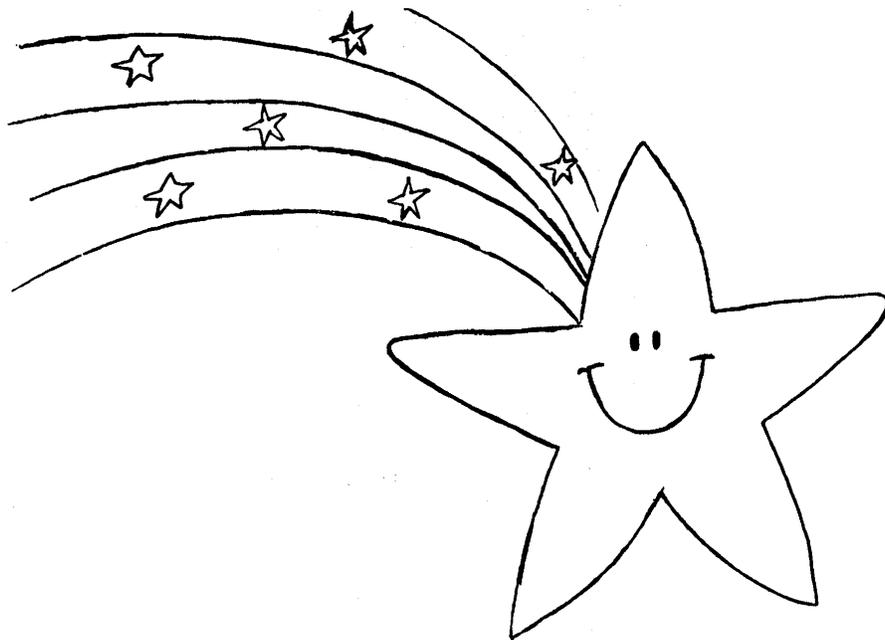


Weston Elementary Student Handbook

2017-2018



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, Patty ...Dev. Kindergarten / Specials .. 591-2349
 Becker, Kelsey Kindergarten 591-2361
 Brannan, Heather Kindergarten 591-2347
 Brockman, Carey Kindergarten 591-2346
 Fauls, Michelle Kindergarten 591-2354
 Kacel, Danielle Kindergarten 591-2345
 Mann, Chrissy Kindergarten 591-2357
 Ogans, Karianne Kindergarten 591-2344
 Pagogna, Sarah Kindergarten 591-2354

Dwyre, Jeni Literacy 591-2375
 Goulish, Kelley Literacy 591-2368
 Laureto, Annette Literacy 591-2365
 Lobsinger, Kourtney Literacy 591-2365

Hogan, Sarah First Grade 591-2363
 Howell, Deanna First Grade 591-2362
 Pumphrey, Juliann First Grade 591-2361
 Ruzicka, Karla First Grade 591-2367
 Simms, JoAnn First Grade 591-2364
 Spears, Autumn First Grade
 Webster, Kara First Grade 591-2356

Johnson, William Physical Education 591-2336
 Nagy, Amy Special Education 591-2355

Gorzenski, Nancy Specials 591-2352
 Kelly, Katie Specials 591-2348
 Bregand, Michael Specials

Instructional Support

Barajas, Joyce Media Aide 591-2376
 Schofield, Amy Curriculum Specialist 591-2375
 Pechette, Denise Speech Pathologist 591-2374
 Davis, Angela LLI Aide
 Saumier, Kristen LLI Aide
 Allinger, Kati Instructional Aide 591-2351
 Crittendon, Karen Instructional Aide 591-2351
 Genovese, Sue Instructional Aide 591-2351
 Lewis, Debra Instructional Aide 591-2351
 Rose, Lorie Instructional Aide 591-2351
 Mannor, Gabriel S/E Aide
 Scofield, Juanita S/E Aide
 Thorpe, Tammie Tech Support
 Richardson, Debbie ... PBIS Interventionist

