

**Cheboygan Area Schools
East Elementary School
Parent/Student
Handbook**

Grades K-2 (231) 627-5211



The mission of East Elementary School is to provide a safe, nurturing environment to enhance student learning, curiosity and creativity preparing them to meet the challenges of an ever-changing society. We share this responsibility with the students, their families and our community.

EAST ELEMENTARY STAFF

Deanna Duffton	Principal
Kelisue Stachon	Secretary
Shirley Merchant	Young 5s Program
Kristen Antkoviak	Kindergarten
Tanya Brinkman	Kindergarten
Kim Coleman	Kindergarten
Hope Diamond	Kindergarten
Julie Lohela	First Grade
Brenda Mushlock	First Grade
Karinne Rauch	First Grade
Michelle Spies	First Grade
Steve Chase	Second Grade
Mindy Crawford	Second Grade
Lisa Gibbons	Second Grade
Laura Urlaub	Second Grade
Mary Darrow	Title I
Lori Hare	Title I
Kay Lafrinere	Resource Room
Kristine Tryban-Bailey	Student Intervention
Doniel Bur	Building Aide
Theresa Inglis	Building Aide
Debbie Knaffle	Title I Aide
Jan Rupp	LRE Aide
Sharone Jewell	Cook
Jill Thornton	Kitchen
Roger Brewster	Custodian
Jason Meldrum	Custodian
Jessica Byrne	BASS Lead
Elizabeth Zinke	BASS Assistant

Index

What We Are All About	1
Getting to Know Us.....	1
Admission Guidelines.....	2
Attendance	2
Bus Travel.....	3
Arriving to and Leaving School	3
Security.....	4
Recess	4
Lunches	4
Dress and Grooming	5
Dress Code	5
We are in This Together	6
How We Communicate.....	6
Please Talk With Us.....	6
Parent Teacher Conferences	7
News from Us to You	7
Parent Help Needed.....	7
Getting Your Child Off to a Good Start.....	8
Here's to Good Health	8
Illness	8
Head Lice.....	9
Accident Care	9
Medication	10
Student Conduct	10
Personal Property	11
Eating At School.....	11
Playground Rules.....	12
Behaviors that Warrant Disciplinary Action	12
Disciplinary Action.....	13
Bad Weather or Emergency Closing	14
Student Visitors.....	14
Parking	14

What We Are All About

The elementary school years are important in a student's education. During this time, the Cheboygan Area Schools attempts to fill their students with the wonder of discovery, the satisfaction of accomplishment and a desire for success.

Most of the elementary school day is devoted to instruction in language arts, science, social studies and mathematics. We also provide subject that adds to the total academic, cultural and social growth of our student body. These include physical education, STEAM, health, and music.

Our elementary school teachers are dedicated to each student's achievement and success. Each is highly qualified and uses a variety of proven techniques to stimulate the educational potential of all students. The classroom instructors are supported by reading specialists, special education teachers, academic teacher consultants, speech therapists, and social workers.

Getting to Know Us

The beginning of this handbook introduces you to admission guidelines, daily programs, and services of the schools. You will find we offer a formal education and much more in our schools. The following information on many daily school matters will help you and your child have a positive educational experience in our elementary school.



Admission Guidelines

New students to the Cheboygan Area Schools are asked to register immediately. Those arriving in the summer should register three weeks before fall classes begin to assure appropriate placement. Parents must



present verification of residency upon enrollment.

All children entering the Cheboygan Area Schools for the first time must present a valid, original birth certificate, proof of immunizations and a certificate of vision testing or screening or statements of exception (kindergarten only). The medical records should specify the day, month, and year immunizations were given. The school district is required to exclude students from school who do not comply with the state's laws.

A child's custody papers and any court restrictions on non-custodial parents must be on file in the school office. Release of a child to a non-custodial parent can only be prohibited when an official court document is on file stating the child may not be released to the non-custodial parent. Non-custodial parents may review report cards, newsletters, and information on their child's progress when requested. Custodial parents are encouraged to inform school officials of any concerns or dangerous situations related to their children.

