

Kenowa Hills Public Schools Elementary School Handbook



Kenowa Hills Public Schools
Education inspired.

Alpine Elementary
(616) 784-0884
4730 Baumhoff

Central Elementary
(616) 453-6351
4252 3 Mile Rd NW

Zinser Elementary
(616) 453-2461
1234 Kinney NW

Early Childhood Center
(616) 647-0910
3971 Richmond Ct. NW

WELCOME!

We welcome each family to the Kenowa Hills Public Schools for this school year. The purpose of this booklet is to provide answers to some commonly asked questions regarding school operations. Your knowledge and support of this information will help reinforce the expectations we hold for your child. For more detailed information about your particular school, please read the building specific material that will be coming home, or check the building web site at www.khps.org. Together we can make a difference.

Best wishes to each of you in the year ahead. Let's work together to make this a successful year for your child.

Sincerely,

Jason Snyder	Alpine Elementary	784-0884
Cherie Horner	Central Elementary	453-6351
Ross Willick	Zinser Elementary	453-2461
Daniel Brant	Early Childhood Center	647-0910

GENERAL PROCEDURES

ACCIDENTS AND ILLNESS

If a student feels ill and he/she cannot function in the classroom, the child will be sent to the office. Office personnel may have the child lie down or make arrangements for the child to go home. In the event that we are unable to reach a parent, an attempt will be made to contact the person listed on the student's emergency information sheet. If a student receives an injury on the playground, the staff will provide medical attention. For injuries requiring a second opinion or professional medical attention, parents will be notified immediately. No student should be sent to school if the following symptoms appear: persistent coughing, fever, sore throat, eye or ear discharge, rash, upset stomach, untreated lice, chills or swollen glands.

ATTENDANCE (TRUANCY/CHRONIC ABSEENTISM)

It is imperative that students be present at school for the entire school day for the maximum amount of learning to take place. Student absences, tardies, and early pick-ups create an environment in which the student is not receiving the full benefit of their public education experience. It is federal law and a parent's/guardian's responsibility to make certain that students are in school on all scheduled school days for all of the scheduled minutes. Both excused and unexcused absences can cause academic problems for students.

Parents or guardians are asked to please call the school office and give the date(s) your child will be absent from school. This call may be made the day before or by 9:00 the morning of the absence. Every effort will be made to contact those parents or guardians who do not call in their child's absence. Due to the importance of continuity in your child's education, we strongly urge you to take vacations during regularly scheduled school breaks.

EXCUSED ABSENCES

Parent-excused absences include: illness, recovery from accident, required court attendance, professional appointments death in the immediate family, observation or celebration of a bona fide religious holiday, such other good cause as may be acceptable to the school.

After 10 parent-excused absences, an absence can still be considered excused with a note from a doctor which must include:

- the dates that the student must be absent from school
- the doctor's signature
- and a statement that the student may not attend school must be provided for an absence to be excused.

After 10 parent-excused absences, all absences will be marked as unexcused until above documentation is provided. We reserve the right to verify documentation and to investigate the cause of each repeated, unexplained absence and tardiness.

Parents must make every attempt to schedule dental, medical, and/or other professional appointments outside of the regular school day on non-school days or breaks.

UNEXCUSED ABSENCES

Any time a student is absent and a parent does not provide any information regarding the reason, the absence will be marked as unexcused.

CHRONIC TARDINESS/CHRONIC EARLY PICK-UPS

Being tardy is defined as 5 minutes past the ring of the first bell.

- Chronic early dismissals and chronic tardiness will be defined as students who are picked up early dropped off tardy more than two times in one week or 5 times in one month at any point in the school year.
- A student who arrives at school 60 minutes or more past the start of the school day will be marked as absent for the AM section of attendance.
- A student who is picked up 60 minutes or more before the end of the school day will be marked as absent for the PM section of attendance.

CHRONIC ABSENTEEISM

If your child exceeds a reasonable amount of absences and tardiness, school will be in contact with parents to discuss truancy concerns. In addition, excessive absences may impact the district's recommendation for promotion.

