

KALKASKA PUBLIC SCHOOLS,  
ELEMENTARY HANDBOOK



*2011-2012*

**PARENT - STUDENT  
HANDBOOK**

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

September 2011

Dear Parent or Guardian of Elementary Students,

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

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

Sincerely,

Mr. Lee Sandy  
Superintendent

## **KALKASKA ELEMENTARY SCHOOLS**

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

Birch Street Elementary houses most of the youngest children enrolled in Kalkaska Public Schools. Our population consists of Head Start, Great Start Readiness Program (four years old), Tuition-based, Multi-age preschool, Early Childhood Developmental Delayed, Kindergarten, First, Second and Third grades.

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

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

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

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

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

Sincerely,

Rik Ponstein  
Principal Birch Street

Greg Webster  
Principal Cherry Street

Arica Swoverland  
Principal Rapid City

**BIRCH STREET ELEMENTARY SCHOOL**

**(231) 258-8629**

**2010 – 2011 STAFF**

**PRINCIPAL**

Rik Ponstein

**SECRETARIES**

Cari Jo Berlin

Cheryl Taylor

**ASSISTANT PRINCIPAL**

Greg Webster

**COUNSELOR**

Mathew Price

**PRESCHOOL STAFF**

Cindy Knight – Teacher

Tori Miller – Teacher Assistant

**4'S STAFF**

Sarah Haveman – Teacher

Shelley Speakes – Teacher Assistant

Lisa Wyzgoski - Teacher

Peggy Schaub – Teacher Assistant

**HEADSTART**

Judy Abernethy – Teacher

Leila Prough – Teacher Assistant

Jeanie McCandish – Transitional Aide

Susan Krauth – Teacher Assistant

**ECP STAFF**

Michelle Keeder - Teacher

Kathy Nichols – Teacher Assistant

**KINDERGARTEN TEACHERS**

Jennifer Hill

Andrea Otto

Julie Rodes

Angela Sutton

Stephanie VanAlstine

**FIRST GRADE TEACHERS**

Carrie Anderson

Tom Burkam

Becky Haughn

Lisa Sutton

Kelly Wodehouse

**SECOND GRADE TEACHERS**

Greg Beach

Ali Bridson

Heather Reust

Amanda Sexton

**THIRD GRADE TEACHERS**

Danielle Isenhardt

Jeremy Gustafson

Samantha Krause

Kevin Malbouef

## **BIRCH STREET STAFF (CONT.)**

### **SPECIAL EDUCATION TEACHERS**

Shelley Torres – Special Education Teacher

### **TITLE TEACHERS**

Vicki Bartholomew

Marie Strong

### **K-5 INSTRUCTIONAL COACHES**

Laura Kwekel

### **PARAPROFESSIONALS**

Cheri Comai – Title I Aide

Cindy Halligan – General Aide

Cheryl Hiller – Title I Aide

Lisa Lumsden – Title I Aide

Pam Meeker – Title I Aide

Jody Musselman – General Aide

### **KITCHEN STAFF**

Kristi Collins – Clerk

Renee Szabo – Cook

Christal Czaplicki – Cook

### **SPECIAL EDUCATION AIDES**

Amy Scott

Colleen Beckstead

### **SPECIAL TEACHERS**

Deanna Hixson – Physical Education

Betsy Neelly - Library

Pat Smolinski – Art

Ginny Yost – Music

### **TBA STAFF**

Jennifer Denoyer – Teacher Consultant

Allison Warstler– School Psychologist

Aaron Riley – Social Worker

Mary Ann Behm – Special Education Supervisor

– Occupational Therapist

- Hearing Impaired Consultant

Erin Gray Myers – Speech

Chris Lutey – Speech

Sherry Rosin – Occupational Therapist

Penny Schmidt – Secretary Special Education

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

Example: Rik Ponstein is rponstein@kpschools.com

**CHERRY STREET INTERMEDIATE**  
**(231) 258-9146**  
**2011 – 2012 STAFF**

**PRINCIPAL**

Greg Webster

