

BIRCH STREET ELEMENTARY



2008 - 2009

**PARENT - STUDENT
HANDBOOK**

TABLE OF CONTENTS

PAGE

Letter from Superintendent	3
Birch Street Letter to Parents	4
Mission Statement and Beliefs	5
Birch Street Staff	6 & 7
Responsibility for School Success	8 & 9
Access and Privacy Rights . . . After School Program	10
Articles Students Bring to School . . . Attendance and Tardiness of Students .	10
Bicycles . . . Birthday Celebration . . . Conduct	11
Conduct Continued	12
Corporal Punishment . . . Disclosure of Directory Information	13
Dismissal . . . Dress Code	13
Drug Free School Policy . . . Email . . . Emergency Drills	14
Extreme Emergencies . . . Field Trips . . . Food Service	15
Grading System . . . Health . . . Homework	16
Inclement Weather . . . Illnesses	16
Injuries . . . Insurance . . . Internet Policy	17
Lice . . . Lost and Found . . . Make-up Work/Family Trips	18
Medication . . . Misconduct and Disciplinary Procedures	19 & 20
NCA – North Central Accreditation of Colleges and Schools	21
Office Hours . . . Parent Teacher Conferences	21
Positive Behavior Rewards Program	21

Positive Behavior Rewards Program . . . Preschool	22
Popcorn. . . . Principal’s Newsletter. . . Promotion and Retention of Students	23
PTO and Parent Volunteers . . . School Hours	24
School Rules . . . Smoking Policy . . . Snacks . . .Visitors . . . Walking Trips	25
Weapons/Fire Arms and Expulsion . . .Website	26

Kalkaska Public Schools does not discriminate on the basis of sex in the educational programs or activities it operates. Kalkaska Public Schools’ policy not to discriminate in education programs and activities extends to employment therein and to admission thereto. This statement is published in part, to fulfill the requirements of Title IX of the Education Amendments of 1972 and Section 86.9 of Title 45 of the Code of Federal Regulations, the administrative regulations passed pursuant to Title IX. Inquiries concerning the application of Title IX and the administrative regulations may be directed to the Civil Rights Coordinator of the district.

September 2008

Dear Parent or Guardian of Birch Street Elementary School,

Your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom(s). 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 would be 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.

Sincerely,

Mr. Lee Sandy
Superintendent

Kalkaska Public Schools
BIRCH STREET ELEMENTARY SCHOOL
258-8629

Welcome to Kalkaska Public Schools. We are looking forward to an exciting new school year.

Birch Street Elementary houses most of the youngest children enrolled in Kalkaska Public Schools. Our population consists of Head Start, the 4 year old program, Multi-age preschool, Early Childhood Developmental Delayed, Kindergarten, First, Second and Third grades.

Cherry Street Intermediate houses all children in Fourth and Fifth grades living in the Kalkaska area.

Rapid City Elementary houses children that live in the Rapid City area and provides Kindergarten through Fifth grades.

All of our staff is experienced and sensitive to the needs of our young students. We will continue to use curriculum that is developmentally appropriate yet one that stimulates new understanding and knowledge.

We realize that understanding and cooperation between the home and school is an important factor in any child's success in school. We know that parents are teacher #1. Our staff wishes to work with parents in every possible way to ensure the success of children and provide a good school community. We welcome your involvement in our school and urge you to visit often. We are proud of the good things that happen in the Kalkaska Public Elementary Schools.

Hopefully you will discuss the items in this book with your children and encourage them to follow the policies and procedures as listed. If for any reason you need to communicate with the school concerning your child or school in general, please call and/or come in to the school office where your child attends

Sincerely,

Jessica Ziecina
Principal Birch Street

Rik Ponstein
Interim Principal Birch Street

John Gross
Principal Cherry Street

MISSION STATEMENT AND BELIEFS

Birch Street Elementary school in cooperation with parents and community believes all students can become self-directed, productive members of society. We will provide each child an education that fosters intellectual development, nurtures self-worth, promotes physical fitness, and develops social skills according to each child's ability. We will encourage within the children a positive attitude toward education and lifelong learning.

The Birch Street Staff is helping all children to:

Be self-confident students,
Independent learners,
Responsible citizens, and
Creative thinkers who are reaching for their
Highest academic potential

BIRCH STREET ELEMENTARY SCHOOL
(231) 258-8629
2008 - 2009 STAFF

PRINCIPAL

Jessica Ziecina
Rik Ponstein

COUNSELOR

Mathew Price

PRESCHOOL STAFF

Cindy Knight – Teacher
Tori Miller – Teacher Assistant

HEADSTART

Judy Abernethy – Teacher
Jeanie McCandish – Transitional Aide
Leila Prough – Teacher Assistant
Susan Krauth – Teacher Assistant
Jennifer Kraus – Family Service Worker
Elizabeth Burtis – Home to School Advocate
Shirley Allen – Child Family Specialist

