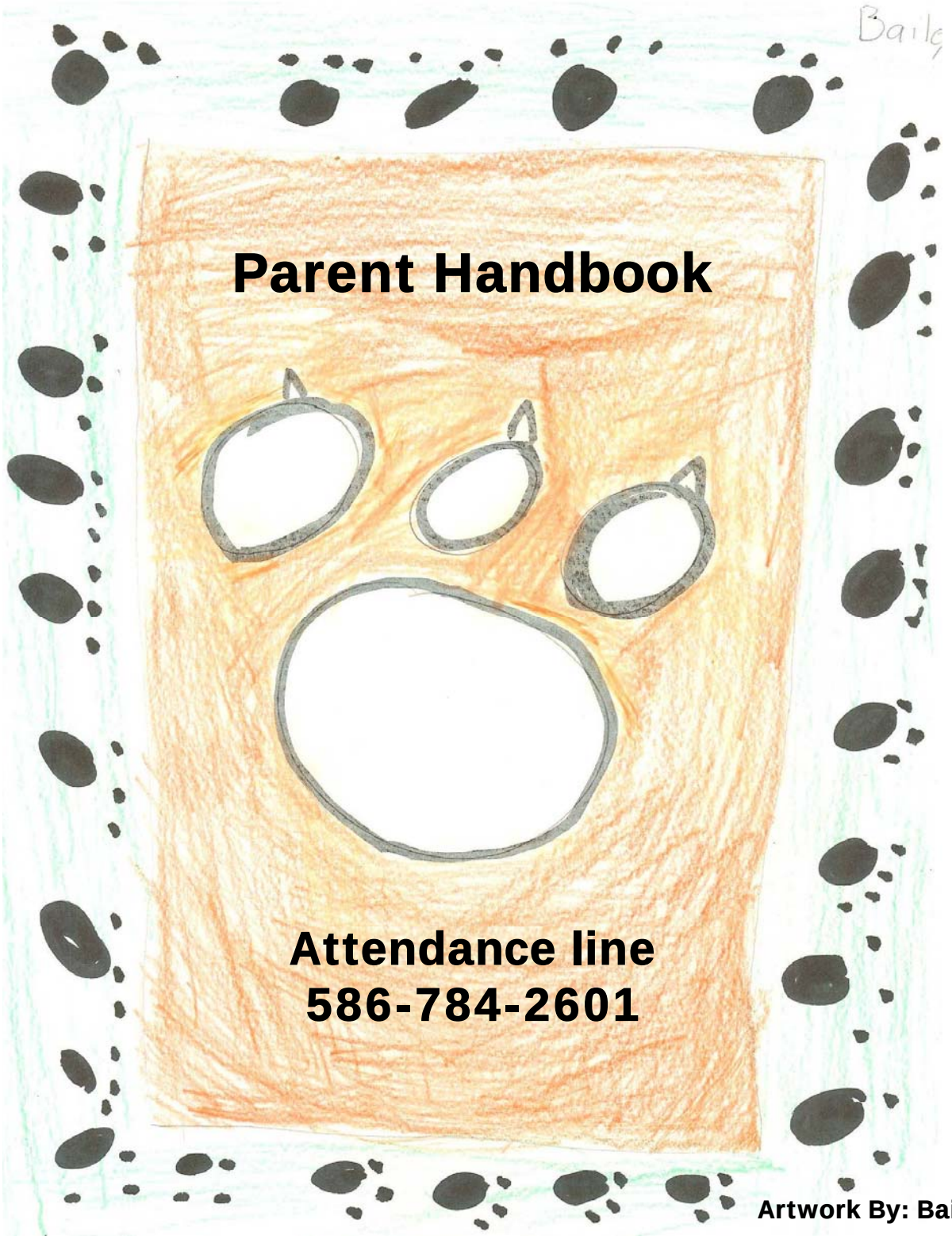
Krause Early Elementary School

A.P.P.L.E., Readiness, Kindergarten—2nd Grade

23900 Armada Center Road
Armada, MI 48005
586-784-2600
www.armadaschools.org



Parent Handbook

Attendance line
586-784-2601

Artwork By: Bailey

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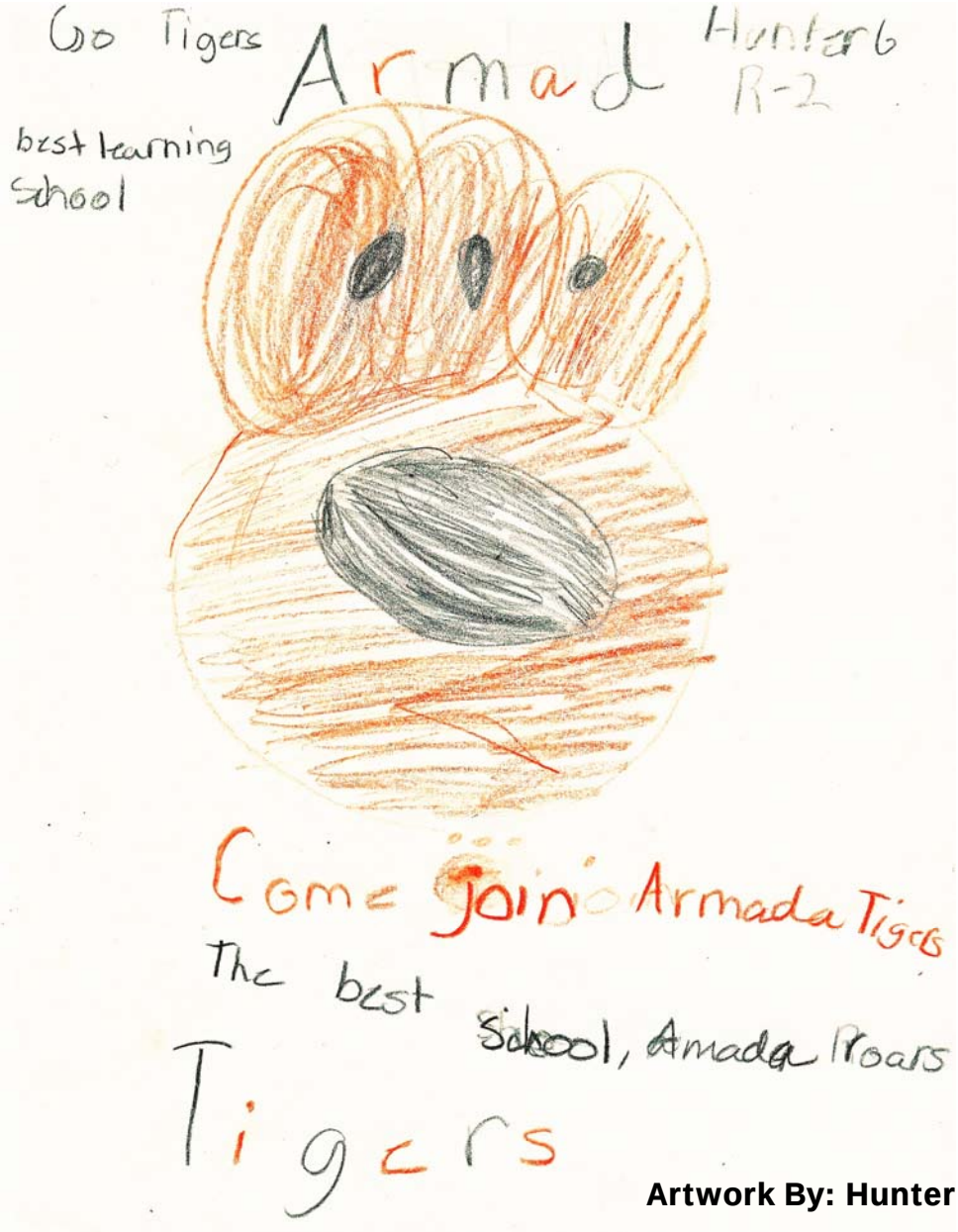
Early Elementary Mission

It is the mission of Krause Early Elementary School to ensure that each student achieves educational skills appropriate to his/her developmental level and grows towards his/her unique potential in a trusting, caring, and positive environment.



Artwork By: Hunter

Armada Area Schools Mission Statement

It is the mission of the Armada Area Schools to provide all students with the skills they need to be successful in life.

In pursuit of this mission, the Armada Area Schools will:

- Provide a safe and stimulating learning environment
- Establish high expectations for all students
- Employ a competent, caring, enthusiastic staff
- Deliver a comprehensive curriculum
- Actively engage parents and other community members in the learning process
- Nurture personal responsibility and respect for others

North Central Accreditation (NCA)

Krause Elementary has been evaluated by representatives of the NCA (North Central Accreditation) and has been found to meet the high standards of this organization. Orville C. Krause Elementary School, both the Early and the Later Elementary have been awarded North Central Accreditation.

Krause Elementary has also met federal standards for **AYP (Annual Yearly Progress)** and has received a grade of "A" by the state of Michigan. The composite grade of "A" is based on the following criteria:

Student Achievement: Measured by the year's improvement on state test performance (MEAP)

Indicators of School Performance: Measured by several factors, including school attendance, school facilities, curriculum alignment, and support for at-risk students.

