

Welcome to Orville C. Krause Later Elementary



Our Mission

At Krause Later Elementary we establish high standards and support learning for all in a caring environment.

www.armadaschools.org/latere/

On behalf of the staff and administration of Armada Area Schools, I would like to extend a warm welcome to all of our students and their parents this year. I'm sure you will find Krause Elementary to be a caring school, focused on meeting all of your child's needs. We encourage parent participation and communication throughout the school year through classroom and school newsletters, conferences, phone calls, our school's website, and e-mail. These communication links are vital to you as a parent and in turn us as a school.

Our school welcomes parent participation in the classroom or as part of our parent group, Tiger Cub Boosters (TCB) that meets the first Wednesday of the month. To help us maintain a safe environment, **all** parents are asked to sign in at the office before visiting a classroom. Your support and participation make Krause Elementary a truly special place to be!

Please take a few minutes to read through this student handbook with your child. It contains information that will help guide us through the year together. Please pay particular attention to the details regarding attendance, early dismissals, medication, vacations, and our behavior contract. This contract can be found on the last page of our handbook. This is a commitment to work together to make this year a success. I look forward to a great year at Krause Later Elementary. If you have any questions or concerns, please do not hesitate to call or stop in at your convenience.

Kurt Sutton
Principal

IMPORTANT

Upon reviewing this handbook, you will find a Student Behavior Plan (the last page of this handbook). Please discuss the plan with your child, sign it, and have your child return it to his/her teacher by September 17, 2010.

1. ACADEMIC EXCELLENCE

Here are some suggestions to help you achieve academic excellence:

Attend school daily. Be on time.

Set aside time for studying each school night. If you have finished your assignments, use the time to read or review.

LISTEN in class.

Keep up to date on all assignments.

Family Vacations/Attendance

Families are encouraged to schedule vacations during school recess periods. If it becomes necessary for students to be absent, parents should:

1. Notify the teacher and the office staff in writing at least a week in advance.
2. Notify the attendance phone line at 784-2641.
3. Return all library books prior to leaving.
4. Notify your bus driver.

ALL WORK CAN BE MADE UP WHEN THE STUDENT RETURNS TO SCHOOL.

**Students benefit from daily attendance at school. Many instructional activities and lessons are designed for group interaction, cooperative learning, manipulative math, or science learning and cannot be reduced to paper and pencil tasks. Classroom schedules/lessons change constantly requiring adjustments by the classroom teacher. To allow for these adjustments, all work can be done by students when they return from vacation.*

Textbooks/Student Planners

Textbooks are issued to each student at no charge. Students are responsible for them and will be required to pay for lost or damaged textbooks. A fee schedule can be obtained from the school office. Student planners are also issued to the student at no charge. If the Student planner is lost there a \$3.00 replacement charge will be assessed.

Report Cards & Grading

Report cards are issued throughout the year. Parent/Teacher Conferences are scheduled in November and as needed in March. Progress reports are sent around the middle of the trimester. The Later Elementary grading scale is:

A = (90-100%)

B = (80-89%)

C = (70-79%)

D = (60-69%)

E = (59% and Below)

Honor Roll

Students in fourth and fifth grade will earn a position on the honor roll if the student achieves an 'A' or 'B' in all subjects and a Satisfactory or Outstanding in study habits/citizenship in all classes (including specials).

Retention

Retention due to academic, behavioral, or other issues will be determined by the teacher, principal, and parents.

2. COMMUNICATION

Calls and Conferences

The Later Elementary Office telephone number is: **784-2640**. The Early Elementary Office telephone number is: **784-2600**. Parents are encouraged to contact teachers about their child's progress. Teachers may be contacted by calling before 8:30 or after 3:40 p.m. Parent Teacher conferences occur in November. Spring conferences are completed on an "as needed" basis. If a scheduling conflict prevents a meeting, a phone conference may be utilized. E-Mail addresses are available at www.armadaschools.org/laterele

School Departure

Parents **must** send a note to the teacher with any plans for early dismissal or change in the normal dismissal routine. Parents calling school to notify their student of a change in plans (e.g. "walk to Grandma's today" - "ride the bus, mom won't be picking you up") should call **before 2:00 pm**. This allows the office staff enough time to notify teachers and students of the change(s). Parents are required to wait in the office while their child is dismissed.

