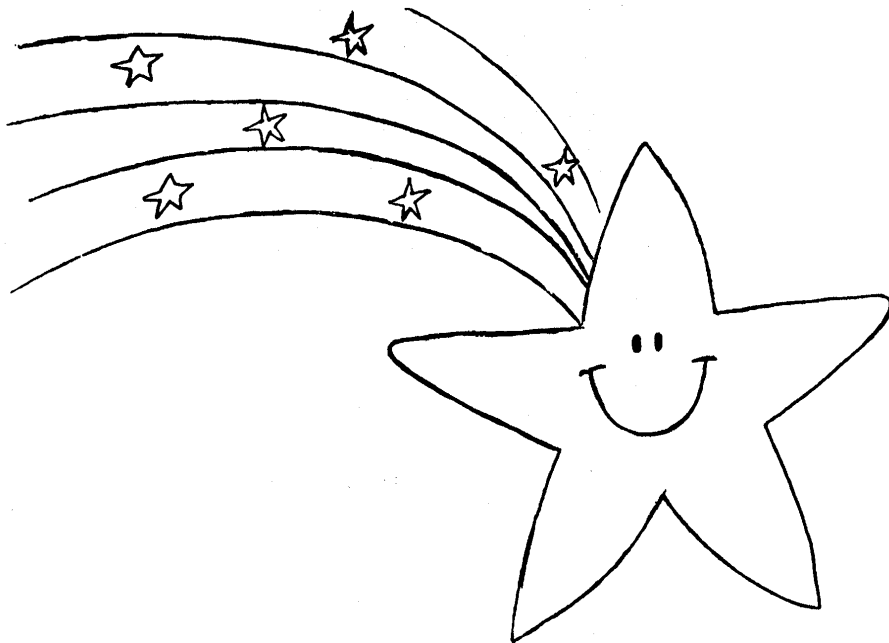


Weston Elementary
Student Handbook

2015-2016



The Weston Wonders

2499 Cashin St. • Burton, MI 48506
(810) 591-8483

Kearsley Community School District Mission Statement

The Kearsley Community School District is committed to educational excellence. It is our mission to prepare students to be lifelong learners, active citizens and contributing members in an ever-changing world.

Weston Elementary School Mission Statement

Weston staff is dedicated to promoting life-long learning in order to prepare our students for success in a rapidly changing society, by fostering self-confidence, independence and overall academic growth in each child through a developmentally appropriate, literacy-rich, safe, caring school community.

Weston Daily Schedule

8:30 a.m. Students may enter the building. Breakfast is served.
8:35 a.m. Buses unload
8:45 a.m. School begins
11:35 a.m.-1:35 p.m. Recesses followed by lunches
3:35 p.m. School day ends
3:42 p.m. Buses depart

REMINDER TO PARENTS: The school day begins at 8:35 a.m. CHILDREN ARE NOT TO ARRIVE BEFORE 8:30 a.m. Parents driving children to school must walk them into the building. When picking up students early, please come to the office. Parent pick-up at the end of the school day is in the gym. Please enter through the outside gym doors. Remember to bring identification when picking up students.

Weston Elementary Building Staff

Administration

Hibbs, Douglas Principal..... 591-2339
Olsen, Derena..... Secretary..... 591-2336
LeBrasseur, Ronda..... Clerk..... 591-2337
Taylor, Holli..... Counselor..... 591-2342

Teachers

Jones, PattyDevelopmental Kindergarten . 591-2349

Cheney, KarianneKindergarten..... 591-2344
Fauls, Michelle.....Kindergarten..... 591-2346
Kacel, Danielle.....Kindergarten..... 591-2345
Kelly, Katie.....Kindergarten..... 591-2348
Mann, Chrissy.....Kindergarten..... 591-2357
Pagogna, Sarah.....Kindergarten..... 591-2354
Spears, Autumn.....Kindergarten..... 591-2361

Goulish, Kelley..... Reading Rec / Literacy .. 591-2365
Laureto, Annette.....Reading Rec / Literacy .. 591-2365
Lobsinger, Kourtney..Reading Rec / Literacy.. 591-2365

Aagesen, Karen..... First Grade..... 591-2360
Hogan, Sarah..... First Grade..... 591-2363
Howell, Deanna First Grade..... 591-2362