KINDERGARTEN TEACHERS

Tom Burkam
Jennifer LePla
Andrea Otto
Julie Rodes
Angela Sutton

SECOND GRADE TEACHERS

Randy Atwood
Greg Beach
Ali Bridson
Arica Swoverland

SECRETARIES

Cindy Larson
Cheryl Taylor

SPECIAL PROGRAMS ADMINISTRATOR

Melissa Heller

4'S STAFF

Sarah Haveman – Teacher
Shelley Speakes – Teacher Assistant
Lisa Wyzgoski - Teacher
Peggy Schaub – Teacher Assistant

ECP STAFF

Julie Diola – Teacher
Kathy Nichols – Paraprofessional

FIRST GRADE TEACHERS

Erin Kennedy
Becky Loose
Lisa Sutton
Kelly Wodehouse

THIRD GRADE TEACHERS

Vicki Bartholomew
Jeremy Gustafson
Samantha Krause
Kevin Malbouef
Stephanie VanAlstine

BIRCH STREET STAFF (CONT.)

SPECIAL EDUCATION TEACHERS

Shelley Torres – Special Education Teacher

TITLE TEACHERS

Sandy Alspaugh

Gay Kasza

LITERACY COACH

Leigh Kennedy

PARAPROFESSIONALS

Cheri Comai – Title I Aide

Cindy Halligan – General Aide

Cheryl Hiller – Title I Aide

Lisa Lumsden – Title I Aide

Pam Meeker – Title I Aide

Kathy Paternoster – Title I Aide

KITCHEN STAFF

Kristi Collins – Clerk

Renee Szabo – Cook

Lori Coppock – Cook

SPECIAL EDUCATION AIDES

Jody Musselman

Amy Scott

SPECIAL TEACHERS

Deanna Hixson – Physical Education

Betsy Neelly - Library

Pat Smolinski – Art

Ginny Yost – Music

TBA STAFF

Jennifer Denoyer – Teacher Consultant

Dale Rajala – School Psychologist

Gary Clifton– Social Worker

Rick Bectold – Special Education Supervisor

Marcia Hickey – Occupational Therapist

Tim Hunt – Physical Therapist

Bev Kalisz – Hearing Impaired Consultant

Angie Liestenfeltz – Speech

Chris Lutey - Speech

Penny Schmidt – Secretary Special Education

KALKASKA C.A.R.E.S.

Marsha Miller, Program Director

Angela Norvell, Mentor Coach

Tracy Welch, Mentor Coach

Tracy Spincich, Family Literacy and Community
Liaison

Rachel Birgy, Family Literacy and Community
Liaison

Jana Lanning, Technical Support Specialist

Teachers' emails are their first initial and their last name followed by kpschools.com

Example: Jessica Ziecina is jziecina@kpschools.com

RESPONSIBILITY FOR SCHOOL SUCCESS

The degree of success students experience during their school career depends on the student and parents as well as the school. There are responsibilities that students, parents, and staff are expected to accept that promote individual school achievement. They are briefly outlined below.

- I. Students are expected to accept the following responsibilities.
 - A. Quality of work
 1. To do their best each day
 2. To complete assigned lessons
 - B. School rules
 1. To conform to school rules and regulations
 2. To accept the leadership of all who have been assigned leadership responsibilities
 - C. Attendance
 1. To be regular and on time in attendance
 2. To remain on the school grounds during the entire day unless permission to leave has been granted
 - D. Relation to others
 1. To display good citizenship in school and elsewhere
 2. To respect the rights and privileges of others
 - E. Personal standards
 1. To dress appropriately, and meet standards of health and cleanliness
 2. To be honest, courteous, and moral
- II. Parents are expected to accept the following responsibilities
 - A. Behavior
 1. The ultimate responsibility for children's behavior rests with the parent
 2. Instill in your child a desire to learn
 - B. School rules
 1. To support the schools in requiring students to observe all school rules and regulations and accepting responsibility for their conduct
 2. To send students to school with proper attention having been given to health, personal cleanliness and neatness of dress

C. Daily work

1. To maintain an active interest in the student's daily work

D. Communicating with the school

1. To attend conferences set up for exchanging information on the student's progress in school

III. Staff is expected to accept the following responsibilities

A. School rules

1. See that the rules of the handbook are enforced
2. Develop a set of rules for the functioning of their individual classroom and communicate those rules to parents

B. Behavior

1. Reflect a personal enthusiasm for teaching and learning with a genuine concern for the individual student
2. Be fair, firm, and consistent in enforcing school rules
3. Give positive reinforcement for acceptable behaviors

C. Communication

1. Inform parents of times available for conferences to consult with them concerning student progress
2. Send notes of communication concerning activities taking place in their classroom
3. Consult with parents if concerns arise involving physical, emotional, academic, or behavioral issues

ACCESS AND PRIVACY RIGHTS

The principals' office staff is responsible for the processing and maintenance of all student records. Please contact central office at 258-9109 if you have questions concerning the policy or guidelines.