Non-Discriminatory Handbook

Statement of Non-Discrimination
Federal Office for Civil Rights

The institution complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of this school that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability shall be subject to discrimination in any program, service or activity for which the district/school is responsible, or for which it receives financial assistance from the U.S. Department of Education.

Contact Information

Schools/Districts are required to designate an employee to coordinate the efforts to comply with and carry out non-discrimination responsibilities.

Position of Contact:

Mr. Mike Musary
74500 Burke St.
Armada, MI 48005-3314
586-784-2112

References

- Title VI of the Civil Rights Act of 1964
- The Age Discrimination Act of 1975
- The American with Disabilities Act of 1990
- Elliott-Larsen prohibits discrimination against religion

Armada is a "School of Choice"

- Armada is a "School of Choice" district and welcomes students living within the jurisdiction of the Macomb Intermediate School District and contiguous counties (Lapeer and St. Clair) for grades K-12 (there is no School of Choice option for A.P.P.L.E. programs).

- Applications for students wishing to start the school year at Armada Area Schools are accepted throughout the summer months and through Friday of the first week of school.

- Students wishing to begin attending Armada Area Schools mid-year, may do so by applying for School of Choice acceptance during a predetermined window of opportunity prior to the start of the second trimester.

- Applications can be obtained from any school office, the district website or at the district administration building. All applications are subject to approval by the Superintendent.

- Districts may not transport School of Choice students to/from other districts; however, bus stops will be made available within the district boundaries, whenever possible.

- In accordance with the rules of the Michigan High School Athletic Association, all non-resident students (including School of Choice students) are ineligible for interscholastic athletics for one full semester.

- School of Choice students are approved for attendance through graduation from Armada Area Schools, provided there is no interruption in enrollment.