The Cheboygan Area Schools will request official records from a student's previous school when parents complete the necessary office forms.

Children are eligible for kindergarten if they reach their fifth birthday on or before September 1 of the given year or complete the Kindergarten waiver process by June 1 if their birthday is after September 1 but on or before December 1.

Attendance

School attendance is a parent responsibility. Students should attend classes every day in order to receive full advantage of the learning programs. Whenever possible, family vacations should be scheduled to coincide with school breaks.

Students who arrive after the instructional start time will be marked tardy and must report to the office prior to going to class. Any student who misses more than ½ of a period (am or pm) will be marked absent for that period. Elementary students have a 2 period day, am and pm.

When a student is absent, a parental excuse must be sent upon his/her return unless the school and parent have had contact prior to the return. When a student is out three or more contiguous days, please contact the office if you already have not done so. Parents must come to the office during the school day to sign out a child.

Beginning with the 2013-14 school year, the Cheboygan Area Schools made a significant change in its attendance procedures. Previously, parents were able to excuse their student(s) for any reason. Although this is still allowed, the absence(s) will now count as unexcused. These changes are intended to make it easier for the schools to more accurately monitor student attendance.

With this change, all absences, excused or unexcused, will count towards the ten (10) total allowable absences. When 10 absences occur the parent/guardian will be notified in writing. When 15 absences occur the parent/guardian along with the school liaison officer will be notified in writing.

Bus Travel

Transportation is an important part of a child's daily routine as it begins and ends each day. At the Transportation Department, we make every effort to ensure that each child's experience is a positive one.



Our drivers attend school each year to update them on safety procedures and to give them the competitive edge to meet the daily challenges they may encounter.

We encourage parents to communicate with their child's driver as we have found that this reinforces a positive relationship between student and driver.

A number of rules have been issued by the Transportation Department to help make bussing as efficient and safe as possible and to comply with state regulations. We ask parents to review the bus rules with their children. If you must change your child's transportation at the end of the day, please notify the office by 2 p.m. to give us ample time to make the change. Changes after 2 p.m. can only be to arrange for your child to be a parent pick-up.

Please note: All transportation changes for half-days of school must be made the day prior to the half-day. No transportation changes will be permitted the morning of a half-day of school.

Bus routes are occasionally changed because of enrollments early in the school year. Parents' patience is appreciated during this transition period.

Arriving to and Leaving School

Parents are asked to instruct children to arrive at school no earlier than 7:50 a.m. Children are expected to leave school at the end of the school day. Students arriving after 8:05 a.m. must report to the office prior to going to their classroom.

It is also appreciated when parents send notes in with their child whenever they have made other arrangements for them after school. The school office receives a large number of phone calls. It is very helpful if a situation can be taken care of by sending a note or using voice mail. If your child participates in childcare, please address a note to them and send it with your child whenever a change in plans occurs.

To release a student during the school day:

1. Have the student bring a note to the office from home stating the time of dismissal.

2. No student will be released from school unless a parent contact is made either by note or phone.
3. A parent, guardian or authorized adult must report to the office to pick up a student and to sign him/her out.

Security

In order to ensure the safety of our students all exterior doors except the main entrance are locked during the school day. All visitors are required to report to the main office upon arrival.

Recess

Because fresh air and exercise have been proven to aid in the physical and educational growth of students, the elementary school has an outdoor recess program. Children should be in school only



when well enough to go outside. A doctor's statement is required if a child is to be excused from recess.



It is very important that children wear appropriate clothes to stay outdoors each recess. Please label all clothing with children's names.

Lunches

Menus are posted each month on the www.cheschools.org website or are available in the school office. An entrée choice count is taken each morning in the classroom. If you visit school and would like to have lunch with your child, please let the school office know that morning before 9:00 a.m. so we can plan a lunch for you.

Every student has an account that is computerized and accessed by the student number or by name. Call for more details: 231-627-6591.

