

**Carney-Nadeau
Public School
Elementary Handbook**



2011-2012

Carney-Nadeau Elementary Handbook 2011-12

Dear Parents or Guardians,

In 2008-2009, Carney-Nadeau School began a statewide initiative called MiBLISi (Michigan's Integrated Behavior and Learning Support Initiative) that uses RTI, (Response To Intervention for Reading Discipline).

The philosophy behind RTI is that all students can behave if they choose to do so. We feel that students should act in a manner that enables them to gain the best education possible and to avoid any behavior that would prevent them from gaining that education.

A group of parents, teachers, and administrators from our school district have developed school, playground, and bus expectations that we expect all students to follow. Please read the expectations and consequences carefully, then sign and return the final sheet, indicating that you have read them and then discussed them with your elementary age children.

The expectations include a positive acknowledgement system. If a student chooses to follow the expectations, he or she will have the opportunity to earn rewards for good behavior. We appreciate your support and sincerely hope that if you have any questions or comments that you will call or stop in at school. Carney-Nadeau School is constantly searching for new and better ways to maintain a good learning atmosphere. If you have any ideas, let us know!

Sincerely,

Carney-Nadeau Elementary Staff

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YOUR ELEMENTARY STAFF TEACHERS

Young Fours/Half Day Kindergarten	Mrs.. Jennifer MacDonald
Kindergarten	Mrs. Andrea Chaney
1st Grade	Mrs. Kelly Casanova
2nd Grade	Mrs. Kari Koffman
3rd Grade	Mrs. Barbara Poupore
4th Grade	Ms. Pauline Vara
5th Grade	Mr. Jacob Polfus
6th Grade	Mr. Paul Polfus
Special Education	Mrs. Krista Warm
Music	Mrs. Julie Marsicek
Student Services	Mrs. Lisa Kalhoeffer
Art	TBA
Title One	Ms. Tami Davis

OFFICE PERSONNEL

Superintendent	Mr. Claude Siders
Building Leader	Mr. Adam Cocco
Executive Secretary, Business Office	Mrs. Jeanne Foster
School Secretary, Main Office	Mrs. Lori Merkling

BOARD OF EDUCATION

President	Mrs. Linda Corrigan
Vice President	Mr. Mark Jasper

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RESPONSE TO INTERVENTION POLICY "CNPS P.A.C.K."

P. practice safety, **A.** act responsibly, **C.** care for others & show respect, **K.** keep a positive attitude

A. EXPECTATIONS

Each classroom teacher, the playground supervisor, and any hall monitors for grades K-6 will formulate their own set of expectations for behavior that they expect from their students. These expectations will be communicated to the students and posted in the classrooms.

B. POSITIVE CONSEQUENCES

Each classroom teacher, playground supervisor, and hall monitor will follow the school wide positive consequences (rewards) for those students who choose to behave in an accepted manner. Elementary staff may also elect to have their own rewards for their individual classrooms.

C. NEGATIVE CONSEQUENCES

When a student fails to behave according to the expectations, one of the following consequences will apply:

1. They will spend their p.m. recess time in a classroom staffed by a teacher who will demand strict quietness and meaningful work to be accomplished.

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2. For severe or chronic discipline problems students will be referred to the Building Leader.

❖ Some examples of **severe discipline problems** are:

- ❖ Fighting
- ❖ Gross insubordination
- ❖ Theft
- ❖ Use of abusive language directed toward others
- ❖ Damage done to another's or school property

b. Some examples of **chronic discipline** problems are:

- ❖ Habitual and continuous disregard of reasonable requests

Once referred to the building leader the following step-by-step action(s) are consequences:

1st time - Stern warning. A record is kept of this action.

2nd time - Parents are notified. A one to three (1-3) day detention is imposed during p.m. recess.

3rd time - Parents are requested to meet with the teacher and building leader to discuss the problem. A five (5) day detention is imposed during p.m. recess

4th time - Student is suspended from attending school, (In-school or Out-of-school suspension) for 1 day and is responsible for any make-up work.

5th time - Students discipline problem is referred to a discipline committee comprised of a teacher, administrator, and parent for further action.

D. APPEALS

1. Parents have the right to a hearing when a student reaches the suspension step. A hearing may be requested by calling the Building Leaders's Office at 639-2171.

E. RIGHTS AND RESPONSIBILITIES

One of the many important things you can learn in school is the rights you have as member of the school and what it means to have rights. But just as you have rights, so does everyone else at school. That means you cannot act in a way that denies other people their rights. This is called responsibility. It is the responsibility of the school, the parents, and the other students to make sure that children learn to act in a way that doesn't deny other people their rights. This will help to make the school a pleasant, clean, orderly and safe place to be. It is impossible to list all students' rights and responsibilities. The following is a list of rights and responsibilities that are the most important to a good education. This list does not include all the rights a student has at school.

RIGHTS

1. Students have the right to a free public education.
2. Students have the right to learn.

RESPONSIBILITIES

1. Students have the responsibility to come to school regularly, on time, ready to learn.
2. Students have the responsibility not to deny other students their right to learn.