Attendance Policy & Requesting Homework

Students are expected to be in school each day. On some occasions students need to remain at home to recover from an illness. Extended or excessive absences due to medical issues require a note from a doctor. After ten absences or tardies, the school sends a preliminary letter regarding attendance patterns. After fifteen absences a second letter explains what will happen if attendance problems continue. If absences or tardies near twenty, parents will receive a letter from the school and an attendance meeting will be set by the truancy department of the Macomb Intermediate School District. *If your child will be absent, please call the attendance line at 784-2641.* This is available 24 hours a day.

Emergencies

Parents will be notified immediately if a child has experienced an emergency during school hours. It is important the information (telephone numbers and contact information) provided on your child's emergency form is up to date. Please indicate the daytime phone number where you can be reached and all alternate numbers. If both parents are employed, please indicate the number to be called first.

3. School Procedures and Schedule

School Hours

School hours are tentatively set as 8:40 to 3:38. Times are subject to change due to contract negotiations and requirements set by the state of Michigan in regard to student contact time.

Arrival & Departure From School

Walkers should arrive no more than two to three minutes before the 8:40 a.m. bell. Students leaving school prior to scheduled dismissal **MUST** be signed out at the office. Parents must stop in the office to get a "Dismissal Pass" and your child will be called to the office. Teachers will not release students early without notification from the office and are not to release students to parents/guardians from the classroom.

Visitors and Guests

All parents and guests must obtain a visitor's pass before going to a student's classroom.

Valuables and Electronic Devices

CD players, handheld games, MP3 players, cell phones, or other electronic devices cannot be used during the school day. Cell phones must be turned off and placed in the backpack upon entering the bus or school. **Failure to do so can result in staff holding the cell phone until parents can pick the cell phone up from school.** Continued disregard to school rules with electronic devices will require administration to hold electronics until the end of the school year. Krause Later Elementary is not responsible for any lost or damaged electronic devices. Krause Elementary is not responsible for other valuable items lost or damaged during a child's time at school.

Recess

All children are expected to participate in the daily recess period. Fresh air and exercise is an important part of a healthy, well-balanced day. Illness and injuries of a special nature do not apply to this policy. However, we do ask for a note from your doctor stating the reason your son or daughter cannot attend recess. At lunch time, students that have a doctor's note will eat lunch in the cafeteria and then spend their recess time in the office.

Lunch

A balanced and nutritious hot lunch is available daily (milk can be purchased separately). Please do not send soda pop to school for lunch or snack time. A menu is sent home monthly in our school newsletter. Students may pay in advance on a weekly or monthly basis. Please send exact change or a check payable to Krause Elementary School. For those who qualify, applications for FREE or REDUCED lunches are available in the school office. **A lunch schedule will be available at the beginning of the school year in the opening newsletter.**

School Procedures

Student Visitation to Other Homes

All bus students must have a written note from their parents signed by the office before they can get off at another student's home (must ride same bus). Walkers also need a note from their parents when they are going somewhere other than home.

Medication

Over the counter and prescription medication cannot be administered at school without an *Administration of Medication* form signed by your doctor. Forms are available in the office with detailed procedures. All Medication must be kept in the office at all times. ***Children cannot transport their medication to and from school.*** Medication must be delivered to school by a parent in its original container with a note signed by the doctor and parent, indicating child's name, teacher, dosage, time to be taken, and a phone number where a parent can be reached during the day. Consider requesting time-released medication from your child's doctor, thus eliminating school administering medication.

Moving ?

If you are moving out of the district during the school year, please notify your child's teacher at least a week in advance.

Field Trips

Field trips are a privilege and may be revoked due to behavior or academic concerns. **Only parents or guardians may serve as chaperones on field trips.** If students are traveling in a vehicle other than the school bus, a parent or guardian must be with the student.

Lost and Found

Our lost and found is housed in the hallway near the before/after school childcare room. It is common for us to recover many articles which are never claimed. Please check the lost and found for lost articles. To avoid lost clothing items, please label clothing, books, lunch boxes, etc. with your child's full name. Throughout the year unclaimed articles will be donated to charity.