Pumphrey, Juliann First Grade..... 591-2359
Ruzicka, Karla..... First Grade..... 591-2356
Simms, JoAnn..... First Grade..... 591-2364
Webster, Kara First Grade..... 591-2358

Nagy, Amy.....Special Education 591-2355
Johnson, William.....Physical Education 591-2336
Gorzenski, Nancy..... Specials 591-2352
Macksood, Jackie Specials..... 591-2336
Shetron, Cathy Music..... 591-2336

Instructional Support

Barajas, Joyce.....Media Aide 591-2336
Dwyre, Jeni.....Literacy Coach..... 591-2375
Schofield, Amy.....Curriculum Specialist... 591-2375
Richardson, Debbie....PBIS Interventionist
Pechette, Denise.....Speech Pathologist 591-2355

Crittendon, Karen..... Instructional Aide
Genovese, Sue Instructional Aide
Lewis, Debra Instructional Aide
Rose, Lorie..... Instructional Aide

Mannor, GabrielaS/E Aide

Parent Information

Attendance

Students are expected to attend school on a regular basis, to be on time, and to stay until dismissed. This is essential to the learning process. In the event that your child is absent, the following procedure is required:

1. Phone the school from 8-8:30 a.m. to inform us of your child's absence.
2. When a student is absent from school *for vacation days*, plans should be made with the teacher to get work that will be missed.

We have high expectations for all students. Arriving on time and remaining until the teacher has brought closure to the day is very important to learning and it promotes good work habits. Help us by having your child arrive at school on time (8:35 a.m.) and stay until the day is finished (3:35 p.m.). Be advised that a student is marked tardy when either arriving late **or** leaving early. **PLEASE NOTE: Five tardies will count as one-half (1/2) day absence.**

Attendance Policy

At Weston Elementary, we expect regular daily attendance from our students, which is required by State of Michigan. To develop and maintain a good attendance habit, a partnership between school, parent and student is crucial. Good attendance habits will promote success in school and in life.

At Weston, we strive for our students to be in attendance at least 90 percent of the time. Students are allowed 10 days of absences during a semester. After the tenth day, **all absences will be unexcused without a medical note.** For an absence to be considered excused, the parent and/or legal guardian must notify the office on the day the student is absent.

Homework

Because education is a lifelong process that extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside of the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home.

Reasons for Homework

- To complete work started in class.
- To expand and/or enrich regular class work.
- To build interest in reading and learning.
- To make up work missed due to absence.
- To encourage parents' awareness of student learning.
- To provide an opportunity to pursue special interest or ability areas.
- To increase learning time.
- To establish independent study skills.



Guidelines for Parents

- Make time for reading to and with your child every day.
- Parents can support a child's interest in lifelong learning by encouraging study habits and providing a learning environment in the home.
- Provide a quiet, well-lit place for the student to do homework.
- Help your child budget time so that a regular schedule for study is set.
- Take an active interest in what your child is doing in school. Ask for explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage and guide your child with assigned homework. Under no circumstances do it for your child.
- Consult your child's teacher as soon as problems arise.

Suggestions for Students

- Read every day.
- It is important to develop good study habits at school and at home.
- Be sure you understand the assignment, and ask your teacher if you need help.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.

Recess

All students well enough to come to school will be required to go out during scheduled recess time, **unless a doctor's note indicates otherwise**. We will make exceptions in accordance with the doctor's directions for restricted activity. Please help us by telling your child that he/she is expected to go outside.

The same expectations for good conduct in the classroom apply to the playground. All students have been instructed on the safe, reasonable use of playground equipment. Students who mistreat others or who use playground equipment in an unsafe manner will lose playground privileges. Students are expected to respond to the playground monitors with respect.

Dress and Grooming Guidelines

All students of the Kearsley School District shall be neatly and appropriately dressed and groomed at all times while in school and at all school functions, including field trips. Clothing and general appearance of all students shall be in keeping with the intent of this policy.