**SECRETARY**

Sue Woodruff

**COUNSELOR**

Val Hays

**SPECIAL EDUCATION**

Carol Whiteford

**FOURTH GRADE TEACHERS**

Andrew McCarty  
Ann Chappel  
Erin Raymond

**FIFTH GRADE TEACHERS**

Carrie Baic  
Barb Crambell  
Richard Hilts  
Kathy Liverance

**SPECIAL TEACHERS**

Pat Smolinski – Art  
Betsy Neelly – Library  
Ginny Yost – Music  
Deanna Hixson – Physical Education

**PARAPROFESSIONALS**

Jeanne Hall  
Jeanne Sudau

**TITLE I**

Gaye Kasza

**KITCHEN**

Karol Lazer-Kerr  
Stephanie Koch

**TBA STAFF**

Jen Denoyer – Teacher Consultant  
Aaron Riley – Social Worker  
Chris Lutey – Speech  
Sherry Rosin – Occupational Therapist  
Allison Warstler - School Psychologist

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

Example: Greg Webster is gwebster@kpschools.com

**RAPID CITY ELEMENTARY SCHOOL  
(231) 331-6121  
2010 – 2011 STAFF**

**PRINCIPAL**

Arica Swoverland

**SECRETARY**

Tracy Dimon

**COUNSELOR**

Val Hays

**KINDERGARTEN TEACHER**

Peggy Quast

**FIRST GRADE TEACHER**

Lynne Morrison

**SECOND GRADE TEACHER**

Randy Atwood

**THIRD/FOURTH GRADE TEACHER**

Ann Chappel

**FOURTH/FIFTH GRADE TEACHER**

Anne DeVol

**SPECIAL TEACHERS**

Deanna Hixson – Physical Education

Jeremy Wilkinson – Physical Education

Betsy Neelly - Library

Pat Smolinski – Art

Ginny Yost – Music

**SPECIAL EDUCATION TEACHER**

Geri Conner

**TITLE TEACHER**

Geri Conner

**K-5 INSTRUCTIONAL COACHES**

Marie Strong

**PARAPROFESSIONALS**

Kathy Zattlin – Title I Aide

Lorena Deater – Title I Aide

**TBA STAFF**

Jennifer Denoyer – Teacher Consultant

– School Psychologist

Aaron Riley – Social Worker

Mary Ann Behm – Special Education Supervisor

Marcia Hickey – Occupational Therapist

Bev Kalisz – Hearing Impaired Consultant

Deb Renken – Speech

Penny Schmidt – Secretary Special Education

**FOOD SERVICE STAFF**

Fran Schuba

*Staff emails are their first initial and their last name followed by  
kpschools.com*

Example: Arica Swoverland is [aswoverland@kpschools.com](mailto:aswoverland@kpschools.com)

## **ACCESS AND PRIVACY RIGHTS**

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

## **AFTER SCHOOL PROGRAMS**

**Birch Street Elementary** offers an after school program – Afterschool Care for **Exceptional Children** (ACES). Children must be registered to attend (registration forms and more detailed policies are available in the school office). The fee for this service is \$2.00 per hour per student and is open to children in preschool through age 12. State childcare aid is accepted. Children may arrive at 6:30 a.m. and are supervised until the start of school. The after school portion will begin at school dismissal and run until 6:00 p.m.

Birch Street Elementary will also be offering several after-school enrichment classes during the school year. Watch for announcements in our monthly newsletters.

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

**Cherry Street Intermediate** and **Middle School** students, up to the age of 12, can attend the ACES program at Birch Street Elementary.

Cherry Street Intermediate will also be offering several after-school enrichment classes during the school year. Look for announcements in our monthly newsletters.

## **ARTICLES STUDENTS BRING TO SCHOOL**

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

1. No weapons may be brought to school.
2. Trading type toys or cards.
3. Electronic gadgets (games, cell phones, CD players, etc.)

