

PINE ISLAND ELEMENTARY SCHOOL

Est. 1998

STUDENT HANDBOOK

2012-2013

NAME: _____ GRADE: _____

TEACHER: _____ ROOM #: _____

HOME ADDRESS: _____

HOME PHONE: _____



RESPECT

RESPONSIBILITY

READY TO LEARN

COMSTOCK PARK PUBLIC SCHOOLS

OUR VISION

Honor the past...Embrace the present...Reach for the future!

DISTRICT MISSION STATEMENT

Taking pride as a public education system, the Comstock Park Public Schools community devotes itself to preparing and guiding students to be productive citizens in an evolving world by:

- Developing the whole child
- Appreciating and valuing differences
- Fulfilling the individual needs of our children
- Providing a safe and nurturing environment for growth

We Believe – Kids come first...Shared goals and effective communication are vital across the system...Change is a healthy and normal part of our organization...Students flourish in a safe environment that encourages risk-taking...People learn at individual rates and styles...Curriculum is dynamic and needs to respond to the evolving environment...All children can and will experience individual success...Learning is a life-long process....Students succeed in positive environments that will recognize, respect and appreciate diverse cultural, social and intellectual differences...All people and organizations play a role in the growth and development of every child and are important to their success...Career development prepares student for their future.

PINE ISLAND ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Pine Island Elementary School is to create a positive, safe, learning environment where **ALL** students can devolve knowledge and skills to become respectful, responsible citizens and life-long learners. The staff is committed to working through an active partnership with parents and the community to help the students achieve personal success. We are committed to high academic standards, and being on the forefront of educational development, in order to prepare our students to meet the needs of our changing world.

OFFICE CONTACTS

Principal, Stacy Reehl- sreehl@cppschoools.com
Dean of Students, Jeremy Palmitier- jpalmitier@cppschoools.com
Secretary, Rena Rhoads (Renee)- rrhoads@cppschoools.com
Clerk, Pat Calkins- pcalkins@cppschoools.com

Pine Island Elementary
6101 Pine Island Drive NE
Comstock Park, MI 49321-0902
Ph: 254-5500 Fax: 785-4176

SCHOOL DAY REMINDER

School Begins – 8:15

School Ends – 3:05

Half-Day Dismissal Time 11:45

Students should not be dropped off earlier than 8:05 and should be picked up by 3:15. There is no one on duty to supervise students before and after these times. For the safety of the children, please adhere to this rule. Students should arrive at 8:10.

OFFICE PROCEDURES

Tardy Students: All Tardy students need to be signed in at the office by their parent/guardian if they arrive after 8:20a

Parent Pickup: All parents/guardians that pick their students from school at any time, during the day or at the conclusion of the day, need to sign their students out. Parents/Guardians that pick their students up are required to wait in the proper pick up area in the building.

TRAFFIC CONTROL

Please only use the Parent Parking Lot and Drop-off Circle. For the safety of everyone we do not want children or parents crossing the Bus Circle.

Please do not park in the Parent Drop-off Circle. This blocks traffic and may make other parents late for work and appointments.

When dropping off or picking up please instruct your child to look both ways, and then walk to your car when it is safe to do so. It is very unsafe for children to run through traffic to get to your car.

Please drive slowly. Thank You!

COMMUNICATION

District Website: www.cppschoools.com

School Website: www.cppschoools.com/Schools/PineIslandElementary.aspx

District Monthly Newsletter: "Schoolhouse"- *mailed home monthly but can be found on district website.*

Building Monthly Newsletter: "Panther Press"- *sent home with students monthly but can be found on the building website.*

Classroom Newsletters: Check with your student's teacher as they send them home either weekly or bi-weekly

Individual Student Planners: Please use to see daily assignments, to give or receive notes from teachers.

Other: We encourage all of our teachers to have an electronic presence. Please use our email system to contact teachers directly. We also encourage you to use our website for communications from school to home and for any forms you may need.