Matte, Melissa Safety Monitor
 Marks, Christina Classroom Aide
 Briggs, Stacy Lunchroom/Playground Aide
 Cantley, Robin Lunchroom/Playground Aide
 Michniewicz, Angie Lunchroom/Playground Aide
 Russell, Jody Lunchroom/Playground Aide

Nutrition

Mitchell, Amy Head Cook
 Camp, Pam Kitchen Aide
 Edenburn, Brenda Kitchen Aide

Parent Information

Elementary Attendance policy

Students are expected to attend school regularly and consistently, to be on time and stay until the end of the school day. The Kearsley Community Schools are committed to the success of every student. The School Board encourages regular school attendance by all students. The Kearsley School Board recognizes the value of daily instruction and believe that there are negative consequences associated with chronic absenteeism. Intermittent instruction limits the acquisition of essential skills necessary for independent life-long learning. Therefore, Kearsley students must be in attendance no less than 90 percent of all instruction days and 90 percent of instruction hours. Extenuating circumstances will be evaluated by the principal on a case-by-case basis. (Policy #5200.1)

To develop and maintain a good attendance habit, a partnership between student, parent and school is crucial. Good attendance habits during elementary school will promote success in middle school, high school and beyond. If a Dowdall student fails to meet the attendance expectation, she/he may be referred to Dowdall's Attendance Intervention Program.

Verified Absences

To verify a student's absence, the parent and/or legal guardian should notify the school office of the absence in person or by phone during the regular school hours **ON THE DAY THE STUDENT IS ABSENT**. Parents may call the main office at (810) 591-2274. This line is available 24 hours a day. When calling please designate the reason for the child's absence.

*Absences **will be excused** for the following reasons:

- A. Hospitalization/Medical
- B. Death in the family
- C. Suspension
- D. School related field trips
- E. Court appearances

*Documentation of the absence may be required if attendance falls below 90 percent.

Students Leaving School Early

To provide a safe and secure environment, the adult picking up the student prior to the end of the school day is required to come into the office. The adult may be required to show a **Photo ID**. Students must check out in the main office and will be released to their parent/guardian or individuals listed in their emergency information. **Note:** A student will be coded as tardy (if they leave less than 90 minutes early) or ½ day absent (if leaving 90 or more minutes early).

Tardiness

Students are expected to arrive on time each day and stay until the day ends. Students are considered tardy any time they arrive late or leave before the end of the school day. **PLEASE NOTE:** The accumulation of 10 tardies will be counted as a full day of absence.

Make up Work

Teachers will be given 24 hours to get make-up work ready. It is the parents' responsibility to make arrangements to get the work and materials for the child. Students shall be given two (2) days to make up work for every day missed.

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	▪ short shorts/skirts (fingertip length required)	▪ clothing upon which is printed vulgarities or obscenities
▪ shirts with large holes	▪ low-rise pants and skirts exposing skin	▪ shirts depicting alcohol, tobacco, or any other illegal items
▪ tops with narrow straps (less than 2 inches)	▪ tank tops	▪ spiked jewelry
▪ sag pants	▪ bare midriffs	
▪ oversized pant legs	▪ bicycle shorts	
▪ gang identification		
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. An announcement also will be posted on the district website (www.kearsleyschools.org) and will be 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.

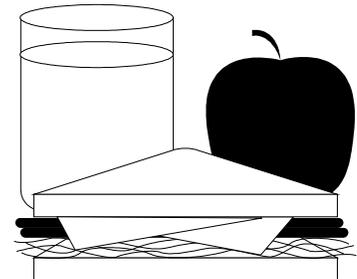
All Kearsley Schools are Drug and Smoke Free environments. This means no one is allowed to smoke or use tobacco anywhere on school property, either outside or in buildings.

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	\$2.45
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 | h. Dates of school attendance |
| b. Address | i. Honors, awards, scholastic averages, class rankings |
| c. Parent or guardian | j. Other similar information, such as athletics, height, weight, age, school class, honor roll memberships, artwork and pictures - information generally found in yearbooks. |
| d. Telephone number | |
| e. Date and place of birth | |
| f. Field of study or interest | |
| g. Participation in school activities | |

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.**