AFTER SCHOOL PROGRAM (ACES)

Birch Street Elementary offers an after school program – After school Care for Exceptional Children (ACES). Children must be registered to attend (registration forms available in our office). The fee for this service is \$2.00 per hour per student. Children may arrive at 6:30 a.m. and be supervised until the start of school. The after school portion will begin at school dismissal and run until 6:00 p.m.

PACES – Preschool before and after school – The same rules apply.

ARTICLES STUDENTS BRING TO SCHOOL

Students frequently bring things from home for show and tell. Please do not allow your child to bring any article that you treasure or that could be damaged or broken. Please see classroom policy on toys brought to school. The school staff is not responsible for such items. If students bring the following items, they will be taken and you can retrieve them from the office.

1. No weapons may be brought to school.
2. Pokeman or other “trading” type toys.
3. Electronic gadgets (games, cell phones, CD players, etc.)

ATTENDANCE AND TARDINESS OF STUDENTS

IMPORTANT! We strongly encourage you to send your children to school everyday unless they are ill. Attendance is an integral part of student achievement. The Birch Street staff is committed to offering our students a quality education each and every day. Working together, we can make this a successful year for our children. The Birch Street attendance policy is as follows:

5 Absences- A letter will go home notifying the family that the student has accrued five absences
10 Absences- **The principal or designee will make a phone call home and a letter will be sent**

15 Absences- A conference will be requested by the principal or designee to develop a plan for attendance

15 or more Absences- Student names will be turned over to the TBA truancy officer for continued follow up and monitoring

Perfect attendance will be rewarded with a certificate at the end of each marking period.

Please be sure to write a note or call the office if your student will be out sick. If there will be an extended absence, please notify the staff as soon as possible. We will do our best to prepare work and make a plan to keep your student progressing along with the rest of the class.

Children are marked tardy at 8:15 a.m. Tardy students need to stop by the office. Teachers begin instruction at this time and children will miss valuable directions if they are late. Students arriving after 9:30 a.m. are counted absent for the morning session. Students that are signed out by a parent/guardian or designee before 1:30 are marked absent for one half-day.

BICYCLES

- Students who ride bikes need a signed parent permission slip in the office.
- Bikes are to be put in racks and locked as soon as the student arrives at school.
- Bikes are not to be ridden during school hours.
- Students are not allowed near the bike rack during school.
- Bikers will leave with walkers – after cars are gone for student pick-up.
- The school assumes no responsibility for lost or damaged bicycles.

BIRTHDAY CELEBRATIONS

We remember everyone's birthday. Birthday pencils are given from the office, to each individual on their birthday. We ask that no party invitations be sent to school unless there are enough for the entire class.

CONDUCT

IN THE HALLS

1. Students are expected to walk.
2. Students will respect any equipment or materials placed in the halls and/or the bulletin boards.
3. Quiet movement by children in the halls will not be disturbing to classes still in session.

IN THE LIBRARY

1. Children are asked to sit quietly upon entering the library.
2. Students should return books to the library when they are due. The due date is stamped on a card in the back of the book.
3. Care must be used in handling library books. Children will be given instructions in the care and use of books.
4. A bag is an excellent way to carry books to and from school.

5. Parents are asked to be responsible for their children by paying for any lost or damaged library books.
6. Report cards will be held at the end of the school year in anticipation of payment for any lost or damaged books belonging to the library.

EATING LUNCH

1. Children are expected to accept the tray as served by the cooks. The food on each tray must meet certain nutritional requirements.
2. Children will carry their trays to their tables and eat there.
3. Children are expected to sit down while eating and use “inside” voices. They should remain at the table unless they have been given permission to leave by an adult.
4. Children are encouraged to “try” unfamiliar foods. If a child has particular dislike for a certain lunch, please send a sack lunch so he/she is able to function academically during the remainder of the day.
5. After eating, each child takes care of his/her tray and follows the current directions for clean up.
6. We are asking that no McDonald’s or other fast food be brought into the cafeteria. It is difficult for our students to understand why we can’t all have McDonald’s.

IN THE BATHROOM

1. Children are encouraged to use the bathroom during recess and at noon. Individual students will be allowed to leave the room for bathroom privileges when necessary but should return to the classroom promptly.
2. Children should respect the privacy of others and use one stall per child.
3. Good health habits require that every child wash his/her hands after using the bathroom.
4. Children must respect our bathroom as public property.

ON THE PLAYGROUND

The following rules are to be remembered during playground opportunities:

1. Play fighting hurts you and your friends.
2. Use equipment safely.
3. Only throw balls.
4. Friends are people who take turns.
5. Grownups are here to help you.

CORPORAL PUNISHMENT

Corporal punishment is prohibited in the State of Michigan.