Dress and Grooming

The Cheboygan Area Schools encourage good grooming and neatness in appearance. This adds to a good educational environment and shows pride and respect for school. The following apply:

1. Student appearance and clothes should be neat and clean.
2. Personal body care such as brushing teeth daily, showering, and washing hair regularly contributes to both the hygiene and grooming of a student.
3. The overall appearance of a student should not disrupt the educational process.

Dress Code

- No colored hair sprays or gels
- Short skirts, dresses, etc. must extend below the fingertips of the student when standing with their arms extended downward
- No sagging pants, no words on the seat of pants
- No undergarments are to be visible
- Sleeveless tank tops are acceptable if the straps are at least 2 inches wide and are not tight or revealing
- No tube tops, spaghetti straps, see through, bare midriff, bare shoulder, off the shoulder, beach wear or crop tops
- No lewd or suggestive wording or graphics
- No double meaning wording on clothing or clothing that has alcohol, tobacco or drug language
- Clothing should be free of major rips, tears and holes
- Shoes must be worn
- No pajama pants
- No hats, bandanas, visors or scarves to be worn on the head
- Shoes with wheels are not permitted

When enforcing the dress code, the principal's discretion will be used. If you are unsure about acceptable clothing, you may bring it to the office before your child wears it to school. We also ask that students keep a set of clean clothes in their backpack in case of unforeseen circumstances.

We Are in This Together

It takes the cooperation, energy, and ideas of parents to educate children effectively. Because students spend only about 1/3 of their waking hours in school, the importance of non-school experiences is critical to students' success.

If you want to help at home, the best instructional technique is personal example. Attitudes and values parents place on education, as well as the advice and personal guidelines they give, will have the greatest impact on how children act in the classroom.

How We Communicate

A number of techniques are used to keep you informed of your child's progress and the educational activities affecting you in the school community.

The school uses progress reports, parent-teacher conferences, telephone calls, on-line parent access to student information, and the district web site, (www.cheschools.org) and classroom and school newsletters for most of the communication.

Parents also are encouraged to call the school with questions, concerns, or comments, and to visit. You are urged to request completed assignments from your child to keep close track of the classroom work. Non-custodial parents may request newsletters, copies of report cards, and dates for conferences.

Please Talk With Us

It is important that you always have accurate information and receive quick answers to questions about school.

Here are several suggestions to help you express your ideas more effectively:

- Get to know school principals and staff members. Attend school open houses, parent-teacher conferences, and other events. Learn what is going on in the classroom and what is expected from the students.
- Let the principal or staff member know when you are pleased about something, as well as when you are dissatisfied.
- If an issue arises, communicate with the staff member or administrator closest to the situation. Contact a central office administrator only if the matter is still unresolved.
- Communicate with the appropriate person by voice mail, telephone or note. Be sure to provide sufficient details so that teachers and administrators can deal with each situation effectively.

- Be aware that answers or solutions may not come right away. Sometimes follow-up activities are required to obtain all the information and to study the implications before a question or concern can be answered or a suitable adjustment made.

School officials cannot guarantee that each question will be answered or a situation adjusted to everyone's satisfaction. However, sincere attempts will be made to find an answer or solution that is fair and reasonable.

Parent Teacher Conferences

Conferences are offered to parents to provide an opportunity to get a personal progress report on your child. Individual conference times are scheduled. You can get the most out of each conference by taking the following steps:

1. Listen to the teacher's remarks and try to ask any follow-up questions or give suggestions at that time.
2. Be sure to listen how you can help your child do his or her best in every subject.
3. End the conference with a summary of what has been said and of your future plans.
4. After returning home, go over the report in detail with your child. Determine why grades may have changed and make definite plans for improvements if needed.

News from Us to You

Each school year is filled with many dates, subjects and topics that are important to your child's education. Most of these events are announced in school newsletters which are posted on individual school websites and sent home.

Please review the newsletter when it is brought home for articles of interest or importance to you and your student. This review updates you on school activities of note and minimizes the need for school personnel to send home duplicate messages.