BACKGROUND CHECKS

Kenowa Hills requires background checks to be completed for any adult visitor prior to visiting the school or classroom during the school day. A new background check must be completed EACH year and at least a week in advance of a school or classroom visit for approval to be processed.

BIRTHDAYS & HOLIDAY CELEBRATIONS

Celebrations are extremely important to a positive school culture. We encourage our students to make healthy choices during celebrations. We recommend that you support healthy choices by sending non-edible items for celebrations. If you chose to bring in an edible item, the health department strongly urges the use of commercially prepared treats for parties and you are asked to comply with this recommendation. School personnel reserves the right to not distribute food items due to individual allergies. Please communicate with your child's classroom teacher prior to sending birthday celebration items in case of student allergy. Each elementary building has more specific policies relating to student allergies. Please be sure to check with your school's office. Please do not send balloons, flowers or other items that may be distracting to the learning environment. Personal invitations to parties should not come to school. Please find an alternate means of distribution.

BOOKS & TECHNOLOGY

Technology and books are the property of the school and are loaned to students on an individual basis. Students are responsible for the proper care and appropriate use of books and technology while they are using them. If a book or technology is returned damaged or not returned at all, the student responsible is expected to pay for the repair or replacement. Use of technology that is not aligned to curriculum may result in disciplinary action.

CANCELLATION OF SCHOOL

Occasionally, school may be canceled due to inclement weather or other emergencies. All families registered to receive School Messenger Alerts will be notified in their manner of choice. If you are not currently enrolled, see your school office for information to do so. Parents may also download the Kenowa Hills App for your mobile device to receive important updates regarding school. In addition, TV channels 13 and 8 provide school closing information. Please do not call the school office with questions regarding school closing as the offices will also be closed.

CONFERENCES

Parent/teacher conferences will be held during the first and third marking periods. We encourage all parents to attend these conferences and keep the lines of communication open with your child's teacher.

CURRICULUM

Our district's instructional focus is on the Common Core State Standards for English Language Arts and Math. If a parent is interested in obtaining specific information, they may access our district website links or contact their child's school office. For information about our district's personal curriculum, please refer to pages 9-11 in the handbook.

COMPLAINTS

The following procedure should be followed by anyone who has a complaint regarding any employee of Kenowa Hills Public Schools:

1. Contact the employee personally and attempt to resolve the problem at a mutually agreeable place and time.
2. If this fails, the immediate supervisor of the employee involved should be contacted and an attempt should be made to resolve the problem.
3. If success has not been attained at the supervisor level, the complaint may be brought to the attention of the assistant superintendent who will determine further steps necessary to resolve the issue.
4. If the assistant superintendent is unable to resolve the matter satisfactorily, the person may request to be placed on the agenda of the next meeting of the Board of Education or the superintendent.
5. The Board of Education will consider the concern if the proper procedure has been followed.

RECESS POLICY

Unless it's raining or below 0° F, all students go outside for every recess, with exceptions made by doctor's orders only. Appropriate clothing is a must if a student is to be comfortable. Please label all clothing.

DROPPING OFF AND PICKING UP YOUR STUDENT AT SCHOOL

Students who arrive after the scheduled start of classes must be signed in at the school office by the person dropping them off. Parents are asked to contact the school office as far in advance as possible prior to picking up students. Please state the anticipated pick-up time in the note. For safety of the children, any adult picking up a child must report to the office, be on the child's emergency form and bring proper identification. Your child will be contacted to meet you at the office. Please wait in the lobby for your child, not in the hallway or outside the classroom. For daily drop off and pick up procedures and times, please see your child's school building office staff or available information.

EMERGENCY PROCEDURES (FIRE, TORNADO AND LOCKDOWN)

Fire-escape locations and procedures are posted in each classroom. Each class has an assigned area in the building to go to for tornado drills. If tornado warnings continue beyond the regular end of the student day, students will be kept in school until an all-clear is issued. The number of drills held each year is followed per state mandated requirements.

FUNDRAISERS

Each year, the school and/or parent groups may sponsor one or more fundraisers. All fundraisers must go through the district's approval process.