DISCLOSURE OF DIRECTORY INFORMATION

The law requires that schools give parents and students the opportunity to request that information, including name, phone number, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, not be disclosed to anyone outside of the school. A request form is available in our office.

DISMISSAL

DAILY DISMISSAL

Parents should come to the designated dismissal area and get their child from school personnel. Children are available after 3:05 p.m. *Please be prompt! After 4:00 p.m., we make arrangements with latchkey or the sheriff's department for any youngster still in our care.*

IF YOUR CHILD IS GOING TO BE PICKED UP BY SOMEONE OTHER THAN USUAL, YOU SHOULD SEND OR BRING IN A NOTE. NO PHONE MESSAGES WILL BE ACCEPTED.

EARLY DISMISSAL

Students at Birch Street are available for dismissal at 3:05 p.m. Please honor this schedule and avoid picking up students early. If you need to pick up students from other schools, please do so first as we have supervision until 3:30. If an exception arises and early dismissal is a must, students should bring written notification from the parents to the office.

Please do not come to our office to pick up students early unless they have an appointment. It is very disruptive and confusing to pull children from their classrooms before dismissal.

STUDENTS MUST BE PICKED UP AT THE OFFICE ONLY and signed out by the responsible adult. For the safety of children, no dismissals from classrooms are allowed.

DRESS CODE

The dress code at Birch Street Elementary is to dress appropriately as long as it does not interfere with the health and safety of the student.

1. Children should have a pair of shoes, which can be left, at school. This is especially important in the winter when children wear boots to school. Shoes are required in the classroom and gym for health and safety reasons. No hee-lies will be allowed in school.

2. Cold weather clothing: coats, mittens, boots, and hats are necessary, as children are expected to play outside during recesses.
3. Warm weather clothing such as shorts are permitted.
4. **Physical Education Classes** – Soft soled gym shoes are required
5. Students should not wear caps or bandanas in the building. This includes baseball caps and other “scarf” type headgear.
6. Clothing that in anyway sets a group of youngsters apart as a gang, team, etc. is considered inappropriate.

DRUG FREE SCHOOL POLICY

Philosophy and prevention Education

Kalkaska Public Schools will assure all students the educational environment necessary to participate as responsible citizens in an ever-changing world. The district acknowledges that some students may have academic, physical, emotional, social, alcohol or other drug problems that interfere with learning. Prevention and student assistance efforts are designed to help students learn skills to prevent problems and deal with issues that deter their achievement of district educational outcomes.

The district accepts the concept that chemical dependency and other related problems are treatable. While sometimes necessary, we realize that excluding those students impacted by these issues doe not solve their problems. The prevention and student assistance services seek to provide appropriate options for prevention education, assessment, intervention, and referral. Kalkaska Public Schools believes in the importance of prevention activities for all students in the areas of chemical dependency, mental or physical health problems. We believe in prevention as an integral part of the school curriculum.

EMAIL

All staff members have email addresses at Birch Street Elementary. Please use the first initial of the staff members’ name and then their last name followed by kpschools.com. (Example: Jessica Ziecina would be *jziecina@kpschools.com*.)

EMERGENCY DRILLS

FIRE DRILLS – We follow the Michigan State Law that requires that we have 10 drills a school year. Prescribed routes are assigned each teacher and class to follow in an orderly manner.

TORNADO DRILLS – We have two drills a school year. Each teacher and class has an assigned area to occupy during a drill.

LOCKDOWN PROCEDURE – Listed in Crisis plan.

The routes and assigned areas for the above emergencies are posted in each classroom in a conspicuous place where anyone can see them quickly and follow them.

EXTREME EMERGENCIES

Please make sure that the school office has your current phone number and/or an emergency number that can be called in case your child is injured in school.

If we cannot contact a parent, we will make the decision to call the Rescue Squad. Upon their arrival, they will assess the child's condition. If transporting by ambulance is required, the EMTs will make the decision and it will be the parents' financial obligation.

FIELD TRIPS

Classes may be taking field trips throughout the year. You will be notified by note telling you where students will be going, the time of departure and the approximate time of return. If you do not wish your child to go on the field trip, please keep him/her home that day. Our policy is NOT to have preschoolers accompany parents who go as chaperones. Parents will be notified in advance if a student is not allowed to go on a field trip.

FOOD SERVICE

Breakfast (\$1.00) and hot lunch (\$1.50) are available for purchase each day. Hot lunches include milk. We encourage students to pay by the week or for longer periods.

Students may bring cold lunches and buy milk for 35¢. **Please do not include bottles or cans of pop in your child's lunch.** There is no way to cool them at school and they are easily spilled. Pop in a thermos leaks and is a real problem.

MENUS ARE PRINTED AND SENT HOME MONTHLY.

LUNCH PROCEDURE

Third Grade	11:00 – 11:40
First Grade	11:30 – 12:10
Second Grade	12:00 – 12:40
Kindergarten	12:30 – 1:10

Students will have a 20-minute lunch followed by a 15-minute recess. Adults will supervise students during this time.

