

Posen Elementary School Handbook

Consolidated School District # 9

2015-2016

Student hours: 8:00 A.M. - 3:00 P.M.

Office hours: 7:00 A.M. - 4:00 P.M.

School phone: (989) 766-2573

Posen Consolidated School District # 9
Home of the Vikings

Dear Parents:

Thank you for choosing Posen Consolidated Schools to educate your children. We have the finest staff around and we will work very hard at making your children's experience a successful one.

Our staff strives to make school a safe and friendly learning environment. Special pride is taken at Posen in developing young people who understand the power of effort, persistence, and responsibility. These attributes are under our individual control, and we'll go to great lengths to help your children make choices that lead to success. This means we need to work cooperatively as students, teachers and parents giving great effort, persistence, and making responsible choices. This collaboration will lead to powerful learning when we work as a team for the success of our students.

In the handbook, you will find a section that includes our attendance policy. This is a state mandated policy and it is important that you read and understand the procedures as it will be enforced as per state requirements.

We strongly encourage every parent to become involved in school activities and communicate with us any questions or concerns that may arise during the school year. To get up to date information log onto the school's website: posenschools.com. Click on the Elementary page and click on the photo of your child's teacher, once there you will find the most recent newsletter. The website also contains a lot of useful information, so please do not hesitate to log in! If you do not have access to the internet you are encouraged to contact us at any time by visiting the office or calling us @ 766-2573. If we work together we can accomplish great things!

Again, thank you and let's make this year the best year yet for your children's education.

Sincerely,

John L. Palmer
Superintendent/K-12 Principal

Board of Education and Staff

Board of Education:

Kenneth Wozniak-----President
Andrew Stone-----Vice-President
Mitchell Mulka-----Secretary
Dennis Budnick-----Treasurer
Jesse Chappa-----Trustee
Brian Konieczny-----Trustee
Anna Soik -----Trustee

Teachers:

Connie DeRocher-----Kindergarten
Julie McLennan-----First Grade
April Tosch-----Second Grade
Mary Lightner -----Third / Fourth Split
Hollie Kuchnicki-----Fourth / Fifth Split

Courtney Gagnon-----Sixth Grade
Denise Perrault -----Special Education Services
Denise Beland-----Title 1
Wayne Karsten-----Physical Education

Paraprofessionals

Lois Krajniak
Laurie Zielaskowski

Secretaries:

Lucia Bruski
Alletta Misiak
Carrie Sobeck

Daily Lunch Sales:

Lucia Bruski

Drivers:

Jamie Szymanski
Sarah Teall
Megan Donajkowski

Sub Drivers:

Ashely Nakoneczny
Pam Kuffel
Jacob Kroll
Karl Grambau

Custodian:

Jamie Szymanski

Housekeeper:

Laurie Krajniak

Cooks:

Mary Ann Zakshesky
Sherry Romel

Posen Consolidated Schools
2015-2016 Calendar

Tuesday, September 1 st	Teacher Orientation, PD
Tuesday, September 1 st	Open House – 5:00 pm to 6:30 pm
Wednesday, September 2 nd	Teacher Orientation, PD
Thursday, September 3 rd	Teacher Orientation, PD
Tuesday, September 8 th	Students 1 st Day of School
Thursday, October 20 th	Picture Day / Geskus Photography
Sunday, October 25 th	Fall Fest
Friday, October 30 th	End 1 st Marking Period
Friday, Nov. 6 th	Half day of School, Students Dismiss Parent Teacher Conf.
Friday Nov. 13 th	Half Day of School, Students Dismiss Teacher PD
Monday Nov. 16 th	NO SCHOOL – School Safety Day
Wed. Nov. 25 th –27 th	NO SCHOOL –Thanksgiving Break
Mon. Dec. 21 st - Jan. 1 st	NO SCHOOL –Christmas Break
Mon. Jan 4 th	School Resumes
Thurs. Jan 14 th	1 st Semester Exams Half Day—Students Dismissed at 11:30
Friday, Jan 15 th	1 st Semester Exams Half Day –Students Dismissed at 11:30
Mon. Jan 18 th	Begin 2 nd Semester
Thursday, Feb. 11 th	Half Day, Teacher PD in afternoon
Friday Feb. 12 th and Monday Feb. 15 th	Mid-Winter Break, NO SCHOOL
Thursday Mar. 24 th	End 3 rd Marking Period Half Day, Teacher PD in afternoon
Friday, March 25 th – Monday, March 28 th	NO SCHOOL, Easter Break
Monday, April 4 th – Friday, April 8 th	NO SCHOOL , Spring Break
Monday, May 30 th	NO SCHOOL, Memorial Day
Thursday, June 9 th	2 nd Semester Exams (Hours 5-7) Half Day – Students Dismissed at 11:30
Friday, June 10 th	2 nd Semester Exams Half Day –Students Dismissed at 11:30 H.S. Commencement