LUNCH INFORMATION

Our schools have implemented an internet friendly program in our lunchrooms. This allows parents to place money into their student's account and eliminates the need to send cash to school every day. Free and reduced lunch applications are provided to every family at the start of school and are available throughout the school year upon request. **Website:** lunchdeposit.com

USE OF FACILITIES

Pine Island Elementary is available for the community to use. To schedule use of the facilities call Nancy Dahl at the High School Office at 254-5201. Please understand that for some functions a rental fee will be assessed. Keep in mind that priority will be given to school related activities. We ask only that you respect the property of others and leave the building as you have found it.

VISITOR INFORMATION

We welcome all visitors to Pine Island Elementary. All visitors must stop in the office sign in and receive a visitor's badge. For safety of our staff and students we need to know the whereabouts of our visitor's at all times. In addition to attending special events at Pine Island, we would like to encourage parents and guardians to visit their student's classrooms whenever possible. Please make sure to let the teacher know of your intentions to visit. If you wish to meet with a member of our staff we ask that you make an appointment in order to assure the meeting can be given the proper amount of time to address your questions.

PLACEMENT OF STUDENTS

Please understand that our process for students into their classrooms is done with the greatest of care and careful consideration of the following criteria:

- *Academic Ability Levels
- *Balance of Boys and Girls
- *Recommendations of staff including: Reading Specialists, ELL Specialist, Previous Teacher, etc
- *Student Personality and Learning Style
- *Teacher Personality and Teaching Style

Other assignments are given in order to maintain stability for students, teachers, and families. Moving a child's placement from one room to another will only be considered in extreme cases, and only after the following process is followed:

- *Request in writing to the Principal with sound educational rationale
- *Meeting with the student's teacher and principal, and other staff members as needed

While consideration is given to all requests, please understand that moving a student cannot be guaranteed even after following the process. All factors must be considered, including other students that may be displaced because of another family's request.

BUS TRANSPORTATION

Students may ride a different bus other than their assigned bus for a daycare or family emergency **ONLY**.

To obtain a bus pass, there written forms must be presented from both sets parents/guardians.

****This form can be found on the Pine Island Website****

If you are planning on picking your child up from school, please write a note to inform school that you are doing so. If your child is still at school when buses are leaving and there is no note or phone call to state that they are being picked up that day, your child will be put on their assigned bus and dropped off at their assigned drop off area. For any questions, please call the school office.

BUS DISCIPLINE POLICY

When it is necessary that a student is issued a report for "unsatisfactory behavior" on the bus, the student is given the report to take home and have signed by the parent or guardian. Disciplinary action for the students will be as follows:

First Notice: Warning, but may have 1-5 day bus suspension dependent upon the infraction.

Second Notice: Warning, but may have 1-5 day bus suspension dependent upon the infraction.

Third Notice: Conference with the parent/guardian and a bus suspension for up to one month.

Fourth Notice: Conference with the parent/guardian and a bus suspension for up to one semester.

Fifth Notice: Conference with the parent/guardian and a bus suspension for the remainder of the school year.

BUS EXPECTATIONS

Bus transportation is a privilege that can be taken away. Please avoid this by following these expectations:

1. Use same conduct as in the classroom for your bus ride.
2. Be courteous; use no profane or inappropriate language.
3. Do not eat or drink on the bus.
4. Keep bus clean at all times.
5. Cooperate with the bus driver he/she is in charge at all times.
6. Do not be destructive. The bus is the property of Comstock Park Public Schools and should be treated with respect.
7. STAY SEATED FACING THE FRONT OF THE BUS AT ALL TIME. Only with the driver's permission will you be allowed to change seats.
8. Keep hands, feet, and head inside the bus at all times.
9. Bus driver is authorized to assign a student an assigned seat at anytime.
10. Inside voices and quiet talking only.