MONEY

ALL money must be sent in an envelope clearly marked. Hot lunches are \$1.50 and lunch milk is 35¢. Please include on your child's money envelope: child's name and teacher, the dates the money is to be used, what each amount is for, and the total amount enclosed.

The charging of lunch and breakfast is strongly discouraged. If it is necessary to charge, it should be paid the next day. One week is the maximum number of charges allowed.

GRADING SYSTEM

Academic report cards will be sent home four times per year at nine-week intervals. The report will be sent home on the Wednesday following the close of the marking period. Monthly progress reports will be sent home for each student in the areas of reading and math. Parents are also encouraged to meet with the teacher at any time when they have questions concerning their child's progress or any problems, which might occur from time to time. Please call the school office, 258-8629, for an appointment before you come.

HEALTH

If your child becomes ill at school, usually his/her temperature is taken. Depending on the symptoms and degree of temperature, you are contacted.

A child will not be allowed to go home by himself if he/she is ill or injured. The child must be released to a responsible adult.

HOMEWORK

As a general rule at the early grades, sufficient time is allotted during the school day to complete assigned work. At times, a student may bring work home that he/she has not completed during the day. As students progress through the elementary grades, teachers will assign increasing degrees of homework in preparation for transition to the Middle School.

INCLEMENT WEATHER SCHOOL DISMISSAL

If there is a doubt that school may be held due to bad weather, please tune to radio stations WCCW, WKLT, WLDR, WTCM, WJML, WKHQ, or WPBN and WWTW television for school closing information. Please do not call school personnel. If you ever feel that the roads are unsafe for travel, keep your children at home; we will understand. Parents may pick up children early in the event of severe weather.

ILLNESSES

Many requests are made to allow children to stay inside at lunch and recess times. We would like to be able to accommodate these requests; however we have very few people available to supervise students at these times, and they are on the playground. Most of the time, if the child is well enough to come to school, he/she is well enough to go outside. We do use the following procedures for staying inside:

1. If child has been out of school due to illness, they MAY STAY IN AT NOON FOR NOT MORE THAN TWO DAYS, if the parent requests this in a note to the teacher.
2. Students who have not been out of school due to an illness will not be allowed to stay inside. Extreme cases will be dealt with on an individual basis.

We feel that children of this age need unstructured activity, fresh air, and the socialization, which the recess period allows.

Be sure we have on file two numbers of someone we can reach, if you cannot be-reached, in case of an emergency, illness, or injury.

Please advise the school if your child has any known allergies.

INJURIES

If your child is injured while at school, you will be contacted. If you cannot be reached, we will then attempt to contact the emergency numbers, which you provided when you enrolled your child in school. When you and the emergency number cannot be reached, we will, if necessary, call 911 or the doctor, which you have listed on your child's registration form. They will decide if it is necessary to transport your child to the hospital.

INSURANCE

Insurance information is sent home with your child. It will be the responsibility of the parent to return the necessary form with the payment to the child's teacher. If you do not receive this material, call our office, 258-8629. This is a very good insurance plan if you do not presently have insurance. **Remember, the school is not responsible for accidents that occur at school unless the school is negligent.**

INTERNET POLICY

Use of the computer network is a privilege, not a right. The fundamental rule for the use of district computer network resources is that all use must be consistent with the district's educational goals and behavior expectations. In general, then: Uses of technical resources, which support the curricular goals of the district, are usually acceptable. Uses, which are not instructionally relevant, are usually unacceptable. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community.

This Policy recognizes the requirements for privacy and Internet safety as codified in federal and state requirements: e.g. CIPA, COPPA

In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and Share information, which is interesting and helpful to other users.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.
- Follow the acceptable use guidelines of this network and any other network accessed using district technical resources. (e.g. Project Interconnect. Merit, etc.)

Users may not:

- Use the district equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, music, or other material.
- Send, publish, download, access, or retrieve any communication or material, which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything, which violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement of solicitation without approval from the superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan Horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performances.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send email/message “flames” or other attacks.
- Attempt to access material or sites, which are blocked by the district, or attempt to use the network while access privileges are suspended.
- Attempt to circumvent, disable, or reconfigure any security systems on the district network or any network accessed using district technical resources.

Parents not wishing to give their child Internet access at school should call our office at 258-8629 and put such a request in writing.

LICE

Lice are a problem we face annually. Lice are nuisances that are very difficult to control. Kalkaska School Board policy states that children will be lice and nit (egg) free before they are allowed in school. They may return and remain in school only after having been treated with NIX (a one-time crème rinse), or by another effective method, and their hair is free of nits. The school will not be responsible for checking for lice; this is the parents’ responsibility. When outbreaks of lice occur, the school newsletter will notify you. Remind your child not to share combs or clothing with other children.

