

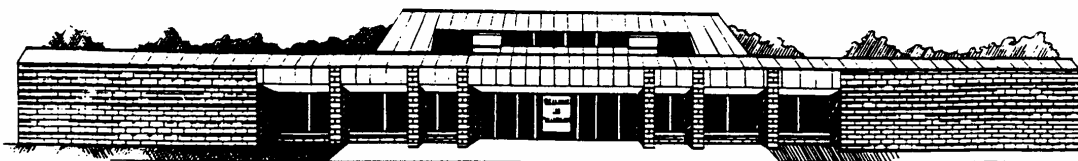
# Charlevoix Elementary School



Student Handbook  
2009-2010

## **Mission and Mission Statement**

*The mission of the Charlevoix Public School District is "**Learning Success for All**". We want our students and adults to be successful life long learners.*



*"Learning Success for All"*

***Welcome to the Charlevoix Elementary School family!***

*Our parent and community involvement is one of our greatest strengths at Charlevoix Elementary. We hope you will continue your support for your child's education as well as help us to improve as a school building. We enjoy the feeling of being a close-knit family all striving for one thing, a quality education for our kids.*

*Please come in and visit us at any time. Your questions, comments, and helpful criticisms are encouraged. You can reach me at school during the day at 547-3215. If your schedule doesn't allow you to reach me during the day, please feel free to call me at home at 547-2221.*

*This handbook is designed to give you some general information and expectations for the upcoming year. Please read and keep it for future reference.*

*There is nothing more precious to you than your child. We, at Charlevoix Elementary, thank you for entrusting your child to us. We appreciate the important opportunity and rewarding pleasure of helping your child grow and learn.*

*Richard L. Swenor, Principal*

Rayder ABC (Awesome Behavior Choices) Card  
September 2009

Our goal is to encourage and recognize **positive** choices.

**Procedures**

Each student will be given a card during the 2<sup>nd</sup> week of school. His/her card will be kept at school as a visual reminder of expected behavior. After being given a warning, the card will be dated and initialed if the student has chosen not to follow an expected behavior again. (see card below)

Rayder Awesome Behavior Choices Card

I chose not to:

Be Kind			
Be Respectful (to others and property)			
Be Responsible			
Be Safe			

Cards will be initialed immediately for extreme behaviors. Ideally, we would expect each student to behave appropriately, thus keeping their original card unsigned throughout the month.

If the student gets more than three boxes filled in before the end of the month, they may be referred to Mr. Swenor. Before your child's card is initialed for the third time, a note will be sent home explaining the occurrence and it will need to be signed and returned to school. If this paper is not returned, a phone call will be made. When a card is initialed for the third time a phone call will be made home and a note will be sent home. At the end of each four week period, a new Rayder ABC card will be given to each student.

## **Reward System**

Students will be rewarded approximately every four weeks if they have less than three initials on their card.

At the end of the year "Clean Slaters" will be acknowledged on a "Wall of Fame" and receive a special certificate from Mr. Swenor.

\*Students will continue to be rewarded with "Sparkles" when they are caught doing something good. A weekly drawing is held and 5 students from each grade win prizes. This is independent of the above program.

## Permission for Publicity

Quite often during the school year, the media visits our building to share many of our unique events with our community. If, for some reason, you do not want your child's picture in the paper or on television, please sign the form below and return to your child's teacher.

I do not want my child's picture to be published in the media or on television.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Return to school office IF you do NOT want your child's picture published.

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## Arrival and Departure

Use designated student drop-off drive only. Main circle drive is for buses only.

If you drive your children to school, please drop them off between 8:05 a.m. and 8:12 a.m. **Children are not to be dropped off earlier.** The first bell rings at 8:10 a.m. and the tardy bell rings at 8:15 a.m. If for some reason a child is tardy, please come to the office to sign him/her in.

Students are dismissed at 3:25 p.m. Please do not pick them up before this time unless there is an emergency or a special appointment. If there is an emergency or special appointment, please come to the office and we will page them for you. This is less disruptive to the rest of the class than going directly to the classroom.