GENERAL SCHOOL EXPECTATIONS

1. Students will show respect for other people and be courteous, including wearing their hats and handkerchiefs outdoors only.
2. Students will use appropriate language at all times.
3. Students will follow instructions given by adults.
4. Student will respect the personal space of others by keeping hands, feet and objects to themselves.
5. Students will settle differences peacefully.
6. Students will enter, travel through, and exit the building in a safe and orderly manner as directed by school personnel.
7. Students are expected to use hallway, bathroom, and medical passes at all times.
8. Students are expected to go out and come in from recess in a quiet, orderly manner because other students are having class.
9. Toys, radios, and electronic equipment, including cell phones, CD players, MP3 players, and video games, laser lights will be left at home unless the teacher's and principle's permission is obtained in advance.
10. Pine Island is a GUM-Free school.

PLAYGROUND EXPECTATIONS

1. Students will speak respectfully and obey playground supervisors at all times.
2. Students will remain in approved areas at all times.
3. Students will play safely. Students will not play rough. Pushing, tackling and fight-like games are not safe and are not permitted.
4. Food / candy are not allowed on the playground.
5. Students will use playground equipment as it was intended to be used (one person per swing, no walking or tag on slides, etc.) Basketball and footballs may be brought to school. Pine Island is not responsible for lost/stolen or damaged items.
6. Hard balls are not allowed.
7. Students will remain off of the snow hills and leave snow on the ground.

CAFETERIA EXPECTATIONS

1. Students will follow directions of supervisors at all times.
2. Students will enter and move about the cafeteria in an orderly fashion.
3. Students will use indoor voices in the cafeteria.
4. Students will remain in the cafeteria or on the playground during lunch times.
5. Students will go into the hallways and classrooms only with permission and a pass.

HARASSMENT

No student has to endure threats and feel uncomfortable in their academic setting

Harassment and Intimidation: is unlawful under Michigan and Federal Law. Persons experiencing these types of conducts should report such incidents to the building principal or superintendent. Retaliating against a reporting person and/or false reporting is prohibited and may lead to disciplinary or legal action.

Definition of Harassment: Any unwelcome or unwarranted behavior that makes you feel uncomfortable, threatened or degraded, regardless of age or gender including but not limited to: continual teasing, threatening, rumor spreading, stalking, name-calling, notes of a threatening and/or sexual nature, grabbing/touching, pressure for sexual favors, unwanted phone calls, phone calls of a sexual nature, rape/assault.

ELECTRONIC COMMUNICATION DEVICES

Students shall be allowed to use and possess a cellular telephone, pager/beeper, or other electronic communications device on school property outside of the regular school day. Use is subject to the terms of this policy and the administrative regulations of the District.

Use of the communication devices shall be limited to the period before the students enter school in the morning and after the student has left the building. Such devices shall not be used during instructional time, lunch time or in the passing time between classes, and while riding the school bus unless there is a bona fide health or safety emergency that is approved by the administration in writing. Students must have their cell phone, pager/beeper or other communication device turned off throughout the school day.

In no case will any personal communication device be allowed at any time that provides for a wireless, unfiltered connection to the Internet or devices, which have the capability to take/send photographs of any kind. The communication devices are banned from use in the locker rooms, bathrooms or media centers regardless of the time of day or whether school is in session or not.

Comstock Park Public Schools does not assume responsibility for lost or stolen items.

TOYS AND PERSONAL POSSESSIONS

The school strongly discourages students from bringing toys and personal items to school. The exception to this request would be the child's "Show and Tell" time. Please do not send electronic devices to school (Walkman stereos, CD players, radios, etc...). **When personal items are brought to school by a child, the school will not be responsible or liable when items are lost, stolen, traded, damaged, or broken.**

Trading Cards of any kind are not permitted. If students bring them to school they will be:

1. Warned to take home
2. If a student brings cards a 2nd time, the teacher or principal will confiscate them and they will be kept until the end of the school year.

LOCKERS/DESKS

Lockers and Desks are the property of CPPS. Students will be assigned a locker and they are responsible to see that his/her locker is kept clean. Locker inspection will be performed at the discretion of the building principal. Students are not to keep valuables in their lockers. The school will not assume responsibility for lost or stolen items.