LOST AND FOUND

Write your child’s name on all of his/her belongings that he/she brings to school. If something does become lost we can easily determine to whom it belongs when the name is on the item. We do have a lost and found box here.

MAKE-UP WORK/FAMILY TRIPS

We do not recommend that children miss school for vacations. If it does occur, however, or if a child is absent for an extended time because of illness, the teacher is best able to determine what a child needs to make up when he/she returns. At the time, a decision will be made as to what material is to be completed and the necessary schedule for accomplishing it. Educational activities are recommended during family vacations.

Suggestions for activities are:

1. scrap books, pictures and articles of an area
2. daily diary
3. photography – picture album with captions
4. letters to the class
5. oral or written report

MEDICATION

If your child requires medication, the following procedures must be followed: however, in all instances, **THE SCHOOL REQUIRES THE PHYSICIAN'S SIGNATURE.**

1. You should come to the office and fill out the medication forms required, which give the purpose, dosage, and time to be administered. This will be signed by the parent or a legal guardian. Medication will not be dispensed without the written authorization from a doctor.
2. Do not send medication to school with the child. **THIS INCLUDES ASPIRIN, TYLENOL, COUGH DROPS, ETC.**
3. The child will come to the school office to take medication. Teachers are not allowed to administer medication without the approval of the principal.

Call the school if your child contracts a contagious disease such as measles, mumps, etc. This also includes head lice and/or scabies.

MISCONDUCT AND DISCIPLINARY PROCEDURES

At times throughout the school year, some students may have difficulty in controlling themselves.

Misbehavior may be addressed through three levels:

Level I – Minor misbehavior on the part of the student which causes interruption to the classroom or any part of the school operation including the playground. Example: Classroom or building disturbance, lying, stealing, and abusive language.

There is immediate intervention by the staff member in charge who observes misbehavior.

Level II – Misbehavior whose frequency or seriousness usually result from the continuation of Level I misbehavior and require the intervention of the principal and/or parent because disciplinary options in Level I have failed.

Level III – The teacher has addressed the problem over a period of time and is not getting the desired results, OR the trip to the principal's office is the next step in a prearranged corrective discipline plan which has been approved by the principal, OR the infraction is serious enough to require immediate and serious disciplinary action.

Fighting is never tolerated.

Student referral #1 – The first case of misconduct brought to the administrator’s attention:

- The student will have a conference with the administrator.
- The parents may be notified by phone, letter or home visit.
- Corrective measures will be taken by the principal.
- A record of the misconduct will be made.
- A Responsibility Center Plan will be made and must be signed by adult.

Student referral #2 – The second case of misconduct brought to administrator’s attention:

- The student will have a conference with the administrator.
- The parents will be notified by phone, letter or home visit.
- A conference with parents, student and administrator may be held to review infractions and actions taken.
- Guidelines for the student’s behavior will be prepared through Responsibility Center.
- Further corrective measures may be taken.
- A record of the misconduct will be made.

Student referral #3 – Third case of misconduct brought to administrator’s attention:

- The student will have a conference with the administrator.
- The parents will be required to come into the building for a conference with the administrator (Student and classroom teacher may also be present if appropriate).
- The student may be sent or taken home.
- Determination of when the student will return to classroom participation will be made by the building administrator.
- Support services will be contacted if available.
- A record of misconduct will be made.

The administrator reserves the right to send the student home for gross misconduct even if it is the student’s first offense. Records will be kept by the administrator as an anecdotal description of the situation.

POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

Verbal reprimand
Detention within the school day in the Responsibility Center
Withdrawal of privileges
Parental contact/conference
Visit to Responsibility Center to develop plan

DETENTION

Children who misbehave at school may receive detention. Detention consists of up to five (5) lost recesses. Children are required to spend this time in our student Responsibility Center with adult supervision. Parents will be notified. Repeating of the offence could result in suspension from 1 – 10 days.

The Principal reserves the right to send a student home for gross misconduct even if it is the student’s first offense.

Each case will be handled on an individual basis. The building Principal will have the right to use her/his discretion concerning the discipline procedures. If the parent does not agree with the disciplinary procedures taken, they have the right to appeal to the Board of Education.

NCA – NORTH CENTRAL ACCREDITATION OF COLLEGES AND SCHOOLS

Birch Street Elementary has completed a five-year, eight phase, improvement process and was awarded top school improvement honors from the North Central Association of Colleges and Schools Commission on Accreditation and School Improvement.

Our Staff has made a commitment to implement a plan of continuous effort to improve our student's performance in Math, Writing, and Science for this coming school year. The documentation of results throughout this demanding improvement cycle reveals the effectiveness of the plan.

Receiving the Outcomes Endorsement marks a period of significant achievement. It is the dedicated work of everyone in the school community that contributes to the successful conclusion of an endorsement cycle. We take great pride in all that has been accomplished in helping kids be as successful as possible.