## **ATTENDANCE AND TARDINESS OF STUDENTS**

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

**5 Absences-** A letter will go home notifying the family that the student has accrued five absences.

**10 Absences-** The principal or designee will make a phone call home and a letter will be sent.

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

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

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

Children are marked tardy at 8:15 a.m. at Birch Street, 8:00 a.m. at Cherry Street, and 7:55 a.m. at Rapid City. Parents need to either sign in their student in the office or notify the office that their student is tardy and the student will then need to stop by the office. Teachers begin instruction at this time and children will miss valuable directions if they are late. Students arriving after 9:30 a.m. are counted absent for the morning session. Students that are signed out by a parent/guardian or designee before 1:30 are marked absent for one half-day.

## **BICYCLES**

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

## **BIRTHDAY CELEBRATIONS**

We remember and announce everyone's birthday. Birthday pencils are given from the office, to each student on their birthday. No party invitations are to be sent to school unless the entire class is invited.

## **PROMOTING HEALTHY LIVING**

To promote a healthy lifestyle, we encourage parents to send healthy snacks, such as crackers, crackers and cheese, muffins, or raw vegetables. We discourage sending in cookies, cake, or cupcakes.

## **CROSSING GUARD/PARKING LOT**

**Birch Street** Two crossing guards are provided to ensure student safety. One guard is stationed to cross students on Birch Street and across the entry driveway. A second crossing guard is provided to guide students in the front of the building across the circle drive. Please use the west edge of the parking lot as a drop off point. If you are entering the building with your student, you should only park in the parking lot and not in the circle drive.

**Cherry Street** The guard is stationed at the front of the school to cross students on Cherry Street.

## **DISCIPLINE/SUSPENSION**

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

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

## **DISCLOSURE OF DIRECTORY INFORMATION**

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

## **DISMISSAL**

### **DAILY DISMISSAL**

Parents should come to the designated dismissal area and get their child from school personnel. Children are available after 3:05 p.m. at Birch Street and 2:50 p.m. at Cherry Street and Rapid City. *Please be prompt! After 4:00 p.m., we make arrangements with our afterschool childcare program or the sheriff's department for any youngster still in our care. You will be responsible for any costs.*

Bus students not riding the bus home must bring a note to the teacher on the day they are not riding.

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

### **EARLY DISMISSAL**

Students at Birch Street are available for dismissal at 3:05 p.m. and 2:50 p.m. at Cherry Street and Rapid City. Please honor this schedule and avoid picking up students early. If an exception arises and early dismissal is a must, students should bring written notification from the parents to the office.

**\*STUDENTS MUST BE PICKED UP AT THE OFFICE ONLY AND  
SIGNED OUT BY AN ADULT ON THEIR PICK UP LIST.\***

**\*For the safety of children, no dismissals from classrooms are allowed.\***

## **DRESS CODE**

The dress code for Kalkaska Public Schools is to dress appropriately as long as it does not interfere with the health and safety of the student.

- Children should have a pair of shoes that can be left at school. This is especially important in the winter when children wear boots to school. **Shoes are required in the classroom and gym for health and safety reasons.** No heeled shoes will be allowed in school.
- Cold weather clothing: coats, mittens, boots, and hats are necessary, as children are expected to play outside during recesses.
- Warm weather clothing such as shorts are permitted.
- **Physical Education Classes** – Soft soled gym shoes are required.
- Students should not wear caps, hoods, or bandanas in the building. This includes baseball caps and other “scarf” type headgear.
- Clothing that in anyway sets a group of youngsters apart as a gang, team, etc. is considered inappropriate.

## **DRUG FREE SCHOOL POLICY**

### *Philosophy and Prevention Education*

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

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

## **EMAIL**

All staff members have email addresses at Kalkaska Public Schools. Please use the first initial of their first name, their last name and then @kpschools.com. (Example: Rik Ponstein would be [rponstein@kpschools.com](mailto:rponstein@kpschools.com))

## **EMERGENCY DRILLS**

**FIRE DRILLS** – We follow the Michigan State Law that requires that we have 6 drills a school year. Prescribed routes are assigned each teacher and class to follow in an orderly manner.

