CHARGE AT ALL TIMES, and that students are to obey them. For everyone's safety, misconduct on the bus will not be tolerated.
Students reported to the principal may be refused bus privileges.
16. Students transported to an extra-curricular activity, must be transported to the activity on the bus, and with 24 hour written notice, may go home with their parent/guardian.

CONSEQUENCES FOR BUS MISCONDUCT

- 1st offense – warning
- 2nd offense – three days suspension from bus privileges
- 3rd offense - five days suspension from bus privileges
- 4th offense - ten days suspension from bus privileges
- 5th offense – privilege to ride the bus is terminated for the remainder of the year.

Please have a *consistent* daily going-home plan for your children whether they ride the bus or are picked up. When you know ahead that there will be a change in your child's routine going-home plan, please send a note. In the event your routine plan changes unexpectedly, or you can't be home when your children get off the bus, please call us. When there is no adult present to receive Kindergarten or Young Five students, children will be brought back to the school, and parents will be called to pick them up there.

PROJECT CHARLIE / PEACEFUL PARTNERS

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 & raise your hand, no put-downs, keep your space, right to pass), help bring about those good feelings.

SPECIALISTS

The Schoolcraft Schools are fortunate to have the services of a school psychologist, speech and language therapist, teacher-consultant for the physically impaired, student services coordinator, school social worker, and reading consultant. Each of these specialists has been trained to either diagnose or work with students who have difficulties, 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 educational services because of academic or behavioral difficulties. The evaluations generally include intelligence and academic testing, classroom observations and gathering of background information provided by 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 coordinator for many students with Specific Learning Disabilities.

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. The social worker is responsible for coordinating the educational experience of students who are placed in the Special Education as Emotionally Impaired.

SPEECH AND LANGUAGE 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 the 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 therapist.

SPECIAL EDUCATION

A resource room 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.

READING SUPPORT

Reading support is offered to students in Kindergarten, First and Second Grade. The reading consultant and paraprofessionals work closely with the classroom teachers and coordinate the program goals with the school district's language arts curriculum. Grouping is flexible based on student needs. Support is generally offered four days per week for 25 minutes for all grade levels.

STUDENT SERVICES

The major purpose of the student services program is to help students in the development of life skills, which lead to a happy, healthy and productive future.

The student services coordinator for the Early Elementary School is concerned with the student's overall success and happiness in school. Some reasons a student might come to see the specialist are to:

- increase academic success.
- improve relationships with classmates, teachers, parents and siblings.
- make and keep friends.
- deal with changing feelings.
- resist negative peer pressure.
- overcome shyness.
- cope with parents' separation or divorce.
- cope with a death.

Students can see the student services coordinator by request of parents, teachers, principal, or by the students themselves.

If you would like more information about our student services program, please contact our student services coordinator, Ellie Bohms, at 488-7200

TEAM MEETINGS

If a student is encountering difficulty academically, socially or emotionally a TEAM meeting may be requested. Staff at this meeting may include the Classroom Teacher, Special Ed. Teacher, School Psychologist, Student Services Coordinator, Speech and Language Therapist, Reading Consultant and Principal. The purpose of the meeting is to discuss the student's needs and determine intervention possibilities and to coordinate the use of all available services. The parents will be informed of concerns and special interventions being suggested. Follow-up meetings with appropriate staff and parents will be held to monitor the student's progress and to review all possible changes in the proposed plan.

DISCIPLINE POLICY

Schoolcraft Early 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 has its own specific rules but the following are the behaviors the entire staff will be emphasizing in the lunchroom, hallways, and playground, etc.

1. We will keep our hands and feet to ourselves.
2. We will be respectful to other people and their property.
3. We will use kind words.

Consequences:

- 1st time – verbal reminder, student recites rule to insure understanding.
- 2nd time – write an action plan, usually with the principal, that a parent signs and returns.
- 3rd time – call home to conference with parent or set up a time in which to meet.

Repeat offenders could be considered for special services.

HOMEWORK POLICY

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

- 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.
- It develops homework habits essential for succeeding in later grades.

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 at home.

DRUG & ALCOHOL ABUSE

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

The unlawful possession or distribution of illicit drugs and/or alcohol on school properties or at any school activity is prohibited. Disciplinary action for violations will be imposed after a parent, administrator, and student conference.

LIBRARY - MEDIA CENTER

Classes are scheduled to visit the library each week. Students may check out books for a one-week period, but must return them before they are allowed to check out more books. Students may also use the media center at other times for class assignments or pleasure reading. If a library book is excessively damaged or lost, parents will be responsible for the replacement cost. If a bar code on a library book is removed or damaged there is a \$15.00 fee to replace the bar code.

DISCOVERY CLASS

The Discovery Class at Schoolcraft Early and Upper Elementary buildings provides a project based learning environment in which students use technology to create and share integrated writing and art projects. Major emphasis is placed on giving students the opportunity to add to their skill set in each of these curricular areas as they progress through their elementary years.

ELEMENTARY MUSIC EDUCATION

The music classes at Schoolcraft Early Elementary School provide an opportunity for students to participate and learn to appreciate music. 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 students' enjoyment of music through participation in a variety of activities.

ELEMENTARY PHYSICAL EDUCATION

The physical education classes at Schoolcraft Early Elementary School 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 for movement, and to wear gym shoes.

SCHOOLCRAFT LATCHKEY

Schoolcraft Community Schools offers a before and after school child care program for students in Young Fives through Fifth Grade. This program is not an extension of the school day, but provides a safe place for your children before and after school if you are working. Activities include indoor and outdoor games, reading and homework time and art projects. Occasional field trips and special visitors are also planned during the school year.

The student to staff ratio is no more than 1-18. The school program is open from 7:00-8:00 a.m. before school and 3:00-6:00 p.m. after school. The cost of the program is \$3.00 per child for each hour of attendance. There is a \$10.00 registration fee per family for the school year. Registration packets are available in the school office.

Program procedures are strictly enforced to ensure your child's safety at all times. The discipline policies are similar to those used throughout the school day recognizing concern for the individual's self-concept by balancing disciplinary action with positive support.

WRAP AROUND

Wrap Around is designed to provide quality day care for the second half of a Y-Five or Kindergartener student's day. The Wrap Around Program will complement the instructional mission of our Young-5 and Kindergarten classrooms.

The program is limited to 18 students. The Wrap Around program can be used in conjunction with Latchkey, but there is an additional cost for both before and after school Latchkey services.

Hot school lunches can be purchased by students participating in the Wrap Around program.

The Wrap Around program will not operate during regular school breaks, or on days when school is canceled due to inclement weather conditions.

There is a \$15 registration fee and the program cost is \$10 per day per student. Registration packets are available in the school office.