HEAD LICE POLICY

The Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) jointly support the following statements for the management of head lice infestations within school communities. Currently, there is no scientific evidence demonstrating that enforced exclusion policies are effective at reducing head lice transmission. At this time, MDCH and MDE recommend a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within ¼" of the scalp. Nits that are found beyond ¼" of the scalp have more than likely hatched, or are no longer viable.

- Any student with live lice may remain in school until the end of the school day (See Procedures).
- Immediate treatment at home is advised.
- The student will be readmitted to school after treatment and examination. **The student must be transported to school by an adult for examination by our office personnel.**
- If, upon examination, the school-designated personnel finds no live lice on the child, the child may reenter the school.
- Any student with nits (farther than ¼" from scalp) will be allowed in school.
- Parents should remove nits daily and treat if live lice are observed.

HEAD LICE PROCEDURES

When a member of school staff suspects a child is infested with head lice, the following procedures should be followed:

- The child will be restricted from activities involving close contact (i.e., hugging) or sharing personal items (i.e., hats, clothing, brushes) with other children.
- The school/facility will be notified, and the parents will be contacted.
- Immediate removal of the child is unnecessary. The child can be sent home at the end of the day. Children should be allowed to ride the school bus home.
- A letter will be sent home notifying classmates' parents that a case of head lice is suspected and asking them to check all of their children for head lice.
- The school will provide parents with a copy of an information sheet on head lice infestation and treatment options.
- The child cannot return to school unless lice free (and no nits closer than ¼" of the scalp).

IMMUNIZATIONS

Any student enrolling in a Michigan school shall submit proof of the following immunizations prior to official entry. The school has the authority to deny entrance to children not meeting these requirements. The following are required by law:

- 4 Doses of DTP, DT, or Td: If the 4th dose was not given on or after the 4th birthday, another dose must be given prior to school entry
- 3 Doses of Polio: If the 3rd dose was not given on or after the 4th birthday, another dose must be given prior to school entry
- 2 Doses of MMR (mumps, measles, rubella)
- Hepatitis B immunization series must have been begun prior to school entry
- Two doses of chicken pox vaccine or a written statement from the student’s parent indicating their child has had chicken pox

*Hearing and vision tests must be done for all new kindergarten students who did not have one completed in Preschool.

MEDICATION

Kenowa Hills Public Schools will follow board policy and state regulations regarding the administration of medication. The office staff is not allowed to administer any medication unless the parents have completed a medication form. Forms are available in the office. Students are not allowed to administer their own medication. All medications, whether prescription or nonprescription, must be in their original container. Students are not to transport any medication. Parents must drop off and pick up any medication at the office.

PERSONAL BELONGINGS/ELECTRONICS

Cell phones, iPods, iPads, mp3 players, hand-held games, other personal electronic devices, toys and other nuisance items are not acceptable at school unless being utilized for the purpose of instruction. Each building will follow the Kenowa Hills acceptable use policy as it relates to mobile devices. Each building may have additional procedures relating to personal student devices. Violations will be held by building administration on an individual basis. The school is not responsible for any items brought to school.

REGISTRATION

Parents are required to complete the registration process in the registration portal. Parents are required to update this annually. This includes providing emergency information as well as other pertinent information necessary for beginning or adding to the cumulative record of the student. Please inform the district of any changes to this information during the school year.

REPORT CARDS

Formal, written report card evaluations are given three times each year. Report cards are sent home with students after the second and third marking periods and mailed home after the fourth one.

SALES IN SCHOOL

Students are not permitted to sell any items in school except as a member of an approved group and only with the knowledge of the principal.

SCHEDULE

	FULL DAY	HALF DAY
Alpine Elementary	8:35 AM - 3:35 PM	8:35 AM – 12:05 PM
Central Elementary	8:35 AM - 3:35 PM	8:35 AM - 12:05 PM
Zinser Elementary	8:35 AM - 3:35 PM	8:35 AM - 12:05 PM
Early Childhood Center (ECC)	Contact the ECC for your child’s specific program.	