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

**LOCKDOWN PROCEDURE** – Listed in Crisis plan. Michigan State law requires two drills per school year.

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

## **EXTREME EMERGENCIES/INJURIES**

If your child is injured while at school, you will be contacted. **Please make sure that the school office has your current phone number.** If you cannot be reached, we will then attempt to contact the emergency numbers that you provided at the beginning of the school year. If we cannot contact a responsible party, we will make the decision to call 911. If the injury is severe enough, we will call 911 first and then notify you. Upon their arrival, EMTs will assess the child’s condition and make a decision whether they should transport your child to the hospital.

## **FIELD TRIPS**

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

## **FOOD SERVICE**

Breakfast and Lunch are available from our Food Service Department. The costs are \$1.00 for breakfast and \$1.50 for lunch. Both include milk. (Milk may also be purchased for 35¢.) Your family may qualify for the reduced cost or free Breakfast/lunch program. Applications are sent home the first week of school or are available in school offices. Adult lunches are available at a cost of \$2.50. Students are welcome to bring lunch from home but there are no facilities for warming food. **Please do not include bottles or cans of pop in your child’s lunch.** There is no way to cool them at school and they are easily spilled. Pop in a thermos leaks and is a real problem. **Please do not bring any fast food items into the cafeteria.**

*MENUS ARE PRINTED AND SENT HOME MONTHLY.*

**MONEY**    **We encourage students to pay by the week or for longer periods.**

**ALL** money must be sent in an envelope clearly marked “LUNCH” or “MILK”. Please include the following on your child’s money envelope: child’s name and teacher, the dates the money is to be used, what each amount is for, and the total amount enclosed.

The charging of lunch and breakfast is strongly discouraged. If it is necessary to charge, it should be paid the next day. One week is the maximum number of charges allowed. Any unpaid food service charges may result in holding your student’s final report card until paid.

### **LUNCH PROCEDURE at Birch Street**

Second Grade	11:00 – 11:40
Third Grade	11:30 – 12:10

First Grade	12:00 – 12:40
Kindergarten	12:30 – 1:10

Students will have a 20-minute lunch followed by a 15-minute recess. Students will be supervised by adults during this time.

### **LUNCH PROCEDURE at Cherry Street**

Fourth Grade	11:30 – 12:15
Fifth Grade	12:00 – 12:45

Students will have a 20-minute recess followed by a 25-minute lunch. Students will be supervised by adults during this time.

### **LUNCH PROCEDURE at Rapid City**

Kindergarten – Second Grade	11:20 – 12:05
Third – Fifth Grade	11:30 – 12:15

Students will have a 25-minute lunch followed by a 20-minute recess. Students will be supervised by adults during this time.

## **GRADING SYSTEM**

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

## **HEALTH**

If your child becomes ill at school, usually his/her temperature is taken. Depending on the symptoms and degree of temperature, you will be contacted. A child will not be allowed to go home by himself if he/she is ill or injured. The child must be released to a responsible adult. Be sure we have the phone numbers of two other people whom we can contact if you cannot be reached. Please contact the school if your child contracts a contagious disease such as measles, mumps, etc. This also includes head lice and/or scabies. Please advise the school if your child has any known allergies.

### **ILLNESS**

The following are guidelines as to when your child should not attend school:

- They have a fever above 100 degrees Fahrenheit.
- They exhibit signs of possible illness such as uncontrolled coughing, difficulty breathing, wheezing, persistent crying, or lethargy.
- They have diarrhea.
- They are vomiting; once a youngster has vomited, most health providers recommend or require that a sick child not return to school or daycare for a minimum of 24 hours.
- They have any sort of rash, especially when accompanied by a fever or behavior change.

- Your doctor has diagnosed a contagious illness that should keep your child home. Illnesses such as pink eye, scabies, head lice, impetigo, strep infection, whooping cough, and chicken pox are highly contagious.