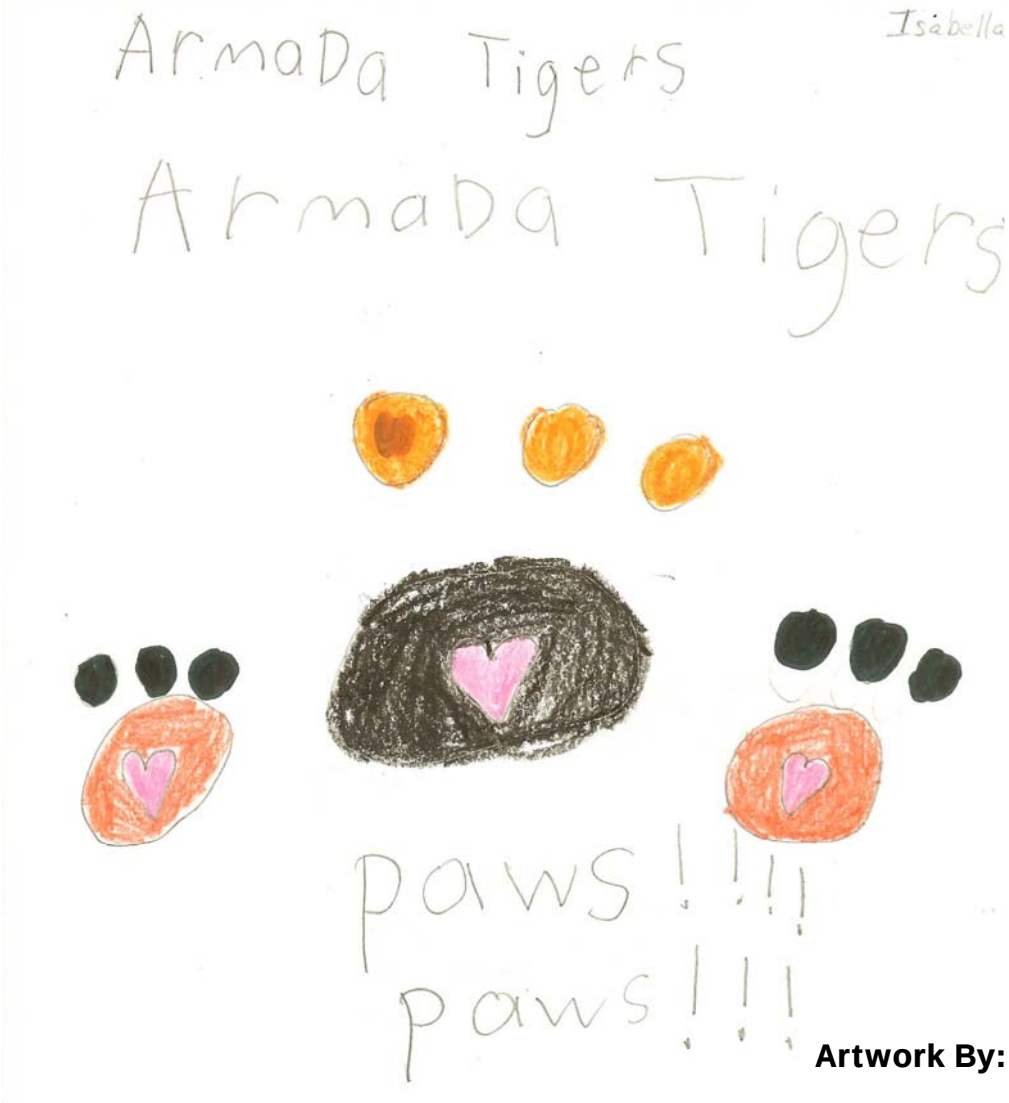
Child Care and Preschool

- Full-day child care for ages three years to fifth grade from 6:00 a.m. – 6:00 p.m.

- All services are provided in accordance with all of the State of Michigan licensing requirements.

- Preschool classes are also housed in Krause Early Elementary. The preschool curriculum is aligned with the Language Arts curriculum implemented in Readiness and Kindergarten.

- For additional information and rates contact the Director of Childcare at 586-784-2681 or go to www.armadaschools.org and click on the link for Krause Early Elementary and go to Preschool and Childcare.



Artwork By: Isabella

School Daily Schedules

Student Hours:

Full Day:
8:40 a.m. – 3:38 p.m.

Half-Day:
8:40 a.m. – 12:06 p.m.

Artwork By: Carleigh

Lunch Schedule:

11:10 a.m. – 11:45 a.m.: 2nd Grade*
11:30 a.m. – 12:05 p.m.: 1st Grade*
11:55 a.m. - 12:30pm: Kindergarten
12:40 p.m. — 1:15 p.m.
*The first 15 minutes of the students lunch schedule will be recess.

Lunch Cost:
$2.60

Reduced Lunch:
50¢

Milk/Water/Fruit Juices:
50¢

Ala Carte Items Available: Prices Vary

Office Hours:

7:45 a.m. – 4:30 p.m.

Artwork By: Chris

Office Personnel

Principal:
Mrs. Susan Curry

Early Elementary Executive Secretary:
Mrs. Jennifer Drinkhorn
Phone: 586-784-2600
E-mail: Jdrinkhorn@armadaschools.org

Early Elementary Clerk:
Mrs. Bobbie King
Phone: 586-784-2600
E-mail: Bking@armadaschools.org

Artwork By: Alexis

Office Procedures/Dismissal

- A note should be sent to your child's teacher if there is going to be a change in your child's dismissal that day.

- Please remember to put your child's first and last name on the note. The note will be transferred to the office for approval.

- For **EMERGENCY PURPOSES ONLY**, you may call the office **before 2:30 p.m.** and they will send down a note to your child letting them know of the change.

- If your child goes someplace once or twice per week (i.e.: childcare every Monday) you may write just one note for the year. Example: Every Monday Jane Doe will go to childcare after school.

- If your child will be picked up early:
  1) You or an approved person listed on your *Emergency Contact Form* must report to the office.
  2) Proper photo identification must be provided.

Emergency School Closing – Instant Alert

Instant Alert® is an automated communication system designed to notify parents and staff of school closings and important messages as well as everyday activities. Instant Alert has been set up to contact users by their home phone number. If you would like to update your on-line profile (input/change your personal contact information, add contacts, select which type of school information you would like to receive), **log into your profile** at https://instantalert.honeywell.com.

If you need additional assistance or do not have access to a computer please contact the **Instant Alert Help Desk** at 877-352-8744.

School Visitors/Safety and Security

- For the safety of all of the students, please check in at the front office to get a visitor pass.
- Video cameras monitor the school hallways 24-hours a day.
- All entrance doors are locked during school hours.
- Drills for fire, weather and lock–down are practiced extensively throughout the year.

Artwork By: Josh W.

Attendance Policy/Reporting Absences:

- If your child is sick, please make sure to call the 24-hour attendance hotline at **586-784-2601** by 8:30 a.m. the day of his/her absence.

- If the line is busy, please wait a few moments and try again.