SEXUAL HARASSMENT

Students should not harass each other in any way. Our commitment is to provide a physically and psychologically safe environment in which to learn. Sexual harassment violations, and the resulting discipline from those violations, will be determined on an individual basis.

All students, staff, parents, and visitors are expected to treat others with respect. Sexual harassment is a violation of Title IVV of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act and is strictly prohibited. Sexual harassment should be reported to the principal immediately.

Sexual harassment has three parts:

1. Unwelcome or unwanted behavior.
2. The behavior is sexual or related to the gender of the harassed person.
3. The behavior is in the context of power. This can include staff to student, student to student, student to staff, or other.

Harassment can include, but is not limited to:

1. Direct or indirect comments to a person or about a person of a sexual nature.
2. Touching a person's body or clothing.
3. Looking, ogling, or leering.
4. Displaying pictures or written material of a sexual nature.

TRANSPORTATION

For specific questions regarding pick up and drop off times at bus stops or to report bus concerns, please contact our transportation department at 453-4757. Kindergarten students are required to have a responsible person present at the bus stop during drop off to ensure our youngest students get home safely. If a responsible person is not present, kindergarten students will be transported to the Early Childhood Center/Kenowa Hills Daycare for supervision until the parent can make arrangements for pick up. This service will be provided at the expense of the parent. If elementary buildings are offering after school enrichment due to district professional development, the child may be brought back to their elementary building for supervision. Again, this service will be provided at the expense of the parent.

VISITORS

Visitors are always welcome in all schools. All visitors must check in at the office and pick up a visitor's pass prior to visiting other parts of the building. If you wish to visit your child's classroom or confer with a teacher, it is necessary to call ahead in order to assure school personnel will be available and your visit will not interrupt instruction. For the safety of our students, visitors must submit a background check at least a week in advance prior to visiting school.

WEAPONS

Public Act 328 provides for the expulsion of any public school student who is found in possession of a dangerous weapon (firearm, dagger, knife with a blade over 3" long, iron bar, etc.) in a school building or on the school grounds. Act 328 requires that children who are in the fifth grade or lower be expelled for at least 90 days unless certain criteria are met.

BEHAVIORAL EXPECTATIONS

Our elementary buildings are diligent with creating an environment built upon the components of a positive behavioral support system. Each teacher creates and enforces certain classroom rules intended to promote learning. Some basic guidelines are important to observe throughout the school. There may be circumstances whereby an exception to the rule may be exercised.

1. Gum chewing privileges are given by individual teachers.
2. Students are expected to maintain safe and orderly behavior in the hall, and in the bathrooms.
3. Inappropriate language will not be permitted.
4. Beverages in the classroom are limited to water except on special occasions.
5. Healthy snacks are allowed in classrooms at individual teacher discretion.

6. Students will not touch or tamper with other students' belongings in any way.
7. Hitting, kicking, pushing, bullying and other aggressive acts will not be tolerated. For more information regarding our district's bullying policy, please see board policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students.
8. Students are not to buy or sell items from one another and are not to make any “deals” involving the exchange of goods or money while at school.
9. Students should present themselves in a manner that is non-distracting. This includes clothing, accessories and personal appearance/hygiene. Clothing that presents a disruptive influence will not be allowed. Hats may not be worn in the buildings public areas except on special days. The school has the authority to determine if a student's dress is disruptive to the educational environment. The school may take steps such as providing alternative clothes for the student and/or calling home for parental support to provide alternate clothing.

PROGRESSIVE DISCIPLINE

Our schools are committed to ensuring that we have safe and orderly environments in which teaching and learning can take place each day. A safe and supportive school depends upon the efforts of all members of the school community to treat one another with mutual respect. It is important that all members of the school community (students, staff and parents, guests) know and understand the standards of behavior which all students are expected to live up to and the consequence if these standards are not met. Our schools provide clear behavior expectations through our codes of conduct as well as through classroom procedures and expectations. Common expectations in all elementary buildings ensure consistency and equitable treatment for all students.