Bus Procedures and Rules

Riding a bus is a privilege, not a right. Therefore, students who ride a bus **MUST** obey the rules and regulations in order to enjoy that privilege. If misbehavior occurs, the driver has the right to discipline. This may or may not involve the suspension of bus privileges. It will be the driver's prerogative to allow or not allow eating or the use of music devices on the school bus. This recognizes the primary job of the bus driver is to get children to and from school safely.

1. Buses may pick up a student living within 1 and 1 1/2 miles of school providing there is room on the bus.
2. It is each driver's prerogative to allow or not allow food and music devices on the bus.
3. All students riding the Posen Consolidated School buses will be governed by the following regulations:
 - a) Posen students are expected to conduct themselves in an orderly fashion, respect others, and support a safe environment.
 - b) Be on time at designated stop. **BUSSES CANNOT WAIT!**
 - c) Cross in **FRONT** of the bus when crossing the roadway.
 - d) Wait until the bus has come to a **FULL STOP** before entering or leaving the bus.
 - e) Keep hands, head, and elbows inside the bus at all times.
 - f) Occupy any seat assigned by the driver.
 - g) Pupils will be suspended from riding the bus when such action is necessary according to bus conduct rules.
 - h) Inform the driver if you expect to be absent.
 - i) Expect to walk to bus stop at least 1/2 mile.
 - j) Keep the bus clean, sanitary, and orderly.
 - k) Report to the driver **AT ONCE** any damage done to bus.
 - l) No profanity, obscene gestures, foul talk, or loud boisterous behavior on the bus at any time.
 - m) Do not leave the bus or change buses at any time without the consent of the driver.
 - n) Drivers will not accept any student not on their regular bus route without a note signed by both the parent and the school office giving them permission to ride on that bus.
 - o) Students **MUST** remain seated at all times.
 - p) Smoking or lighting of matches/lighters on the bus is forbidden.
 - q) Nothing is **EVER** to be thrown from the bus.
 - r) If a student plans to invite more than 3 extra children to ride his/her bus, permission must be obtained from the driver.
 - s) The back door is used for emergency purposes only.
 - t) Be considerate of smaller children.
 - u) Eating and drinking privileges will be revoked any time the bus driver feels the privilege is being abused.
 - v) Riders must share seats when needed.
 - w) Anyone who damages the bus, inside or out, will be held liable for damages and subject to discipline.

Camcorders may be placed on buses to monitor students. Tapes will be available for viewing for 24 hours after each run

Consequences Student Faces if He/She Chooses to Break the Bus Rules

Suspensions “can be” 1,3,5 days. Meeting with Supervisor and Parent Any Student in Grade K-12

Destruction of Property:

Student Denied Bus privileges 5 days plus payment for damages.
Supervisor will phone parent and do conduct report

Smoking (all tobacco products)

First Offense:	3 day Suspension	Driver Conduct Report
Second Offense:	5 day Suspension	Driver Conduct Report, Supervisor Phones Parent

Elementary Students Grades K-6

Warning	Chance to improve	Driver can write out Conduct Report and send home
First Offense	1 day suspension	Driver writes out a Conduct Report and phones parent
Second Offense	3 Day Suspension	Driver writes out a conduct report and phones parent
Third Offense	5 day Suspension	Driver writes out a conduct report and Supervisor phones parent

Children Leaving School Early

If a parent needs to take a child home, please follow this procedure:

Please go to the office and a secretary will get the child. Under no circumstances will a teacher allow the child to leave the school with anyone other than the child’s parent unless the Principal has been informed of previous arrangements.

Daily Schedule

Buses arrive at 7:45 A.M.

Classes begin at 8:00 A.M.

Dismissal time: 3:00 P.M.

Note:

Children are asked not to arrive at school before 7:30 a.m., the cooperation of parents in this matter is greatly appreciated.

Elementary Library

Students in grades 1-6 will have library periods that meet once or twice a week. They will receive instruction in book selection, proper care and treatment of borrowed materials, and how to use the library resources to obtain information needed for classroom studies. Each student will be allowed to select one (1) book per library period. However, all books previously borrowed must be returned before another may be taken.