Many requests are made to allow children to stay inside at lunch and recess times. Unfortunately, we do not have staff available to supervise students who are inside during those times. Generally, if the child is well enough to come to school, he/she is well enough to go outside. We feel that children of this age need unstructured activity, fresh air, and the socialization, which the recess period allows. If your child has been out of school due to illness, they may stay inside at lunch recess for **NOT MORE THAN TWO DAYS, IF** the parent requests this IN A NOTE TO THE TEACHER. Students who have not been out of school due to an illness will not be allowed to stay inside. Extreme cases will be dealt with on an individual basis.

## **LICE**

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

## **MEDICATION**

If your child requires medication to be given during school hours, the following procedures must be followed:

- Medication forms must be filed out (available in the school office). These forms require the name of the medication, purpose, dosage and time to be administered. A parent or legal guardian must sign by. **Medication will not be dispensed without the written authorization from a doctor.**
- The child will come to the school office to take medication. Teachers are not allowed to administer medication without the approval of the principal.
- **AN ADULT MUST BRING ALL MEDICATION TO THE OFFICE.** For your child's protection and the protection of all our students, medication prescribed by a doctor is not to be brought in by the student, **THIS INCLUDES ASPIRIN, TYLENOL, COUGH DROPS, ETC.**

## **INCLEMENT WEATHER SCHOOL DISMISSAL**

### **ALERT NOW PROGRAM**

The Kalkaska Public School District uses the Alert Now Notification program. Your phone number will be called if there is a school closing or event you should be aware of. The number called will be the most current number on file. If you do not want to be notified, please contact the school office to be removed from the list.

## **INTERNET, RADIO, TELEVISION**

Kalkaska Public Schools uses the following public broadcasters for notification of school closings:

Radio- WCCW 107.5, WKLT 98.9/97.5 , WLDR 101.9 , WTCM 103.5/93.5 , WKHQ 106 and WJML 1210 am.

Television- TV 7&4 WPNB and 9 & 10 News WWTV. Both television stations have websites that list school closings. The web addresses are [www.upnorthlife.com](http://www.upnorthlife.com) and [www.9and10news.com](http://www.9and10news.com)

Please do not call school personnel. If you feel that the roads are unsafe for travel, keep your children at home; we will understand. In the event of severe weather, parents may pick up children early using early dismissal guidelines.

## **INSURANCE**

Insurance information is sent home with your child on the first day of school. It is the responsibility of the parent to return the necessary form with the payment to your child's teacher. If you do not receive this material, call the school office. This is a very good insurance plan if you do not presently have insurance.

## **INTERNET POLICY**

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

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

### **In particular, users should:**

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

### **Users may not:**

- Use the district equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, music, or other material.

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

**Parents who do not want their child accessing the Internet at school should call our office and put their request in writing.**

## **LOST AND FOUND**

Write your child’s name on all of his/her belongings that he/she brings to school. If something does become lost we can easily determine to whom it belongs when the name is on the item. Each school has a lost and found area, please ask at the office.

## **MAKE-UP WORK/FAMILY TRIPS**

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

Educational activities are recommended during family vacations. Suggestions for activities are:

- scrap books, pictures and articles of an area
- daily diary
- photography – picture album with captions
- letters to the class
- oral or written report

## **NCA – NORTH CENTRAL ACCREDITATION OF COLLEGES AND SCHOOLS**

Kalkaska Public Schools have completed a school improvement process and has been awarded top school improvement honors from the North Central Association of Colleges and Schools Commission on Accreditation and School Improvement.

## **NEWSLETTERS**

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

## **OFFICE HOURS**

School secretaries are in the office from 7:30 a.m. – 4:00 p.m. If you have any questions, please feel free to call between these hours.

## **PARENT TEACHER CONFERENCES**

Parent – Teacher Conferences are held for each student in the fall and the spring. However, you are encouraged to contact the classroom teacher at any time if you have a concern. Please call the school office for an appointment, leave a voice mail message for the teacher, or email the teacher directly.