Our schools view behavioral incidents as a “teachable moment” as they provide students with an opportunity for growth and learning. Consequences are used in each building to address inappropriate behavior with the goal of teaching positive behavior. Our schools utilize progressive discipline to address reoccurring behavioral incidents through the use of incremental interventions. The goal of progressive discipline is to hold students accountable for their choices and behavioral change. In addition, the goal is to prevent the recurrence of negative behavior by helping students learn from their mistakes. It is essential to progressive discipline that students understand why the behavior is unacceptable, what they could have done differently, take responsibility for their actions and be given the opportunity to improve.

All behavioral incidents are treated on a case by case basis as there are a variety of important considerations. Some of these considerations include: age and maturity of students involved, special education needs (IEP, BIP, 504, etc.), prior disciplinary records, nature or severity of the behavior, circumstances/context in which the incident occurred, frequency, duration and intensity of the behavior, and number of persons involved.

Consequences may include (this is not an exhaustive list): preferential seating in the classroom, loss of classroom privileges, inability to attend school events or experiences (study trips, assemblies, etc.), removal from the classroom (“time out”), in school suspension, and out of school suspension. In addition, our schools will work with parents as a team to develop appropriate plans to address chronic or patterns of negative behavior.

- **Due Process & Appeals**
 - A student will be given an explanation of the charges against him/her and an opportunity to tell his/her side of the story before discipline consequences are issued. Parents have 24 hours from the time of notification of discipline consequences to communicate a request for an appeal hearing. All appeals requests must be made directly to the building principal. Consequences that are issued by the assistant principal are appealed to the building principal. A building principal's decision can be appealed to the Superintendent or designee. A decision made by the superintendent or designee is the final step in the appeals process.
- **Emergency Removal**
 - There are times when an emergency removal from class is appropriate. When an emergency removal has occurred, the student shall be given notice of the reasons and an opportunity to tell his/her side of the story as soon as reasonably possible.

Kenowa Hills Public Schools Elementary Codes of Conduct:

Alpine Elementary = Be the BEST You

Central Elementary = Central SHINES

Zinser Elementary = Kids Who CARE

LIFELONG GUIDELINES AND LIFE SKILLS TOOLS FOR CITIZENSHIP AND LIFE

The Lifelong Guidelines and LIFESKILLS are a set of guiding principles central to the core of a democratic society. They provide us with a common language and the consistency needed to help students incorporate them into their own lives now and in the future.

THE LIFELONG GUIDELINES:

Trustworthiness - To act in a manner that makes one worthy of confidence

Truthfulness - To act with personal responsibility and mental accountability

Active Listening - To listen with attention and intention

No Put-Downs - To never use words, action and/or body language that degrade, humiliate, or dishonor others

Personal Best - To do one's best given the circumstances and available resources

The LIFESKILLS:

Caring/Empathy - To feel and show concern for others

Common Sense - To use good judgment

Cooperation - To work together toward a common goal or purpose

Courage - To act according to one's beliefs despite the fear of consequences

Curiosity - A desire to investigate and seek understanding of one's world

Effort - To do one's best

Flexibility - To be willing to alter plans when necessary

Friendship - To make and keep a friend through mutual trust and caring

Initiative - To do something, of one's own free will, because it needs to be done

Integrity - To act according to a sense of what is right and wrong

Organization - To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use

Patience - To wait calmly for someone or something

Perseverance - To keep at it

Pride - Satisfaction from doing one's personal best

Problem Solving - To create solutions to difficult situations and everyday problems

Resourcefulness - To respond to challenges and opportunities in innovative and creative ways

Responsibility - To respond when appropriate; to be accountable for one's actions

Sense of Humor - To laugh and be playful without hurting others

**Annual Notice of the Right to Request a Personal Curriculum (PC)
Modifying Michigan Merit Curriculum (MMC) requirements for Graduation with a Regular High School Diploma**

The Personal Curriculum is a process to modify specific graduation credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements for high school graduation.

The parent or guardian of a student for whom a personal curriculum is sought, or the student (if age of majority) or an emancipated minor may request a personal curriculum.