The following shall apply to all Kearsley students:

1. Every student shall personally maintain a reasonable standard of wearing apparel that is appropriate to his role as a student and which contributes to developing a wholesome climate for study. In keeping with this philosophy, the following are considered inappropriate for school:
 - exposed underwear
 - shirts with large holes
 - tops with narrow straps (less than 2 inches)
 - sag pants
 - oversized pant legs
 - gang identification
 - short shorts/skirts (fingertip length required)
 - low-rise pants and skirts exposing skin
 - tank tops
 - bare midriffs
 - bicycle shorts
 - clothing upon which is printed vulgarities or obscenities
 - shirts depicting alcohol, tobacco, or any other illegal items
 - spiked jewelry
2. All students must maintain high standards of cleanliness and personal hygiene.
3. Dress and grooming which is distracting or disruptive to the educational process (i.e. temporary hair color, temporary tattoos, face painting) are prohibited.
4. Shoes must be worn at all times. Flip-flops aren't allowed at Weston.
5. Participation in particular classes, activities or events may dictate, with the approval of the principal, dress requirements beyond those generally mandated.

Students failing to meet these guidelines will be asked to change their clothes and may be referred to an administrator. If a change of clothing is not available, a parent or guardian will be contacted. Repeat offenses may result in disciplinary action.

Party Procedures

Parties will be restricted to Halloween, Christmas and Valentine's Day. Pre-arranged party volunteers will need to complete a background check prior to participation in the event.

Emergency School Closings

It is each parent's responsibility to complete an **Early Dismissal Card** to inform children what to do and where to go in the event of emergency school closings. These cards will be kept on file at the school and used in the event of an early dismissal. Please explain and periodically practice this procedure with your child. Whenever possible, a recorded telephone message will be sent out to all students' homes when schools are closed due to weather or other unforeseen situations. All school closings also are announced on television (WJRT, Channel 12) and on the radio (WCRZ, 107.9 FM).

Emergency Forms

The emergency form is the school's connection to home. It is imperative that the form be completed and accurate. There must be at least three active phone numbers to be used in case of an illness or emergency. Those designated as contact people need to realize their responsibility. In addition, it is the parents' responsibility to update that information as changes occur.

Visitors

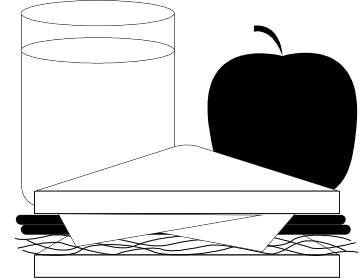
Kearsley Schools welcomes any parent or guardian to see our educational facilities and instructional programs. To provide for the safety of our students, it is required that all visitors report to the main office upon arrival. Visitors are required to sign in and will receive a visitor's badge. In addition, for safety purposes, visitors are requested not to loiter in or near restrooms, in the parking lot, or outside classrooms.

Family members are important to our students. However, no student is allowed to bring brothers, sisters, relatives or friends with them on any school day. These visits tend to disrupt the learning environment. We do encourage families to come to the special events such as open houses, parent-teacher conferences and family nights.

All Kearsley Schools are Drug and Smoke Free environments. This means no one is allowed to smoke or use tobacco anywhere on school property, either outside or in buildings.

Meals

Kearsley provides an online payment processing system called PayForIt that allows parents to use e-check or a credit card to make lunch payments via the district's website (www.kearsleyschools.org). Look for the PayForIt link in the Helpful Links section of the website's home page.



Universal free breakfast is provided for all students. Students may purchase lunch and/or milk on a daily basis and pay via PayForIt, cash or check.

Elementary Breakfast	Free
Elementary Lunch	\$2.20
Milk only	\$0.50

Some families are eligible for free or reduced meals. Families are encouraged to apply. Applications are available in each school office and through the Food Service Department. This must be renewed at the beginning of each school year. Information may also be updated as changes occur.

Student Directory Information

The following information is subject to release upon request for use in the form of student directories, programs and news releases:

- a. Student's name
- b. Address
- c. Parent or guardian
- d. Telephone number
- e. Date and place of birth
- f. Field of study or interest
- g. Participation in school activities
- h. Dates of school attendance
- i. Honors, awards, scholastic averages, class rankings
- j. Other similar information, such as athletics, height, weight, age, school class, honor roll memberships, artwork and pictures - information generally found in yearbooks.

Parents or students may object to inclusion of an individual student's data in directory information by giving the building principal a written statement to this effect prior to the end of the first week of each school year, in which case no information regarding the student will be released without the prior written consent of the parent or student. The district may publish this information unless parents restrict the school from doing so.

Medication Distribution Policy

The following guidelines must be adhered to whenever a student is to receive medication at school.