After School Activities

Krause Elementary School hosts many after school activities (e.g. Brownies, Boy Scouts, etc.). It is the parent's responsibility to provide transportation and supervision of their children after school hours.

Pets

Pets may be brought to school only if the principal has given written permission. This permission must be obtained before the pet is brought to school. Pets are not allowed on the bus.

School Cancellation or Delay

In the event of severe weather conditions, please listen to your local radio or television stations for school cancellation or delay. Child Care will not be available when school is cancelled. Be sure your children know where to go should early dismissal occur. Make alternate arrangements with neighbors, friends, or family. Parents must have a plan in place in event that school is released early due to inclement weather.

Television stations to watch:

Channels: 2, 4, & 7

Radio Stations to Listen to:

WJR AM760

WWJ AM950

WOMC FM104.3

WYCD FM99.5

Media Center Procedures

Students at Krause Elementary School visit the Library Media Center each week with their class. During this time, they have an opportunity to check out a book to take home. Throughout the day students can return books they have finished, check out another, and conduct other library business.

Checkout Periods:

Library BooksOne week

Circulating Reference Materials . . .Overnight

Students are allowed to have one book checked out at a time.

Renewals:

A book may be renewed one time unless it is on reserve for another student.

Fines and Fees:

Overdue notices will be sent home each week.

*Overdue Library Books 1 penny per school day**

Overdue Reference Books . . . 5 cents per school day

Damaged But Repairable Depends on Severity

Lost Books50% TO 100% of cost (Depending on the age of the book)

**No fine is charged if a book is late due to absence if the book is returned to the Media Center on the first day the student returns to school and the student lets the person at the circulation desk know that he or she was absent.*

The average cost of our new books is \$15.00 (due to reinforced bindings, heavier paper, etc.) Please discuss with your children the importance of treating books with care and returning them on time.

Childcare

Childcare is available from 6:00 a.m. until 6:00 p.m. during the week. Before and after school child care is available for students of Armada. Pre-registration is required. For more information about the childcare program, please contact Glenda Lizak at 784.2681.

Newsletters

Krause Later Elementary sends home a school newsletter at the beginning of each month; it is also posted on the school's website. Frequency of class newsletters are determined by each individual teacher.

Search and Seizure

The administrator or authorized designee of the school building shall have the authority to conduct a search of any student, student locker/cubby, and student possessions whenever there is reason to believe that a student may possess items that may be in violation of a school rule, district policy, or law. The building administrator or designee may conduct a search when deemed necessary for the safety and well-being of the student body.

4. Safety

Entering and Exiting

Each student is assigned an entrance and exit to facilitate safety in our school. Students are expected to walk to and from the assigned entrances. NO STUDENTS are allowed in the building without staff supervision.

Fire / Tornado / Lockdown Drills

During the year, students and staff will participate in a number of safety drills. These are designed to acquaint students with the procedure, their assigned area, etc. All adults and visitors in the building are expected to participate in the drill when in the building during a drill.

Tornado Warnings

A tornado warning means that a tornado has been sighted and we must take cover. In the event the elementary school is notified by the superintendent's office of a tornado warning, an announcement will be made and the students will be instructed to take cover in their designated tornado safe areas. *All students will remain in school and parents are asked not to call or come to the school until the warning has been lifted.*

Bicycles

Students may ride bicycles to school. Bikes are to be parked only in the designated area near the main entrance. Bicycles may not be used during lunch hour or recess. The school is not responsible for the security of student bicycles.

Communicable Diseases

Parents should report all cases of communicable diseases (pink eye, scarlet fever, chicken pox, etc.) to the office staff as these cases are monitored by the Macomb County Health Department.

Lice

It is the responsibility of the parent to notify the office of any cases of head lice. Students who are infected with head lice must be nit free to return to school. Upon return to school, students will report to the office for a head check (no hair spray please). If two or more cases are reported in the same classroom the parents of all students in the classroom will be notified and a head check will be made of the entire class.

Safety Patrol

Our Safety Patrol is composed of children in the fifth grade. They are located at important areas around and in the school. Students are expected to follow their directions.

School Expectations

Our school has a Positive Behavior Support system in place for students. Students that follow our school's behavior expectations may receive positive reinforcement from school staff. At Krause Later Elementary, our behavior expectations for students:

Positive Choices

Act Responsibly

Will be Respectful

Safety First

*All students are expected to follow these expectations throughout the school year.