Lost or Damaged Library Materials

Students are expected to provide reasonable care for books so that they are not lost, torn, or otherwise damaged. It will be the responsibility of the student to replace lost or damaged materials.

First Aid

The school is limited in its ability to render first aid to sick and injured children. By law, the school is unable to provide medication of any kind, and, of course, is not qualified to diagnose ailments. For this reason, if a child becomes ill, injured, or had an accident at school, the child's parent(s) will be contacted as soon and possible according to the instruction of the "family emergency form" (last page of this handbook). Therefore, it is critical to notify the school of any change in phone numbers. If a minor injury to a student occurs, a written report by the person witnessing it or supervising the activity will be sent home with the student.

Homework

A reasonable amount of individual homework may, on occasion, be necessary and desirable for elementary students. Teachers will make every effort to adjust assignments to the needs of the individual child.

Lost and Found

Lost and found articles will be taken to the office. Please mark your child's belongings. Paired articles should be marked separately. All lost and found articles will be donated to a charitable organization one month after the end of the school year.

Medication

Please note: Medication will only be administered by a Teacher, Teacher Aide, or Administrator, **when all of the following are met:**

- 1) With a witness present

- 2) When a physician's instructions (usually on medicine container) showing child's name, date, name of medicine, dosage, and frequency of dosage is available to the school personnel.
- 3) When written parental permission to administer the prescribed medicine while at school is presented by the child or parent.

Guidelines for Student Conduct

The following school rules promote a positive and safe learning environment:

- 1) Listen to and obey all adults.
- 2) Walk quietly everywhere in the building. Running is allowed only in the gym or outdoors.
- 3) Always carry objects in a safe manner.
- 4) Safely remove and neatly hang all personal belongings in assigned areas. Leave other children's property alone.
- 5) Speak politely at all times. Loud voices are to be used outdoors only. Unacceptable language is not permitted in the school buildings or on the school grounds.
- 6) Take good care of all school property and equipment.
- 7) Leave all dangerous and inappropriate things at home. Such items include knives, lighters, tobacco, matches, guns, fireworks etc.
- 8) Considerate behavior, fair play, and good sportsmanship of all students is required.
- 9) During school hours, children must remain on school grounds at all times. Any student who needs to leave must make prior arrangements with the Principal.
- 10) Street shoes will not be permitted on the gymnasium floors. Students should have an old pair of sneakers to keep at the school which will be used specifically for gym class.

Having the following playground rules helps keep children safe and having fun.

- 1) No hardball
- 2) No swearing
- 3) No tackling games
- 4) No snowballs, stones, or sticks are to be thrown
- 5) No fighting or wrestling
- 6) Stay in designated areas
- 7) Always be respectful to the adult supervisor

Recess

Parents are asked to please send children dressed suitably for out-of-door activities. Recess is viewed as an important part of our elementary program. A general rule of thumb in our school is that a child well enough to attend school should be well enough to participate in recess periods. Certainly, exceptions may be necessary on an individual basis. If your child needs to stay in for more than 2 days they will need a doctor's excuse to stay in. The teacher will make

arrangements for supervision during the recess period. Generally there will not be a recess on the playground when it is colder than 10 degrees Fahrenheit outside. In this circumstance, recess periods will be held inside.

Money

Students are encouraged not to bring large sums of money to school.

For safety and clarity, money for school activities (lunches, field trips, etc.) should be put in an envelope marked with the child's name, the amount enclosed, and what the money is intended for.

Parent Teacher Conferences

It is extremely important to know as much as possible about each child in order to meet each child's educational needs. Parents have the right to know as much as possible about their child's educational program and educational needs.

The needs of both the parents and the teachers are the reasons for Parent-Teacher conferences. Formal Parent-Teacher conferences will be scheduled after the First Marking Period. Beyond this, both parents and teachers should ask to confer with the other whenever a concern arises.

Student Appearance Policy

Clothing that advertises, advocates, or displays drugs, cigarettes, or alcohol is not permitted. Clothing that advertises, advocates, or displays violence, gang activities, racism, or is sexually explicit is also not permitted. No bare midriffs. Shorts should be walking shorts, Bermuda's, or jama's. Outdoor garments, such as coats, boots, and backpacks are not to be taken to class unless individual teacher permission is given.

Report Cards

With the school year divided into two 9-week periods and two 10-week periods (or quarters), report cards will be sent home four times during the school year, at the end of each quarter. Report cards are intended to be a formal basis of informing parents of their child's academic /social progress.