## **PARENT GROUPS AND VOLUNTEERS**

Did you know that parents have a significant effect on their children’s education? It’s true. Good education isn’t just about teachers and schools-what parents do really counts. All research indicates that children who have families involved in their school will get higher grades, are more likely to graduate and go on to college, and will earn more money once they begin their career. Aren’t those wonderful ideals for our children? Kalkaska Public Schools’ elementary buildings host two parent groups that help parents become and stay involved in their children’s education. Parent volunteers are welcome to work with our children! We feel it is a meaningful learning experience for everyone involved. **All parent volunteers are required to sign in at the office. You will be asked to wear a volunteer/visitor badge.**

### **BIRCH STREET ELEMENTARY/CHERRY STREET INTERMEDIATE**

The **Kalkaska Elementary Parent Teacher Organization** is a nonprofit group whose membership includes all parents or caregivers of children who attend Birch Street Elementary and Cherry Street Intermediate, along with all staff and administration.

#### *Purposes of the **Kalkaska Elementary PTO***

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

**Three for Me** is the volunteer arm of the KEPTO. This program asks that every parent or caregiver promises to volunteer a total of three hours during the course of the school year. A comprehensive list

of all volunteer opportunities, along with an interest form, is sent home at the beginning of the school year. If you did not receive your copy or are new to our school, please request one from the office.

### **KEPTO Officers, 2012-2012**

President: Terri Sibole

V. President: Tina Kniss

Secretary: Erin Lantzer

Treasurer: Penny Flory

You may also contact the board of the KEPTO at [KEPTA@kpschools.com](mailto:KEPTA@kpschools.com)

### **Meeting Schedule, 2011-2012**

*All meetings are held in the library at Birch Street Elementary at 3:30 p.m. (Please note NEW meeting time.)*

*Meetings generally last less than one hour. Free childcare is provided.*

### **RAPID CITY ELEMENTARY**

The Rapid City Elementary Parent Teacher Association has been a community presence for over twenty years. The overall purposes of a PTA are to provide a powerful voice for all children, to be a relevant resource for families and communities, and to be a strong advocate for the education and well-being of every child.

### **RCPTA Officers, 2011-2012**

President: Jamie Shier

V. President: Trevor Darnell

Secretary: Anja Stoldt

Treasurer: Rachele Cummings

### **Meeting Schedule, 2011-2012**

Monthly meetings take place on the third Monday, beginning September 20. All meetings begin at 6:30 p.m. and are held in the art room. Free childcare is provided.

### **POPCORN**

**PLEASE PUT MONEY FOR POPCORN IN A SEPARATE ENVELOPE than any other monies sent into school.** Please mark it as “Popcorn” and how many weeks you are paying for. Popcorn is available to purchase on most Fridays. The proceeds from the popcorn sales are used to purchase learning activities for individual rooms. The cost of the popcorn is 25¢.

### **POSITIVE BEHAVIOR REWARDS PROGRAM**

#### **Birch St. & Rapid City**

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

## **BLAZER BUCKS AND SCHOOL STORE**

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

### **GUIDELINES FOR BLAZER BUCKS/SCHOOL STORE**

- Any staff member can give a Blazer Bucks to any student displaying appropriate behavior. It is completely their discretion as to how they would like to pass them out. Obviously the more Blazer Bucks that students collect, the better their chance to win a drawing.
- The Buck must be completely filled out in order for it to be valid at the time of the drawing.
- Each teacher will have a container in their classroom for students to put their Blazer Bucks in once they receive them. It will be their responsibility to do so!
- Names will be drawn at each Monday Morning Meeting.

First Grade: First Monday of the month

Second Grade: Second Monday of the month

Third Grade: Third Monday of the month

Kindergarten: Fourth Monday of the month

- An announcement will be made for students to bring down the class collection box at the end of the school day on Thursday. The drawing will be held Friday morning during the morning announcements.
- Winners will be responsible for coming to the office during their lunch recess to shop in our Blazer School Store for their prize.
- The Blazer School Store will be funded through the juice machine that is in the front lobby. Students may use this machine before/after school only.