- Please limit your "child will be absent" call to the essentials only. A perfect sample call would be: "This is Mrs. Smith calling, my daughter, Mary Smith, in Mrs. Brown's room will be absent today because of the flu." **(please include reason for absence)**

- If you child has a contagious disease (examples: pink eye, strep throat, chickenpox) please remember to get a doctor's note to return to school.

- If your child is absent 3 days in a row you will need a doctors note to return to school. You may request homework be sent to the office for pick-up or to go home with another student.

- If you do not call, the school will start calling to check on your child's absence. We will first call your home, cell phone, then proceed to call your place of employment and if we have no response we will then call the emergency numbers on your child's emergency form.

- If your child comes to school late they must stop in the office for a tardy slip before going to class.

Artwork By: Libby

Student Medication at School:

- For both prescription and over-the-counter medication, it is necessary to have a form from the office filled out by both the parent and by the doctor.

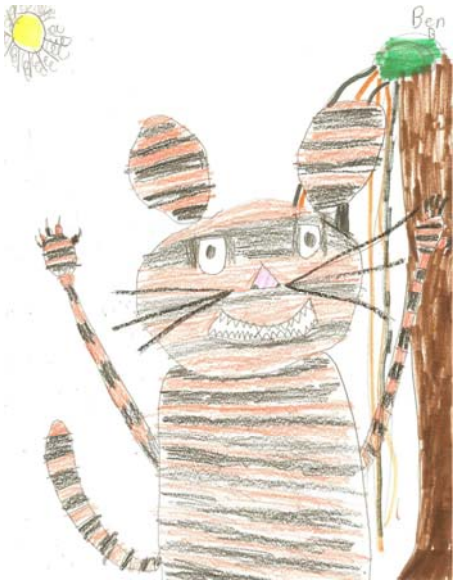
- The medication must be in the original container labeled with the child's name, medication and dosage.

- All medications are kept under lock and key in the office and will be administered by trained office staff.

Procedures for Students Experiencing Personal Hygiene Incidents at School

We fully understand that occasionally a student may experience a toileting accident during his/her day at school – especially with our younger students. In the event that this occurs, parents, or those adults as listed in order of priority on the student emergency card if parents cannot be reached, will be contacted to come and pick up the student at school and take the student home for a change of clothes.

It is the parent's option as to whether or not they would prefer to bring the child back to school after the student has had his or her hygiene needs met, or whether the parent would prefer to keep the child home for the remainder of the day.



Artwork By: Ben B.

Staff Directory

A.P.P.L.E.

Mrs. Sallie Miller
(586) 784-2636
SMiller@armadaschools.org

Kindergarten/Readiness

Mrs. Jody Andrews
(586) 784-2631
JAndrews@armadaschools.org

Mrs. Julie Isaacson
(586) 784-2630
JIsaacson@armadaschools.org

Mrs. Mary Griffin
(586)784-2634
MGriffin@armadaschools.org

Mrs. Tiffany Slobodnik
(586) 784-2659
TSlobodnik@armadaschools.org

Ms. JoEllen Trombley
(586) 784-2628
JTrombley@armadaschools.org

First Grade

Ms. Jennifer Bovenschen
(586) 784-2627
JBovenschen@armadaschools.org

Mrs. Pam Lillie
(586) 784-2626
PLillie@armadaschools.org

Mrs. Kellee Witgen
(586) 784-2663
KWitgen@armadaschools.org

Mrs. Deborah Mitchell
(586) 784-2623
DMitchell@armadaschools.org

Mrs. Lenora Saunders
(586) 784-2625
LSaunders@armadaschools.org

Second Grade

Mrs. Catherine Connery
(586) 784-2618
CConnery@armadaschools.org

Ms. Debbie Johnson
(586) 784-2624
DJohnson@armadaschools.org

Mrs. Margie Lewis
(586) 784-2619
MLewis@armadaschools.org

Mrs. Kay Rawlings
(586) 784-2621
KRawlings@armadaschools.org

Mr. Derek Wagner
(586) 784-2616
DWagner@armadaschools.org

Specials

Mrs. Gwen Beskin/Music
(586) 784-2688
GBeskin@armadaschools.org

Mrs. Roxan Ostrowski/Library
(586) 784-2685
ROstrowski@armadaschools.org

Ms. Karen Elliott/Art
(586) 784-2682
KElliott@armadaschools.org

Ms. Jan Lee/Cultures
(586) 784-2633
JLee@armadaschools.org

Mrs. Nancy Moegle/Physical Ed.
(586) 784-2692
NMoegle@armadaschools.org

Special Services

- **Mrs. Andrea Barbarich / Social Worker**
  (586) 784-2684
  ABarbarich@armadaschools.org
- **Mrs. Nicole Bliss / Early El Resource Room**
  (586) 784-2691
  NBliss@armadaschools.org
- **Mrs. Tracey Smith / Speech / Language**
  (586) 784-2689
  TSmith@armadaschools.org
- **Mrs. Mary Griffin / Speech / Language**
  (586) 784-2634
  MGriffin@armadaschools.org

Occupational Therapy Services are provided through the Macomb Intermediate School District (MISD).