PETS

Pets should not be brought to school unless the teacher and building principal has been contacted. When pets are brought to school, an adult should bring the pet in and take it home.

PROPER SCHOOL ATTIRE

Every student's appearance is primarily the responsibility of that individual and his/her parents/guardians. However, the school does maintain certain standards that are based upon factors of health, safety, cleanliness, and maintaining the orderly functioning of the school.

Examples of clothing not considered appropriate for school include, but are not limited to:

1. Clothing which leaves the midriff bare such as halter/tube tops, short shirts, muscle shirts, half-shirts, or clothing made of sheer material. Shoulder straps should be two inches wide (four finger rule).
2. Short shorts/skirts (fingertip rule). Tear away pants, pants that are sagging off the student's waist.
3. Clothing which depicts sexual innuendos (i.e. hottie, cutie), drugs, alcohol, tobacco use, hatred or violence; as well as clothing that is vulgar, disrespectful, offensive, or sexually suggestive in nature.
4. No make-up (including bottles of finger nail polish), purses chains or large earrings.
5. Unnatural hair color with exception of school sanctioned special days
6. Hair spray, Fake Fingernails- These items are a distraction to the learning process that can cause undue competition

For safety purposes, shoes should be worn at all times. Sneakers or tennis shoes are necessary for Physical Education class.

Hats and handkerchiefs will be worn outdoors only, with exception of school sanctioned special days.

Adequate outdoor attire is essential as all students go outside every day.

If a student's dress is inappropriate the student will be provided clean and appropriate attire and the parents/guardians will be contacted.

REGULAR SCHOOL ATTENDANCE

If your student will be absent or tardy please call 254-5502

Regular and consistent attendance is necessary not only for academic success but also to instill in students life-long habits of dependability, punctuality, and self-discipline. Comstock Park Schools have a complex, fast paced curriculum and students are getting ready to take the MEAP test in 3rd, 4th, and 5th Grades. More than 10 absences/tardies is considered excessive by State standards. Please remember that the state law includes tardies in this accountability, as well as days out because of the disruption to the education of your child, other children, and the teacher's instruction. Research does clearly show that a lack of consistent attendance at school is a major contributor to student failure. We all want the very best education for your child(ren).

School attendance is compulsory by Michigan law. Pine Island Elementary School has the responsibility of keeping complete attendance records and working with parents to ensure that students are in attendance whenever possible. Parents will be notified in writing by the principal when a student has 5, 10, and 15 unexcused absences/tardies. If attendance does not improve, the Kent Intermediate School District's Truancy Officer will be notified.

- Step 1** Letter # 1 for 5 absences/tardies
Purpose: Awareness **Request:** Parent cooperation in correcting the situation
- Step 2** Letter # 2 for 10 absences/tardies
Purpose: Growing concern **Request:** Parent, please call principal
- Step 3** Letter # 3 for 15 absences/ tardies
Purpose: Advised that failure to take proper steps to ensure that your school-age child is in continuous and consecutive attendance of school may be interpreted as a violation of MI Compulsory Attendance Law (380.156).
Request: Please meet with principal
- Step 4** Letter # 4 for more than 15 absences/tardies
Notification that absenteeism referral has been sent to KISD truant Officer

MEDICATION AND STUDENT HEALTH

Comstock Park Board of Education Policy states that if a child is required to take medication during school hours and the parent is not able to be at school to administer the medication, only the principal or a designee, in the presence of another adult, will administer the medication in compliance with the instructions of a physician (as indicated on the prescription label), or the written instructions of the parent/guardians of the medication is non-prescriptive.

The parent/guardian must bring the medication to school in its original container labeled by the pharmacy or manufacturer. Medication is kept in the office. No medication is to be kept by a student. The only exception to this being meter dosed inhalers for the treatment of asthma. Students who provide the school with written permission form their doctor may carry their inhaler with them

The parent/guardian must complete appropriate forms authorizing the school to administer medication. The parent/guardian will assume responsibility of informing the principal of any changes in the student's health or medication.