School Attendance

In the Posen Consolidated School District, we know that regular attendance is very important to the learning process. Research shows that frequent absence seriously affects learning and may affect work habits. When your child is going to be out of school because of illness or any other reasons, **PLEASE LET THE OFFICE / AND OR TEACHER KNOW AS SOON AS POSSIBLE SO THAT WE KNOW YOUR CHILD IS SAFE.** It is very difficult to satisfactorily make up a days work missed since a great many of the skills are learned in large or small groups with active participation and discussion between students and teachers. After 8 absences a letter will be sent home to the parent. Chronic absences or tardies may involve a visit from a truancy officer.

Please Note: It is necessary for school officials to be notified if a communicable disease (measles, mumps, etc.) is the reason for your child's absence.

School Closings

If school is to be closed due to severe weather or other emergencies the following stations will be notified:

WATZ (99.3) WHSB (107.7) WBYC (92.5) WAVE (99.9)
WBKB-TV CHANNEL 11 WWUP-TV CHANNEL 10

Please do not call the school, as in these circumstances it is most necessary to keep school phone lines open, also, **Please do not call the radio stations.**

Student Guests

If your child wants to bring a guest to school be sure the child's teacher and principal are aware of this ahead of time and that permission is received.

School Lunch Program - Recess Schedule:

The elementary lunch, breakfast and recess schedule is as follows:

LUNCH

Kindergarten - Mrs. DeRocher	10:45 - 11:05
Grade 1 - Mrs. McLennan	10:50 - 11:10
Grade 2 - Mrs. Tosch	10:55 - 11:15
Grade 3 & 4 - Mrs. Lightner	11:10 - 11:25
Grade 4 & 5 - Mrs. Kuchnicki	11:15 - 11:30
Grade 6 - Mrs. Gagnon	11:20 - 11:35

Breakfasts cost:	Grade K - 12	Daily: \$ 1.50	Weekly: \$7.50
Breakfasts cost:	Reduced Price	Daily: \$.30	Weekly: \$1.50
Lunch cost:	Grades K - 6	Daily: \$2.00	Weekly: \$10.00
Lunch cost:	Reduced Price Meals	Daily: \$.40	Weekly: \$2.00

Weekly tickets are sold Monday morning, while daily tickets are sold Monday through Friday, from 8:00 to 8:30 a.m. in the front office.

Free and reduced price lunch and breakfast application forms are available from either the Superintendent or his secretary. Applications can be obtained anytime during the school year. A maximum accumulation of lunches charged is to be five without special arrangements.

Milk is available at the charge of \$.50 per serving. We encourage you to come and eat with your son/daughter.

Snack Milk

Snack milk will be available for the Kindergarten and First Grade. The cost will be \$.50 per carton.

Student Discipline

The aim of Posen Elementary School is to provide the maximum learning environment, within its financial ability, for every child. Acceptable behavior and self-control are major factors and ingredients in providing a positive learning environment. When a child persistently and negatively affects the learning environment with unacceptable behavior, violations of reasonable rules, or an absence of self-control, which threatens others, corrective action must be taken by the Teacher, Parent, and/or Principal.

Disciplinary actions that can and will be used include:

- A) Warning
- B) Verbal reprimand
- C) Loss of privileges
- D) Parent contact
- E) Conferences with Teacher and/or Principal
- F) Isolation
- G) Suspension and/or Expulsion for the most serious offense.

A goal of administering student discipline is fairness. All children are looked upon as equal. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from (or participate in after school extracurricular activities) until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board Policy and the school's Student Code of Conduct.

A teacher is authorized to immediately remove and suspend a student for a class, subject, or activity when the student commits a violation of law or engages in disruptive behavior, which includes, but is not limited to the following conduct:

1. Throwing objects that can cause bodily injury or property damage;
2. Fighting;
3. Directing profanity, vulgar language, or obscene gestures toward the teacher or other students;
4. Violating safety rules as communicated in student handbooks or classroom rules;
5. Failing to comply with directives given by the teacher;
6. Expressing racial or ethnic slurs toward the teacher or another student;
7. Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence;
8. Possessing a laser pointer;
9. Violating district dress code standards
10. Excessive tardiness;
11. Destroying/defacing school property;
12. Violating computer use policies, rules, or agreements.

Sexual Harassment

The Posen Consolidated School District will not tolerate sexual harassment in any form, neither by employee to employer, student to student, employee to student, or student to employee. A complete policy on sexual harassment is available in the Superintendent's Office upon request. Any suspect sexual harassment would be reported immediately to an administrator in the school system.