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## Attendance

The state law requires that your child be in attendance on school days unless he/she is ill. It is important that regular attendance patterns be established, and that students report promptly at the assigned times. Help your child develop good attitudes about promptness and dependability by teaching him/her to be on time. If your child is ill or cannot attend school, **please report their absence by calling school, 547-3215, by 8:15 a.m.** An answering machine will take your call before 7:30 a.m. and after 4:00 p.m. If you do not call, we will try and call you to confirm your child's absence. This is to ensure that the child is safe and accounted for.

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## Book Orders

Make checks payable to the name of the book club. Please do not send cash.

## **Cafeteria Policy**

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Each student in grades K-4 has a debit card for his/her lunch and their snack milk account. The account should always reflect a **positive balance**. When a child's account goes into a zero or negative balance, he/she will be allowed to charge a meal twice, and will not receive snack milk. If there is no money in the account the next day, he/she will be given an alternate meal. After April 30<sup>th</sup> of each year, no charges will be allowed. Alternate lunches will be provided for students who do not have a lunch on any given day.

As a reminder for parents, students with a low balance will receive notes each Friday to take to their parents.

## **Daily Schedule**

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<b><u>School day</u></b>	<b>Grades K-4</b>	<b>8:15 - 3:25</b>
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## **Emergency Dismissal**

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Emergency dismissals are sometimes necessary due to inclement weather or for other reasons. Should this happen, local radio and television stations will be notified, and most importantly, the volunteer Parent Phone Tree will be initiated. The Phone Tree form went home to you on the first day of school or at registration. It is very important that you return these forms to the teacher.

## Lost and Found

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Parents are requested to label coats, hats, snow pants, boots, book bags, (etc) belonging to their child. Found articles can be promptly returned to their owner or easily identified in the school lost and found which is located in the hall by the school office. Articles left unclaimed are taken to the Rainbow Shoppe after parent/teacher conferences, at Christmas break, spring break, and the end of school. Please be sure to check the lost and found routinely when you are in the building. Often people are unaware they are even missing items until they see them in the lost and found!

## Medications

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We can dispense medication with a doctor's prescription only. This includes over the counter medications. If your child is on a routine medication, you will be asked to fill out a medication form. Medication must come in its **original dispenser labeled by the pharmacy**. Over the counter medications must come in the original package accompanied with a doctor's prescription.

Parents **must** bring in the medication. Children are never to transport medication.

## Phone Usage and Messages

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Students may use the school phone with teacher permission for emergency calls only. This does not include making after school social plans. We prefer not asking students to come to the phone to take calls. If there is an urgent message we will see that the child gets it. Please keep in mind messages should be kept for special situations.

## **Valuables**

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We ask that students keep valuables such as electronic toys, music devices, and money at home.

## **Visitors**

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We love to have visitors in the building. For safety reasons, we ask that you check in the office each time you visit. We also ask that non-custodial parents not interrupt a student's school day to visit a child. Before and after school would be much more appropriate and would assure that the student stays focused on his/her learning.

**Charlevoix Public Schools  
has zero tolerance for sexual harassment,  
drugs, and weapons.**

**All Charlevoix Public School properties  
are designated non-smoking areas**



**at all times.**

### **Teacher Qualifications**

All teachers at Charlevoix Elementary School have met the highly qualified status required by the State and Federal Government under No Child Left Behind. It is any parent's right to request the qualifications and educational background of their child's teacher. You may submit your request for such information in writing to the principal's office.

### **Charlevoix Public Schools 504 Policy Statement**

It is the policy of the Board of Education to provide a free and appropriate education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Due process rights of students with disabilities and their parents under Section 504 will be enforced.

Kristen Beach, School Counselor, is the coordinator of Section 504 activities in the Elementary School.

It is the policy of the Charlevoix Public Schools not to discriminate on the basis of sex in its educational programs, admissions, activities or employment policies required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Chet Janik, Superintendent, Charlevoix Public Schools, telephone, 547-3200, or to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.