The school district retains the right to reject requests for administering medication to a child.

HEAD LICE

Comstock Board of Education Policy States:

1. No student with head lice or nits (eggs) will be permitted to attend school. If evidence of lice is found on children, parents will be called to pick up the student immediately for treatment.
2. Students may return after one treatment. They must be free of lice for readmission.
3. Information will be provided to children and parents regarding prevention practices.
4. Students must be lice and nit free in order to ride the bus.

ILLNESS POLICY

Children who are ill with a contagious disease or fever may not attend school. If your child becomes ill while attending, we will call you.

The teacher/office will determine if a child is too ill to remain at school. Any child experiencing the following symptoms will be sent home:

- *Fever of 100 F or higher
- *Contagious skin/eye infection
- *Diarrhea 3x in 2 hours
- *Vomiting
- *Profuse bodily discharge of any kind.

If your child is sent home because of illness, he/she must be free of any of the above symptoms for at least 24 hours.

CURRICULUM

Pine Island prides itself on having a rigorous and comprehensive curriculum. Each grade level has a brochure that defines academic expectations for that grade. You also will be getting communications from your child's teacher regarding specific criteria for projects and assignments. Please be sure to read all information coming home.

Although curriculum is important, we strongly believe in developing the whole child and are here to ensure each child's healthy social, emotional, physical, artistic and academic growth.

PTO

Working Together To Support Our Schools

The Comstock Park Public School PTO plans to be busy working on a variety of project for the betterment of our schools. We need you to be involved. Regular meetings are usually held at 7:00 pm on the second Tuesday of each month, rotating the location between the three elementary schools. Watch for notifications of meetings. For more information contact the school office or the school website.

STUDENT SERVICE CORPS

An Opportunity to Serve and Work Together

Third, Fourth and Fifth grade students are offered the opportunity to join our school Service Corps (SSC). Student fill out an application, interview, and are chosen based on good academic standing and display of exemplary behavior to be able to serve. The SSC is a group of volunteers dedicated to serving the school in a variety of capacities including: food service, 5th grade bus safeties, lost and found, and more.

CHARACTER COUNTS

For today's children, life is a whirlwind of hopes, disappointments, discoveries, relationships, achievements, and missteps. Like all of us, they need solid footing in a shifting culture and dependable answers for a changing and often confusing world. Somewhere on this path, parents, teachers, and school administrators try to help by encouraging character-based principles that will enable children to succeed at life. **Character Counts** shares these goals. This non sectarian, nonpartisan coalition of schools and communities promote interpersonal skills. Through classroom lessons, discussion, and weaving these understandings into daily lessons, your child will be learning the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. For more information check the web at www.charactercounts.org.

FIELD TRIPS

For the safety of all children and to maintain a focus on academics it is the policy of Pine Island to withdraw the privilege of attending a field trip based on excessive behavior patterns in the following areas: poor attendance, RTC referrals and/or suspensions. If a student is serving a bus suspension at the time of the field trip, he/she will not be able to attend. Again, due to safety and space issues at the site, we ask that siblings do not attend the Pine Island field trips.

PARENTAL INVOLVEMENT OPPORTUNITIES

Please call the school office to find out the many ways you can become involved in your child's education.

EQUAL ACCESS TO EDUCATIONAL OPPORTUNITIES

It is the policy of the Comstock Park Public School District that no person shall, on the basis of race, color, national origin, sex or handicap, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity and in employment.

NOTICE FOR GRIEVANCE PROCEDURES

If any person has a concern or question with Comstock Park Public Schools' compliance with the principles and/or regulations of (1) Title VI of the Education Amendment act of 1972, (2) Title IX of the Education Amendment act of 1972 (3) Section 504 of the Rehabilitation Act of 1973, he or she may contact the Superintendent's Office at the following address: 101 School Street NE, Comstock Park, Michigan 49321, (616) 254-5001