It is the policy of the Posen Consolidated School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to John Palmer, Interim Superintendent of Posen Consolidated School District # 9, 10575 Michigan Ave., Posen, MI 49776 Telephone (989) 766-2573. Compliance information can also be obtained by writing to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC.

Dangerous Weapons

In order to provide a safe learning environment for all children, our schools must be weapon-free.

Under Federal and/or State law it is illegal for Students to possess or bring dangerous weapons on or in school property, vehicles, and buildings. The school district is committed to full compliance with all State and Federal laws relating to possession of weapons on or near school district property or school events. Due to the complexity and rapid changes in these laws, school officials consult closely with the school's attorney where it appears that a person may have violated these laws or the school district's weapon possession rules. If the district determined that a student has violated any of these provisions, a report and referral shall be made to the appropriate criminal justice, juvenile delinquency, social services, and/or county community health agency. Further, notice of the report and referral shall be given to the students' parents. Students will face disciplinary action up to and including expulsion.

Student Records

All parents and guardians of Students under 18 years of age and all students having reached 18 years of age have the right pursuant to the "Family Educational Rights and Privacy Act of 1974" to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge the contents of said official records, files, and data. Student records may be challenged on the grounds that information is inaccurate, misleading, or otherwise inappropriate. Procedures for such examination and challenge have been established by the Posen Consolidated School District Board of Education.

No records, files, or data directly relating to an individual student shall be made available to anyone without the written consent of the student 18 years of age or older, or the parents or guardians of a student under 18, except the Teachers and the officials of this school district who have a valid educational need for such information and to others specified under current state and federal laws.

Supply Policy

By legal mandate, nearly all instructional supplies will be supplied to students. This includes paper, pencils, books, crayons, etc. Generally, supplies are issued once or twice a year, depending on the supply. If non-consumable supplies are destroyed or lost, i.e., textbooks, the replacement cost of these will be passed on to the child. If other expendable supplies, i.e., pencils are lost or destroyed, it will be the responsibility of the child to provide them.

Teacher Availability

Teachers are encouraged to discuss with parents the progress or concerns a child might have. Parents wishing to speak with a teacher are always invited to contact the office to arrange a Parent-Teacher conference. The office will also give Teachers messages to return calls to parents. Parents and the public must get involved if our schools are to be successful. Your opinion is important especially when it concerns your child's education. The following areas are always in need of volunteers:

- PTO
- Classrooms
- Parent Audience - Classroom Events

If you have a suggestion or school related concern, the Board suggests the following procedure whenever possible:

1. Contact the teacher to discuss your concern
2. If necessary, get in touch with the building Principal.
3. If you still have a concern, you may contact the Superintendent at (989) 766-2573

Visitors

For many reasons, the school office must know the identity of any visitors to the school building. This insures minimal disruption to our classroom activities, and the safety of students.

Invitation to Student Personal Parties

Party invitations should be sent out via the mail or phone calls, not during school hours. This avoids any hurt feeling by those not invited to the party.

Yearly School Pictures

School pictures will be taken on Tuesday, October 20th, 2015. Picture Make-up/Retake day is Thursday, December 3, 2015

We want to remind parents:

Student pictures do not have to be purchased. All students have their pictures taken for record purposes.

Building Entrance

The entrance for all students K – 12 is located at the main entrance. A reminder, all doors will be locked by 8:00 am. If you are driving your children to school please arrive by 8:00 am

Parking

There is a parking lot off Oak Street, near the gym. This lot will be used for staff parking. The main lot will be for bus traffic, student, and visitor parking. Parents visiting school or picking up and dropping off students should use the main lot.

TO: Parents and Employees

RE: The presence of Asbestos within district buildings

DATE: September 2, 2015

The Institute for Environmental Assessment was requested by the Posen Consolidated to review and prepare an asbestos management plan identifying the presence of asbestos within District school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene and engineering. After reviewing the characteristics of District buildings, we prepared a management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the District maintains its operations and maintenance procedures and, if asbestos is to be removed or abated, that such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The District implemented its management plan as of July 9, 1989, and has conducted a periodic surveillance of all asbestos-containing building materials prior to January 9 and July 9 of each year since. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

Most of the asbestos containing materials have been removed from the buildings. Asbestos containing materials remaining are confined to areas not accessible to the general population, such as pipe insulation, or has been encapsulated, to prevent the contamination beyond.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the District's Administration.