OFFICE HOURS

Mrs. Taylor and Mrs. Larson, the school secretaries, are in the office from 7:30 a.m. – 4:00 p.m. If you have any questions, please feel free to call the office between these hours at 258-8629.

PARENT TEACHER CONFERENCES

Parent – Teacher conferences are held for each student in the fall and the spring. However, you are encouraged to contact the classroom teacher at any time if you have a concern. Teachers may be reached by phone or a personal meeting may be arranged. Call the school office at 258-8629 to set up a time before you come.

POSITIVE BEHAVIOR REWARDS PROGRAM

Students have the opportunity to earn Blazer Bucks for good behavior. Once a month a drawing will be held and ten students from each grade level will randomly be selected to shop at our Blazer School Store.

BLAZER BUCKS AND SCHOOL STORE

Students will have the opportunity to earn Blazer Bucks from any staff member for appropriate behavior. Outlined below are the rules and guidelines for the Blazer Buck system. As always, additional input is always welcome.

GUIDELINES FOR BLAZER BUCKS

1. Any staff member can give Blazer Bucks to any student displaying appropriate behavior. It is completely your discretion how you would like to pass them out. Obviously the more Blazer Bucks they collect, the better their chance to win a drawing.
2. The Buck must be completely filled out in order for it to be valid at the time of the drawing.

3. Listed on the Blazer Buck is each one of the school rules. Please **CIRCLE** the school rule that applies to the action the child did to receive the Blazer Buck. For example: Returned homework for four weeks could be the rule **BE RESPONSIBLE**.
4. Each teacher will have a container in their classroom for students to put their Blazer Bucks in once they receive them. It will be their responsibility to do so!
5. Please carry Blazer Bucks with you when you travel. It would be wonderful if you could pass them out to other students who are not yours so that we begin to build community and students know that all adults are interested and watching for their appropriate behavior.

GUIDELINES FOR SCHOOL STORE

1. Once a month, 10 students from each grade level will be drawn to win a prize from the Blazer School Store.
2. The Blazer School Store will be funded through the juice machine that is in the front lobby. **DRINK UP ☺** Students may use this before/after school only.
3. Each Friday of the month will belong to one grade level for the drawing. Please see the schedule below:

First Grade: First Friday of the month

Second Grade: Second Friday of the month

Third Grade: Third Friday of the month

Kindergarten: Fourth Friday of the month

4. An announcement will be made for students to bring down the class collection box at the end of the school day on Thursday. The drawing will be held Friday morning over the announcements.
5. Winners will be responsible for coming to the office during their lunch recess to shop in our Blazer School Store for their prize. They will also be awarded with a certificate, and listed in the monthly newsletter. Please list them in your newsletter as well!

GREEN SLIPS

Green slips will be created that are identical to Blazer Bucks but they are to be used as a **REFERAL** to the RC or the principal. Students will be sent back to the teacher if they do not have one. When a student comes down with a green slip, the person on duty will initial it, and file it in a student folder. If a RC plan is to be written, a copy will **NOT** be made this year. The original will be sent home with the child with the expectation that the parent will sign and return it. Please put this in your newsletter. At conferences, you will be given a tally of how many green slips a child had for the semester to share with the parents.

PRESCHOOL

The Kalkaska Public Schools Preschool program philosophy is based on a strong belief that children are individuals. This belief is exemplified in all activities planned for children throughout the year. Learning experiences should be fun and meet the needs through mutual involvement of parents, children, and staff.

This is a tuition-based preschool open to children 3 - 6 years old on a first come, first served basis until the program reaches capacity.

We have many options!

- You can choose mornings, afternoons, or all day classes.
- You can choose how many days you would like your child to attend.
- You can choose which days you would like your child to attend.

Classes to fit your schedule – the possibilities are endless!

Mornings only (7:30 – 11:30)

Afternoons only (11:30 – 3:30)

Full Day (7:30 – 3:30)

POPCORN

PLEASE PUT MONEY FOR POPCORN IN A SEPARATE ENVELOPE. Popcorn is available to purchase on most Fridays. The proceeds from the popcorn sales are used to purchase learning activities for individual rooms. Money for popcorn (25¢) should be in an envelope separate from lunch money, as it is not recorded by our food service department.

PRINCIPAL'S NEWSLETTER

A newsletter is sent home with each student in the student work folder once a month. News of school and community events are included in the newsletter. Parents may request to receive an email copy upon request.

PROMOTION AND RETENTION OF STUDENTS

The Federal Government, in sweeping educational reform, has all but eliminated social promotions. Students must show mastery of each year's curriculum in order to be promoted to the next grade. Standardized test scores, MEAP scores (in whatever form it takes) and classroom test scores will form it takes) the core of promotion from grade to grade. The school board policy is currently under review to make it consistent with Federal mandates. Presently it includes:

1. Teacher recommendation
2. Parental concerns
3. Standardized test scores
4. Objective-referenced test scores
5. Reading series test scores
6. Light's Retention Scale (optional)
7. Teacher Consultant recommendation (optional)

In the event that retention of a student is likely, the teacher and/or principal shall communicate the possibility of retention to the parent(s) as timely as possible. The possibility and advisability of retention shall be discussed at the spring parent-teacher conference.