English Language Literacy (ELL) services are also provided by the MISD.

Artwork By: Acadia

Conduct and Courtesy:

ROAR: Respect Others and Act Responsibly

Positive behavior support system as incorporated in the MIBLSI grant.

Artwork By: Julia

Library Media Center - Policies and Procedures

Checkouts

Krause Elementary students are allowed to checkout one book at a time. This number may be increased if a student is working on a research project and needs more materials. The library is open during the entire school day (except during the librarian's lunch period), so students can exchange books at any time.

At the beginning of the school year Kindergarteners and Readiness students are allowed to check out books from a special area of the library. This area has numerous baskets that are sorted and filled with books about their favorite characters such as Arthur, Berenstain Bears, Clifford, Super Heroes, Star Wars, Princesses, Barbie, and many more.

After Christmas they will be shown how to use shelf markers properly. They will then be able to choose a book off the library shelves.

Late Books

If a book is not returned to the Library on or before the day it is due, it is considered to be overdue. If a student is absent on the due date for personal reasons (illness, doctor's appointment, etc.), the late fee will be removed from the computer system *if the student brings the book to the Library on the day (s)he returns to school **AND** tells the adult at the circulation desk that (s)he was absent.*

If we know in advance that a class will be missing library because of a field trip or scheduled day off, we extend the due date to the next time that class will be coming to library. **In the event of a snow day, books should be returned to the library the next day school is in session.**

Lost Books

If a student loses a library book, we wait a period of six to eight weeks before sending a note requesting payment.

Fines

The fine for a late book is one penny per school day. If a student has been absent, (s)he MUST tell the adult at the circulation desk this when they return the book. This is the only way we can waive the fine and avoid unnecessary fine notices. The best way to pay a fine is to tape the payment to the fine notice. You wouldn't believe how many times we've found a penny lying on the desk from someone who "paid" their library fine! **Please do not put fine payments inside the book or tape them to the cover.**