Parent Help Needed

East Elementary School provides many opportunities for parent involvement. You are invited to share your time and support in these worthwhile activities. If you want to volunteer on a regular basis, please fill out a parent volunteer form obtained in the office.

You are also welcome to provide input on school programs at meetings of the Board of Education. The seven trustees of the School Board are elected to represent the public in general policy-making and goal setting. The Board of Education generally meets the second Monday of each month at 7:00 pm at the Board of Education Building. All meetings of the Board of Education are public.

Getting Your Child Off to a Good Start

One way to maintain the excitement of the first days of school is to help your child prepare for the challenges of school. There are many things that you as a parent can do to ensure that your child is prepared for school each day.

1. *Teach your children to be organized*

School is their “job.” Help them develop a system to assume the responsibilities of making sure homework assignments are complete and to have the supplies that are needed each day.

2. *Children need a good night’s sleep*

It is very important that your child come to school rested every day.

Establish an evening bedtime schedule for your child and stick to it.

3. *Develop a calm morning routine*

Allow enough time for a healthy breakfast and a timely school arrival.

4. *Share your child’s day*

Your own reactions and attitudes will go a long way towards determining how your child feels about school, the teacher, and other students.

5. *Read to and with children every day*

Kids who “practice” their reading do better than those who don’t.

6. *Build a “can do” attitude in your child*

When she/he tries something hard, praise the effort. Help break a big project down into smaller tasks. Then praise him/her as each step is completed. The process is as important as the product.



Here’s to Good Health

Illness

If your child is ill, please keep him/her home from school. If he/she is well enough to attend school, he/she is well enough to participate in school activities and outdoor recess.



Children unable to participate in school activities such as gym or recess must have a dated doctor's note specifying the reason and length of time they are to be excused.

If your child should become ill during the school day, you will be notified immediately. Be sure the school has an emergency number to call in such cases. You should give the school this number at registration time. Please update the office when the emergency contact numbers or your numbers change.

Head Lice

Head lice is a common condition that can be transmitted where any group assembles regularly. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your child's head. Look around the ears and back of the neck. Be sure you have good light. Stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. Dandruff or scalp flakes move very easily. Nits do not.

If there are lice, notify the school and start treatment immediately. A child may not return to class until he/she has been determined to be nit and lice free.

Accident Care

Students, teachers and supervisors are asked to report all school and playground accidents to the office. When necessary, an accident report is filled out and parents are called. If the action requires professional medical attention, the parent will be asked to pick up the child in the office.



Parents must fill out the emergency contact section on the enrollment form annually so someone can be contacted in case of an accident or illness.

School personnel will first call the parent at home or the place of employment if a child becomes ill or injured at school.

In rare instances a child must be transported to a hospital by ambulance, school personnel will accompany the child until a parent arrives at the hospital.

Personal Property

The following are five personal property subjects which most students must deal with at one time or another:

1. School materials - Required textbooks and related learning materials are supplied free of charge. However, students are responsible for reasonable care and safe-keeping of all materials. Students and parents must pay for items that are lost or damaged during the school year.
2. Clothing - All students outerwear such as coats, hats, boots and gloves should be labeled. Hundreds of dollars worth of lost or misplaced clothing materials are not claimed each year. Each building has a location for unclaimed items that can be checked by students or parents. After 2 weeks all unclaimed clothing is given to local charity.
3. Animals or Pets - Animals or Pets are not allowed in school.
4. Money - Parents should not allow students to carry more money than is needed for lunch, popcorn sales or bake sales.
5. Electronic Equipment - Personal music players, pagers, laser pointers, cell phones and other electronic or battery-powered entertainment equipment are not permitted in school unless permission has been granted in advance by the building principal or the child's teacher. If you choose to send your child to school with a cell phone, the cell phone is to remain off and in his/her backpack during school hours. The district is not responsible for lost or stolen cell phones.

Eating at School

School lunch rules are necessary to maintain order while many students are in the cafeteria. Adult supervisors are present during this period. Students who abuse the guidelines below are subject to loss of privileges from the classroom teacher or principal.