1. A parent or guardian must pick up a medication form from the office and have it completed and signed by a physician before medication can be given to a student.
2. Over-the-counter drugs are not to be dispensed unless prescribed by a physician.
3. Parent or guardian must deliver the medication in person to the office. **DO NOT SEND MEDICATION TO SCHOOL WITH THE STUDENT.**
4. Medications must be contained in the original vial bearing the physician's prescription and directions.

Injuries and Illnesses

Anyone who is injured or becomes ill while in the school building should report to the main office for assistance immediately.

Distribution of Printed Material

Printed materials for distribution must be approved by the assistant superintendent at the Administration Building, 4396 Underhill Drive, Flint, MI 48506 before being distributed or posted at Weston.

Counseling Services

Parents are encouraged to contact the counselor at Weston with questions or concerns.

Transportation Procedures

A parent or guardian must be visible at a bus stop before Kearsley bus drivers will drop off a Weston student. When an adult is not at the bus stop or visible, we will bring your child back to the Transportation Office, 4396 Underhill Drive (north of the high school and inside the fence behind the administration building). We will make every attempt to contact you or an adult on the emergency card. If we can't reach you, you can call us at (810) 591-7622 to make sure your child is at the Transportation Office.

- When an adult is not at the bus stop **three times** in the same school year; the child will be suspended from the bus for one week.
- When an adult is not at the bus stop **four times** in the same school year; the child will be suspended from the bus for one month.
- When an adult is not at the bus stop **five times** in the same school year; the child will be suspended from the bus for the remainder of the school year.

A driver is not allowed to make special arrangements to accommodate a parent, guardian, or designated person. The safety of your child is always our first priority.

Sometimes a child's normal means of transportation changes due to child care needs, special events, etc. It is important that the office and/or the child's teacher be notified. Please help us assure your child is where he/she should be by following these guidelines:

1. If it is a long term change, contact the school office and the district transportation department (591-7622).
2. If a child who normally rides the bus is being picked up by a parent or designated adult, the parent needs to send a note to the child's teacher. **IF THERE IS NO NOTIFICATION FROM AN ADULT, THE CHILD WILL BE PLACED ON THE BUS.**
3. In the case of "last minute" changes, please contact the office prior to the bus departure time.

In the interest of safety and efficiency, no child shall be picked up or dropped off at more than two different stops per week. Any change in a stop will require written notification from the parent at least twenty-four hours in advance.



Bus Misconduct

Bus misconduct is conduct that reduces the safety of students riding the bus.

Riding the bus to and from school is a privilege which students may enjoy as long as they behave in a reasonable and responsible manner. Bus safety is of extreme importance. Any act which violates rules of bus safety will be considered serious and will be met with strong disciplinary measures which may include removal of bus riding privileges. Any activity which distracts the driver and/or interferes with the safety of the passengers will be dealt with as serious. Misconduct includes any act that might cause concern for the safety of those on the bus. Bus discipline slips, written by the bus driver, will be dealt with by the principal in the following manner:

- **First Offense:** BUS VIOLATION REPORT is to be signed by parent or guardian and returned to the bus driver the next day. Failure to return the violation report will result in a **BUS DISCIPLINARY SLIP**.
- **Second Offense:** BUS DISCIPLINARY SLIP is to be signed by the parent or guardian and returned to school. Student may be suspended from riding the bus. A meeting with the parent and school personnel may be arranged

- Third Offense: Riding privileges are suspended automatically pending a meeting with the student, parents, and appropriate school personnel.

Fighting will result in an automatic three-day suspension from bus riding privileges.

If a student loses bus service because of a discipline problem, it is the parents' responsibility to transport the child to and from school. The intent is not to deny anyone transportation service, but to provide the safest and most pleasant service possible for students. Transportation is a privilege, not a right.

Review of the Handbook & Code of Conduct

It is very important that you read the Parent-Student Handbook and Code of Conduct and understand your rights and responsibilities as parents and students. Following the policies reviewed in this document helps to make Kearsley Schools the safest and very best learning environment possible.

The student emergency form will ask parents to acknowledge receipt and/or notification of electronic access to the Student Handbook and Code of Conduct. Kearsley administration made this change in order to cut down on the number of forms parents are asked to sign and return to their child's school. **Please make sure to acknowledge the receipt and review of this document before returning all emergency forms.**