Library Media Center - continued

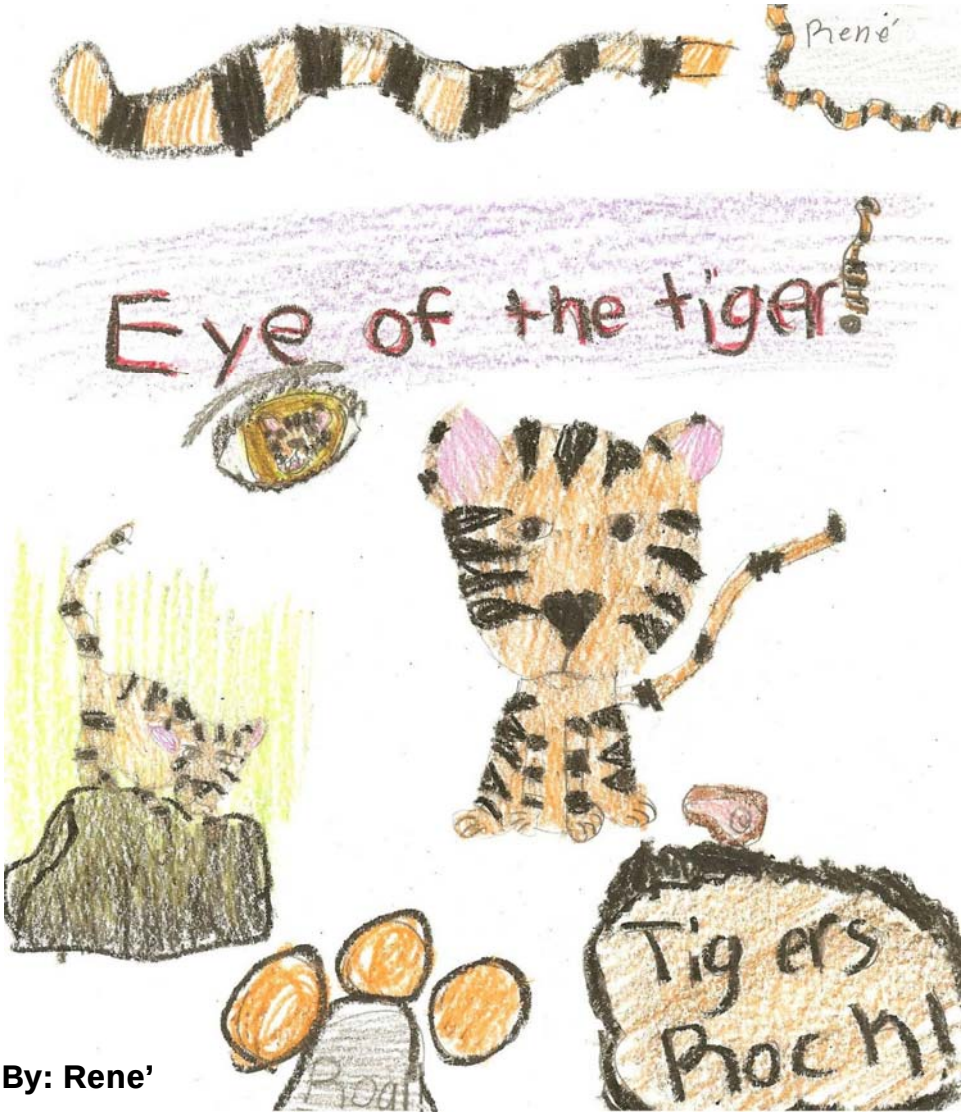
Damaged Books

We do not charge a fee if a damaged book can be repaired and returned to circulation. If the book is damaged beyond repair, we charge the replacement cost of the book.

Unpaid Fines

A student is given two weeks to pay a library fine with cash. Kindergarten students are not charged fines until February.

Part of the library experience is learning responsibility for library materials. We hope that these procedures will help to reinforce those lessons.



Artwork By: Rene'

Rules and Regulations for Bus Riding Students

- Bus riding is a privilege and you must abide by all rules and regulations and treat your driver and fellow students with courtesy and respect. Any student who defies the bus driver in any way may lose his/her bus privileges. Drivers have the responsibility of getting students to and from school safely. They must have your cooperation at all times. DRIVERS MAY ASSIGN SEATS AS NEEDED.

- STUDENTS ARE NOT PERMITTED TO RIDE OTHERS BUSSES. Students are permitted to ride their own bus and be dropped off at a different location with a note from their parent or guardian and signed by the school administration office. If a student does not have a note, the student will be denied the requested drop off and will be delivered to their home residence.

- You must be at your stop at least five minutes before the bus arrives, as drivers are told they must not wait for tardy students.

- You will board your bus from the side of the road. Do not stand in the roadway. Traffic Safety Association recommends that you wait 10 feet back from your stop, away from the danger zone. Pertaining to mail boxes, students must not approach their mailbox until the bus has vacated his or her stop.

- If crossing a road to board or exit a bus, students must always cross in front of the bus (STATE LAW). Students should be approximately 10 feet away from the front of the bus when crossing, making sure to use the bus driver's help and looking both ways before crossing.

- There shall be no running or shoving at loading or unloading zones.

- Students must remain seated while the bus is in motion. Do not leave your seat to exit until your driver has stopped the bus.

- Students are not permitted to save seats for fellow students. You must move over and share the seat and permit room for other students. It may be necessary to have three students per seat.

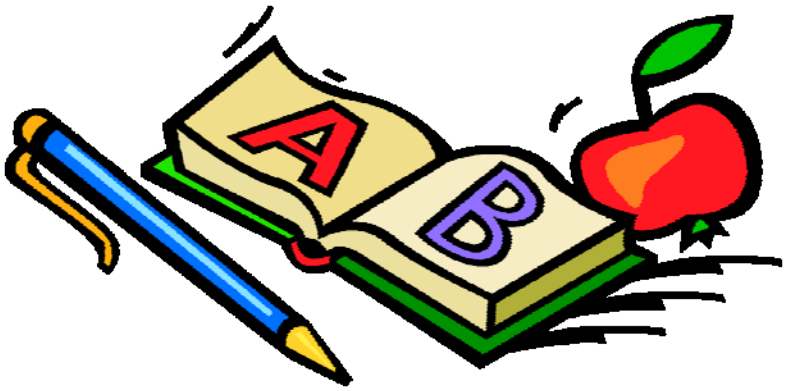
- Fighting on a bus could/will result in suspension from riding a bus.