1. Students should listen to and show respect for the lunchroom supervisor.
2. Students should eat quietly and use good table manners.
3. Students should remain seated until finished eating. If they need to get up from their seat, they must raise their hand and an adult will come to their assistance.
4. All garbage should be disposed of in proper containers.

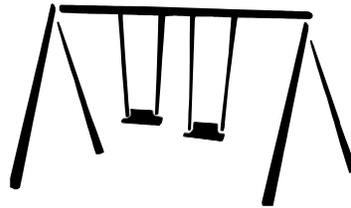


5. Parents are always welcome to join their children for lunch. If you want to purchase a school lunch, please call the office by 9 a.m.

Playground Rules

We have outside recess when the weather is above 10 degrees with the wind chill and it is not raining. These are the guidelines for safe and friendly playground activities during recess:

1. Be respectful.
2. Play in assigned areas only.
3. Use playground equipment properly.
4. Only soft and rubber coated balls are allowed.
5. Snow and rocks are to be left on the ground.
6. Hands are to be kept to yourself, even when playing games.
8. Stop playing when the whistle blows and line up safely when directed. Enter the building quietly.



Behaviors that Warrant Disciplinary Action

The following are types of school behavior and activities that most likely will result in formal disciplinary action against a student.

1. Improper care of school materials. Any excess damage, wear or loss will become the financial responsibility of the student and parent.
2. Abusive, offensive and threatening language, as well as harassment and humiliation of others, is prohibited. Bullying is a series of cruel or hostile behaviors involving the same children in bully and victim roles. These include:

Physical bullies who use physical aggression or take a student's property

Verbal bullies who use words to hurt or humiliate another student

Relational bullies who try to control relationships by persuading some students to reject others.

This may include spreading hurtful rumors.

3. Students must respect authorship. Cheating, forgery and plagiarizing are not permitted.
4. Weapon-free schools. In order to provide a safe learning environment for all children, our schools must be weapon free. Michigan Law requires a student to be expelled for possession of a dangerous weapon on school property or in a school vehicle. School officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause harm to others.
5. Arson. Michigan law requires a student to be expelled who sets fire in a school building or on school grounds.
6. A student shall not knowingly make a false alarm, including but not limited to a false fire alarm or bomb threat. Such action is strictly prohibited and shall subject the student to appropriate disciplinary action and referral to local law enforcement officials.
7. Fighting and other roughhouse activities are forbidden. Any occurrences will result in loss of privileges or suspension.
8. Possession of property not belonging to the student .

Disciplinary Action

These procedures will be followed when major infractions of school rules, such as those listed above, occur:

1. Parents of offending students will be informed of the violation.
2. The teacher or principal may assign in-school suspension or keep students after school for discipline, special work projects, or academic make-up work. Transportation from school will be the responsibility of the student's parents.
3. An out-of-school suspension of one to ten days may be administered by the principal using the following guidelines:

- Parents or guardians shall be notified before the student is suspended from school.



- Students under suspension are not allowed on any school property, in school buildings, or admitted to any school function.
- A parent conference will be held upon the return of the student from an out-of-school suspension.

Bad Weather or Emergency Closing

The Cheboygan Area Schools does the following when bad weather occurs or an emergency closing is necessary:

- The complete closing of schools for the day
- A delay in the running of busses and the opening of schools
- Early or late dismissal from school



The selected plan will be called into area radio and television stations.

Parents will also be alerted by phone, email and sms text message through our alert system. Please keep us updated on this information so that you can receive these messages. Parents may customize how they receive notifications by logging into the Powerschool Parent Portal through the chebschools.org website and selecting AlertSolutions.

Student Visitors

Students are not allowed to bring visitors such as family members or friends on break from another school to their class for the day.

Parking

Parents are asked not to park in the driveway parallel to Garfield Avenue between 7:15 and 8:00 a.m. and 3:00 to 4:00 p.m. Busses are arriving and leaving during that time. Parking for parents can be found at the north and south ends of the building.