Should the decision to retain a student be made, said decision shall be communicated in writing to the parent(s), along with a written evaluation and the specific reasons for the retention. Said communication shall be made before the end of May and a copy of the same shall be placed in the student's official record.

PTO AND PARENT VOLUNTEERS

We are so happy to have you as a part of this very talented and creative group of families at Birch Street Elementary. It is our absolute goal to ensure that our children have the best start to their learning experience. At BSE, all parents or caregivers of students, along with staff, are members of the Kalkaska Elementary Parent Teacher Organization.

Parent volunteers are welcome to work with our children! We feel it is a meaningful learning experience for everyone involved. Three for Me, sponsored by the Kalkaska Elementary PTO, is the volunteer program for Birch Street Elementary. **Three for Me** asks that every parent promises to volunteer a total of three hours during the course of the school year. The PTO supplies a comprehensive list of all volunteer opportunities, along with an interest form. All school families receive a copy at the beginning of the school year. If you did not receive your copy or are new to our school, please request one from the office.

Purposes of the Kalkaska Elementary PTO

1. To provide a forum for discussion between parents, school administrators and staff, and community members.
2. To provide helpful volunteers in the classroom and in the school.
3. To provide funding for supplies, equipment and activities that cannot be covered in the regular school budget.

Meeting Schedule, 2007-2008:

All meetings are held in the library at Birch Street Elementary at 6 p.m. Free childcare is provided.

Meetings

September 23 – Annual Budget/Bylaws Meeting
October 28 – Budget Approval Meeting
November 25 – Morning Meet & Greet
After drop off, in the BSE library
January 27 – Mid-year re-cap
April 28 – 2009/2010 Board Nominations
May 26 – 2009/2010 Board Elections

PTO Officers, 2008-2009:

President:	Debbie Ball-Odeh	258-9590
V. President:	Kim Moser	258-6554
Secretary:	Andrea Wise	879-4564
Treasurer:	Penny Flory	564-1365

You may also contact the board of the KEPTO at KEPTA@kpschools.com

SCHOOL HOURS

Full Day	8:10 a.m. – 3:10 p.m.
Half days	8:10 a.m. – 11:30 a.m.

Children may be dropped off at our school using the front entrance anytime after 7:45 a.m. Children may enter their classrooms at 8:05 a.m., students are to be in the cafeteria eating breakfast or outside on the playground where supervision is available. During inclement weather, supervision will be available for students to sit quietly in their assigned hallways to wait for the bell.

Students are dismissed from teachers at 3:05 p.m. There is no supervision before 7:45 a.m. unless children are enrolled in our before and after school program – After School Care for Exceptional Children (ACES).

SCHOOL RULES

Be Trustworthy
Be Respectful
Be Responsible
Be Fair

Be Caring
Be a Good Citizen

SMOKING POLICY

Senate Bill #459 makes schools tobacco free. Specifically, the bill prohibits the use of tobacco products in building AND on real estate owned, leased or otherwise controlled by a school district with the exception of outdoor areas ONLY ON

- a. Saturdays, Sundays, and other days on which there are not regularly scheduled school hours or
- b. After 6 p.m. on days during which there are regularly scheduled school hours.

SNACKS

Your child will have a snack period each day. Teachers have their own procedure for snack time.

VISITORS

Any and all adults coming to school must report to the office. This is to insure the children's safety and prevent disruptions in the classroom. If you need to see a teacher, please call first and set up an appointment during the teacher's conference time.

We do not accept students visiting from other schools. Please do not request to have friends or relatives on vacation visit school.

Please sign in at our office when you come to visit for any length of time. You will receive a nametag so that we know which adults are in the building. **You must wear a visitor tag while visiting our building. Visitors will only be allowed entrance through the front lobby doors.**

Parents are invited and encouraged to visit school to observe in the classroom. If you wish to visit your child's classroom, please call our office in advance to make arrangements with your child's teacher (258-8629).

Lunch visits are welcome anytime after the first two weeks of school. It takes us that long to establish our routines and to be ready for guests.

WALKING TRIPS

On occasion classes may take short walking trips without prior notification.

WEAPONS/FIRE ARMS AND EXPULSION

Students in possession of a dangerous weapon/firearm, who commit arson or rape on district grounds, in district buildings or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county agency. The parent, legal guardian and/or student shall also be notified of the referral.

The board authorizes the superintendent to expel students.

Students subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

WEBSITE

Kalkaska Public School District has their own website: <http://www.kpschools.com> Please check this site for various events, board policies, handbooks, newsletters, etc. **Parents reserve the right to not have their child's picture or name publicly displayed. An opt out form is provided with your registration packet. Please insure that this is on file.**