- Use of profanity could/will result in suspension from riding a bus.
- No eating or drinking on the bus.
- Students are expected to help keep the bus clean. Litter should be placed in the trash can on the bus.
- Any bus damage will be paid for by the students involved and/or riding privilege will be withdrawn.
- Students must not throw anything from the bus or extend any part of the body from an open window.
- No tampering with emergency exits.
- Any student who displays knives, sharp instruments of any sort, firecrackers, cigarettes/cigars/chewing tobacco (either lit or unlit), matches, rubber bands, water pistols, water balloons, etc, will lose his/her riding privileges and may be suspended from school.
- Students may carry on only what they are able to hold secure on their own lap.
- Neither the driver nor the transportation department is responsible for personal possessions that my become lost, broken or stolen, etc. on the bus.
- All rolling objects, balls, etc., are to be kept in the backpack while on the bus at all times.
- When a scheduled school day is cancelled or delayed, the information will be on the radio and TV stations. Delays for any reason affect all schools. A one hour delay means ALL SCHOOLS WILL BE DELAYED 1 HOUR.
- Cell phones are not allowed to be used while on a school bus.
- Please make a conscious effort to keep sick students off the bus.
- No bugs, animals, or glass are allowed on the bus.
- Notify the driver ahead of time, or the transportation department, when the student will not be riding on the pick-up/am run.

2012—2013
Report Card Schedule

- 1st Trimester — Late November
- 2nd Trimester — Early March
- 3rd Trimester — Early June

** Printed copies of all report cards are sent home with students in manila envelopes and are also available online at www.armadaschools.org under “Power School”.



Parent/Teacher Conferences

In November of each year, there is a school-wide Parent/Teacher conference for each student. During the spring, conferences are based upon the request of either the parent or the teacher on behalf of the student.

Lost and Found

A box for lost items is located across from the Child Care Room 136. Lost and Found articles are set out for pick up during November conferences, Spring conferences and any big parent event.

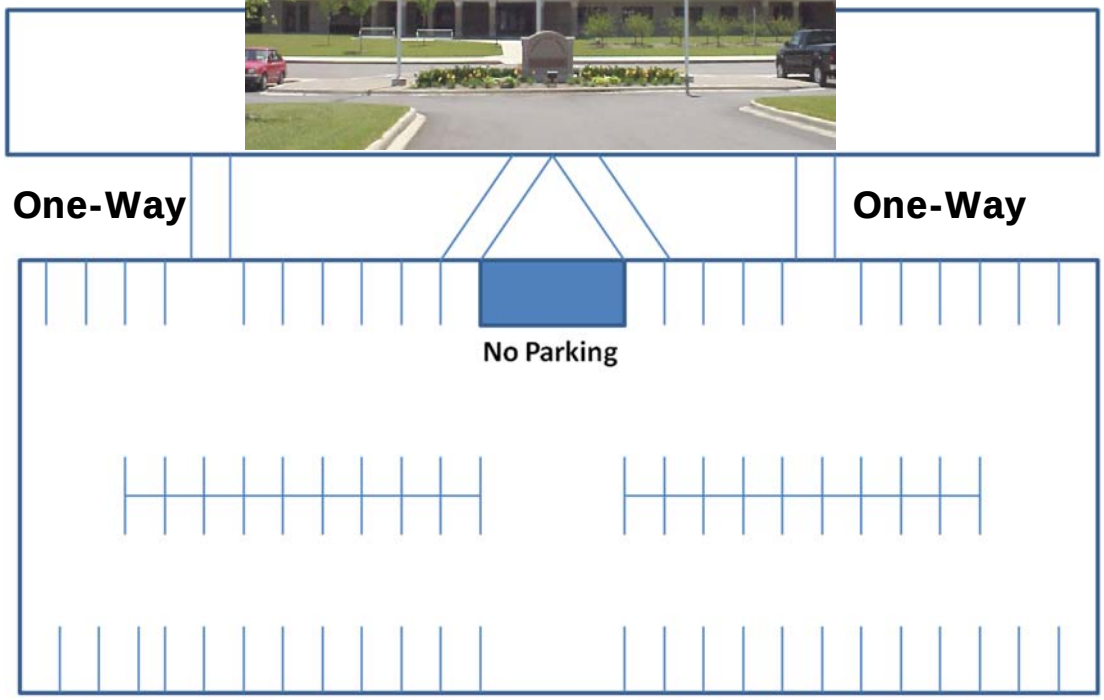
School Newsletters

There is a Krause Elementary school newsletter that is distributed once a month and a Tiger Booster Cubs (TCB) Newsletter that goes out once a month.

Technology Policy

The Armada Area Schools have a Technology Policy which must be read and signed by a parent/guardian as well as the student each year.

Parking Lot



Exit Only
8am—4pm

Armada Center

Enter Only

Artwork By: Eli