

Kenowa Hills Public Schools Elementary School Handbook



*High Levels of Learning for
Each and Every Student*

Alpine Elementary
(616) 784-0884

Central Elementary
(616) 453-6351

Zinser Elementary
(616) 453-2461

Early Childhood Center
(616) 647-0910

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. Should we be 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, chills or swollen glands.

ATTENDANCE

Good attendance is very important for success in school. The State of Michigan requires all children between the ages of 6 and 16 to attend school. 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.

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

If you decide to provide a treat, healthy options are encouraged. The health department strongly urges the use of commercially prepared treats for parties and you are asked to comply with this recommendation. Please communicate with your child's classroom teacher prior to sending birthday celebration items in case of student allergy. 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

Textbooks and library books are the property of the school and are loaned to students on an individual basis. Students are responsible for the proper care of textbooks and library books while they are using them. If a book is returned damaged or not returned at all, the student responsible is expected to pay for the repair or replacement of the book.

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.

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 Superintendent of Schools.
4. If the 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.
5. The Board of Education will consider the concern if the proper procedure has been followed.

DRESS POLICY

Unless it's raining or below 0° F, all students go outside for every recess, with exceptions made by doctor's orders. Appropriate clothing is a must if a student is to be comfortable. Please label all clothing. Clothing that presents a disruptive influence will not be allowed. Hats may not be worn in the buildings public areas except on special days.

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 send a note prior to picking up students from school at any time. 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 CRITICAL INCIDENT)

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. Lockdown drills are held at least two times per year.

FUNDRAISERS

Each year, parent groups may sponsor one or more fundraisers for their service projects. The exact type of fundraising projects will be determined by those in attendance at parent club meetings.

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.**

REGISTRATION

Parents are required to complete the registration process. 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 AND CONFERENCES

Formal, written report card evaluations are given four times each year. These written evaluations are supplemented at the end of the first and third marking periods with parent-teacher conferences. We encourage all parents to attend these conferences and keep the lines of communication open with your child’s teacher. Report cards are sent home with students after the first, 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	8:25 AM - 3:35 PM	8:25 AM – 11:55 AM
Central Elementary	8:25 AM - 3:35 PM	8:25 AM - 11:55 AM
Zinser Elementary	8:25 AM - 3:35 PM	8:25 AM – 11:55 AM
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.

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.

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 three days in advance prior to visiting school.

VOLUNTEERS

Volunteerism is strongly encouraged. Volunteers are to sign in at the office so schools can document the number of volunteers and the time they serve for the State of Michigan Accreditation program. For the safety of our students, volunteers must submit to a background check at least three days in advance prior to chaperoning a field trip or working with children.

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. Hats will not be worn in the building unless it is designated “hat day”. This includes the use of bandanas.
3. Students are expected to maintain safe and orderly behavior in the hall, and in the bathrooms.
4. Inappropriate language will not be permitted.
5. Beverages in the classroom are limited to water except on special occasions.
6. Healthy snacks are allowed in classrooms at individual teacher discretion.
7. Students will not touch or tamper with other students’ belongings in any way.
8. 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.
9. 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.
10. Students should present themselves in a manner that is non-distracting. This includes clothing, accessories and personal appearance.

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 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