## **PRESCHOOL (Tuition-Based) Birch Street only**

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

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

We have many options!

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

Classes to fit your schedule – the possibilities are endless!

Mornings only (7:30 – 11:30)

Afternoons only (11:30 – 3:30)

Full Day (7:30 – 3:30)

## **PROMOTION AND RETENTION OF STUDENTS**

In order to be promoted to the next grade level each year, students must show proficiency in their current year's curriculum. Proficiency is gauged with standardized test scores, MEAP scores, and classroom test scores. The Board of Education policy is currently under review to make it consistent with the new Federal Government mandates. Presently it includes:

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

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

Should the decision to retain a student be made, said decision shall be communicated in writing to the parent(s), along with a written evaluation and the specific reasons for the retention. Said communication shall be made before May 31 of the current year and a copy of the same shall be placed in the student's official record.

## **SCHOOL HOURS**

### **Birch Street Elementary**

<b>Full Day</b>	<b>8:10 a.m. – 3:10 p.m.</b>
<b>Half Day</b>	<b>8:10 a.m. – 11:30 a.m.</b>

Children may be dropped off at our school using the front entrance no earlier than 7:45 a.m. There is no supervision before 7:45 a.m. unless children are enrolled in our before and after school program – After School Care for Exceptional Children (ACES). Children may not enter their classrooms before 8:05 a.m. Students are to be in the cafeteria eating breakfast or outside on the playground where supervision is available. During inclement weather, supervision will be available for students to join the walking club in the gym or participate in the reading club.

Students are dismissed from teachers at 3:05 p.m.

### **Cherry Street Intermediate**

<b>Full Day</b>	<b>7:50 – 2:50</b>
<b>Half Day</b>	<b>7:50 – 11:10</b>

Children may be dropped off at our school using the front entrance anytime after 7:30 a.m. There is not supervision before 7:30 a.m. Children may not enter their classrooms before 7:45 a.m. Students are to be in the cafeteria eating breakfast or outside on the playground where supervision is available.

Students are dismissed from teachers at 2:50 p.m.

### **Rapid City Elementary**

<b>Full Day</b>	<b>7:50 – 2:50</b>
<b>Half Day</b>	<b>7:50 – 11:00</b>

Children may be dropped off at our school using the front entrance no earlier than 7:30 a.m. There is not supervision before 7:30 a.m. Children may not enter their classrooms before 7:50 a.m. Students are to be in the cafeteria eating breakfast or outside on the playground where supervision is available.

Students are dismissed from teachers at 2:50 p.m.

## **SMOKING POLICY**

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

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

## **SNACKS**

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

## **VISITORS**

**Visitors will only be allowed entrance through the front lobby doors. All visitors are required to sign in at the office. You must wear a volunteer/visitor badge while visiting our building.**

This is to ensure the children's safety and prevent disruptions in the classroom. If you need to see a teacher or would like to schedule a class observation, please call the school office for an appointment, leave a voice mail message for the teacher, or email the teacher directly.

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

Lunchtime visits are welcome anytime *after* the first two weeks of school. It takes us that long to establish our routines and to be ready for guests. If you are bringing lunch in for your child, please observe our policy of no fast food items in the cafeteria.

## **WALKING TRIPS**

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

## **WEAPONS/FIRE ARMS AND EXPULSION**

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

The KPS Board of Education authorizes the superintendent to expel students.

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

## **WEBSITE**

Kalkaska Public School District website address: [www.kpschools.com](http://www.kpschools.com)

This site contains news, events policies, handbooks, newsletters about Kalkaska Public Schools, its staff and students. It also has athletics schedules, lunch menus, staff directories and other pertinent information.

**Parents reserve the right to not have their child's picture or name publicly displayed. An opt out form is available in the office. Please ensure that this is on file.**