Other potential requesters include a current teacher of the student who has expertise in the proposed area to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC, or a school counselor.

According to Section 380.1278b amended of the Revised School Code regarding the Michigan Merit Curriculum and personal curriculum, if the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is a least age 18 or is an emancipated minor, by the pupil, the school district or public school academy shall develop a personal curriculum for the pupil.

With the passing of House Bills 4465 and 4466 in June 2014 effective April 2015, Graduation Requirements now include the following (plus any additional local requirements):

Mathematics	
Michigan Merit Curriculum	Personal Curriculum Options
4 credits of mathematics, including: 380.1278a (1,a,i)	3 1/2 credits of mathematics, including: MCL380.1278b (5,g)
Algebra I (may be granted prior to grade 9)	Algebra I (may be granted prior to grade 9)
Geometry	Geometry
Algebra II or <ul style="list-style-type: none"> • Algebra II over 2 years for 2 credits • Algebra II over 1.5 years for 1.5 credits • A MDE-approved CTE program such as machining, electronics, construction, welding, engineering, computer science, renewable energy if course includes some Algebra II content assessed on the state high school test 	Algebra II may be modified if the student meets one or more of the following : <ul style="list-style-type: none"> • One semester of Algebra II • Algebra II over 2 years for 2 credits • Algebra II over 1.5 years for 1.5 credits • A MDE-approved CTE program or curriculum that completes the same content as Algebra II benchmarks assessed on State HS Assessment • One semester of statistics, functions and data analysis or technical mathematics
An additional math credit (trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, a retake of Algebra II, or financial literacy)	Students must successfully complete at least 1 math credit during his or her final 2 years of high school
Students must successfully complete at least one math course during final High School year	
English Language Arts (no modifications)	
At least 4 credits of English Language Arts MCL380.1278b (1,a)	

Science (no modifications)	
At least 3 credits of Science , including: MCL 380.1278b (1,b)	
Biology	
Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content	
One additional science credit or MDE-approved computer science or CTE program	

Social Science	
Michigan Merit Curriculum	Personal Curriculum Options
At least 3 credits in Social Science , including: 380.1278a (1,a,ii)	At least 2 credits of Social Science, including 1/2 credit of Civics MCL 380.1278b (5,h)
1 credit United States History and Geography	1 additional credit in ELA, mathematics, science, a language other than English, or a CTE program
1 credit World History and Geography	
1/2 credit in Economics	
1/2 credit In Civics	

Health and Physical Education	
At least 1 credit that includes both Health and Physical Education MCL 380.1278a (1,a,iii)	May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5,i)
OR 1/2 credit in Health, plus 1/2 credit for district-approved participation in extra-curricular athletics or activities involving physical activity	

Visual, Performing or Applied Arts	
At least 1 credit of Visual, Performing, or Applied Arts MCL 380.1278a (1,a,iv)	May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5,j)

World Languages	
Two World Language credits, both in the SAME language other than English. Can be earned anytime, K-12, if grade-appropriate MCL 380.1278a (2) (Effective class of 2016)	
For Graduating Classes of 2015 through 2020 only, may partially or fully substitute 1 World Language credit with a MDE-approved CTE program or by completing an additional visual or performing arts course	
American Sign Language "counts" as a World Language	
May be an online World Language course	

Sub-section K - Students with Disabilities	
	Any modification not otherwise allowed but necessary because the pupil is a child with a disability and modification is consistent with both the students EDP and IEP MCL 380.1278b (5,k)

Sub-section L - Transfer Students	
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	Student transfers in with a least 2 years of HS credits from an out-of-state or from nonpublic school MCL 380.1278b (5,k)
	The Personal Curriculum includes as much of the subject content as practical
	Must include at least 1 math class during final year of HS
	If the transfer student is enrolled for a least one full school year: <ul style="list-style-type: none"> • Must take at least Algebra I or • Must take a course normally taken after Algebra I
	Must include civics course
Online Learning Requirement	
A separate online course or learning experience OR integrated online experience throughout each MMC course MCL 380.1278a (1,b)	