Items that cannot be brought to school:

- Students may not bring any dangerous objects to school. Hard balls (golf balls) are NOT allowed on school grounds. It is NOT permissible to bring jack knives or other potentially dangerous objects to school.
- Students are instructed NOT to bring: skateboards, scooters, expensive toys, remote control cars, trading cards, heellies, or any firearm toys. Anything related to CD players, video games, electronic pets, etc. should not be brought to school.
- Gum chewing is not allowed during the school day.

DRESS CODE

The following attire is NOT permitted at Krause Later Elementary:

- Any clothing that disrupts the educational process or interferes with the educational rights of learners or educators (swim or beach wear, visible bare midriff, visible undergarments) are not permitted. Shorts and skirts should be at an appropriate length. Shirts must cover the student's shoulders. No low riding attire will be permitted. Students will not be allowed to wear accessories on their clothing or jewelry items that could cause danger to peers or themselves.
- Clothing that defaces school property, e.g. cleats on shoes, wheels on shoes.
- Clothing that violates standards of dress for the places to be visited on field trips or class trips. Final decision shall rest with the teachers and/or administration.
- Clothes that display gang related identifiers, e.g. colors, symbols, bandannas, right/left dominate attire, etc.
- Hats, visors or bandannas (unless they are part of a "spirit" day)
- Clothing that advertises drugs or alcohol. In addition, it shall be free of discriminatory marking or profanity, which is offensive to others.
- Attire that violates the health or safety of an individual or group of people within the school (bare or stocking feet, soiled clothing, etc.).

*Proper footwear that prevents injury on school grounds are necessary and allow for full participation in the physical education must be worn.

The above list of dress code regulations is not an all inclusive of violations. This dress code applies to all school related activities. Students not following the dress code will be sent to the office and parents will be contacted to address the situation.

Student Behavior Plan

The students of Krause Later elementary are expected to make POSITIVE CHOICES, ACT RESPONSIBLY, WILL be RESPECTFUL, AND put SAFETY FIRST. When these expectations are not met consequences are necessary. The staff of Krause Later Elementary utilizes a progressive approach to discipline intended to ensure student safety while teaching lessons about personal choices and subsequent consequences. If a student demonstrates inappropriate behavior a staff member will offer a warning and/or a loss of privileges. In more severe cases a written behavior report or immediate trip to the principal will be necessary. When a behavior report is made the following actions can occur:

First Report: Meeting with the principal in which a conference is held to discuss a plan to correct the situation. Students are given an opportunity to tell their side of the story. Loss of recess, field trips, privileges, suspension, writing assignment, or other appropriate disciplinary action can occur as a result of a discipline report.

Second Report: Meeting with the principal followed by any of the following consequences that are appropriate: parent phone call/conference, writing assignment, extended recess restriction, loss of privileges, and/or suspension (in-school or out-of-school suspension).

Third Report: Meeting with the principal followed by extended loss of privileges and/or suspension. If necessary a behavior plan will be implemented.

- Bus misconduct can lead to assigned seating, removal from the bus, or other consequences deemed appropriate by the principal and/or transportation department.
- Severe Clause- If behaviors are severe (physical attacks with intent to injure, threats, continued bullying, harassment, etc) the principal has the right to modify all disciplinary action per individual incident.

Misconduct

Harassment of any type will not be tolerated. Harassment is defined as any type of unwelcome talk or action.

Sexual harassment is sexual language or touching that makes a student feel bad, trapped, or confused. It includes, but is not limited to, sexually inappropriate language, sexual touches, acts, etc.

Bullying is repeated aggression, including verbal or physical abuse, by an individual or group against others. Constant teasing, hitting or kicking, and threats (written & oral) to others are considered bullying.

These behaviors will not be tolerated at school. Misconduct must be reported to adults.

**Krause Later Elementary School
Student Behavior Plan Agreement**

I have read and understand what behaviors are expected at Krause Later Elementary and agree to follow these guidelines to ensure a safe and orderly school environment.

In order to participate in recess activities this must be returned by Friday, September 17, 2010.

Student Signature

Parent Signature & Date