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INSERT P.A.C.K . LOGO

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INSERT CN SCHOOL BEHAVIOR MATRIX

**GENERAL CLASSROOM EXPECTATIONS
FOR KINDERGARTEN**

ROOM EXPECTATIONS:

1. Be Respectful
2. Be Responsible
3. Be Polite
4. Be Prepared
5. Keep a positive attitude
6. Always do your best
7. Make good choices

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS:

1. Verbal warning.
2. Clothespin is put on yellow & 3 minute timeout.
3. Clothespin is put on red & a 5 minute timeout including a behavior note to go home that must be signed & returned to school
4. Student is removed from the classroom
5. Go to the Building Leader's Office

REWARDS FOR THOSE WHO FOLLOW EXPECTATIONS:

1. If a child stays in green or yellow for an entire week he/she gets to choose a prize from the treat box on Friday
2. Other incentives and rewards will vary and will be at the teacher's discretion.
3. All behavior issues and consequences are at the teacher's discretion.

**GENERAL CLASSROOM EXPECTATIONS
GRADE 1**

ROOM EXPECTATIONS:

1. See PACK expectations

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS:

1. Verbal warning
2. Green turns into yellow.
3. Yellow turns into red-miss half of a recess and a note is sent home to parents.
4. Lose entire recess and a note is sent home to parents.

REWARDS FOR THOSE WHO FOLLOW EXPECTATIONS:

1. Green and yellow all week: student gets to choose from the treat box on Friday.
2. Other rewards may vary and are at the teacher's discretion.
(movies, popcorn, etc...)
3. PACK tickets will be turned in weekly for Wolf Den treat.

**GENERAL CLASSROOM EXPECTATIONS
GRADE 2**

ROOM EXPECTATIONS:

1. Be Respectful
2. Be Responsible
3. Be Polite
4. Be Prepared
5. Be Powerful when doing your work
6. Follow Wolf PACK expectations

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS:

1. Verbal warning.
2. Green turns into yellow.
3. Yellow turns into red- miss a recess and a note goes home to parents.
4. If the problem continues, parents will be contacted and student will lose more recess time.
5. Student will be sent to the Building Leader.

REWARDS FOR THOSE WHO FOLLOW EXPECTATIONS:

1. Pride
2. Happy Gram sent home
3. Enjoy a comfortable, safe & happy environment
4. Free Choice Time
5. Fabulous Friday Freetime if weekly work is completed
6. PACK Tickets can be redeemed for Wolf Den treats on Friday

**GENERAL CLASSROOM EXPECTATIONS
GRADE 3**

ROOM EXPECTATIONS:

1. Follow Wolf PACK expectations
2. Be responsible for your actions

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS:

1. Verbal warning.
2. Name on board
3. Held back for 5 minutes from recess
4. Held back for 15 minutes from recess
5. Miss recess for the day

REWARDS FOR THOSE WHO FOLLOW EXPECTATIONS:

1. Students will be allowed to participate in the Wolf PACK den on Friday if there are no discipline problems.

**GENERAL CLASSROOM EXPECTATIONS
GRADE 4**

ROOM EXPECTATIONS:

1. Follow Wolf PACK expectations

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS:

1. Verbal warning.
2. Name on Board.
3. Will go late to lunch/recess.
4. Written warning -the parents will be notified.
* see Mackinac Island trip contract

HOMEWORK POLICIES:

1. Homework is due the following day unless otherwise stated.
2. Math homework must have work shown.
3. Comprehension questions in all subjects must be answered in a complete sentence, rephrased.
4. Missing or unfinished homework will have to be completed during recess or specials.
5. Parents with homework questions please feel free to call

**GENERAL CLASSROOM EXPECTATIONS
GRADE 5**

ROOM EXPECTATIONS:

1. Follow Wolf PACK expectations
2. Sit Quietly
3. Raise your hand to speak
4. Keeps hands, feet & objects to yourself.
5. Listen carefully & follow directions.

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS:

1. Verbal Warning
2. 5 minute recess detention
3. Recess Detention
4. Student is sent to the Building Leader's Office
5. Parents are notified

REWARDS FOR THOSE WHO FOLLOW EXPECTATIONS:

1. Student who demonstrate good behavior will be rewarded by having the opportunity to attend special assemblies, pep sessions, movies, gym, etc...

**GENERAL CLASSROOM EXPECTATIONS
GRADE 6**

ROOM EXPECTATIONS:

1. No eating or chewing gum in class.
2. Keep hands, feet, and objects to yourself.
3. Listen carefully and follow directions.
4. Students must be ready for class 5 minutes after the recess bell rings.
5. Show respect for adults, classmates and property.
6. Follow Wolf PACK Guidelines

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS:

Consequences are at the discretion of the teacher.

REWARDS FOR THOSE WHO FOLLOW EXPECTATIONS:

Students who demonstrate good behavior will be rewarded by having the opportunity to attend special assemblies, pep sessions, movies, etc... & rewards according to PACK guidelines.

GENERAL EXPECTATIONS OTHER INFORMATION

1. Students must have permission to call the office from a parent, either in writing or by a phone, in order to get off the bus at another stop.
2. All elementary students must eat their lunch in the lunchroom. No one will be allowed to take sandwiches or milk out of the lunchroom. No pop is allowed in the lunchroom. Students are not allowed to leave campus during the school day. Please do not send lunches that need to be heated at school.
3. The State requires that if a child must take any form of medication (including Tylenol, cough syrup, etc.) during the school day, a special form signed by the parent or guardian must be sent documenting the medication or it will not be given. All medication must be in its original container.
4. Elementary students are not allowed to use the candy or pop machines during the school day. Exceptions will be if the teacher accompanies them. This includes after students have been released from class at the end of the day. Students are required to immediately report to the busses, parents or practices.
6. If a student is well enough to come to school they will be outside for recess. No exceptions!
7. Students must come to school prepared for the weather. Seasonal clothing IS required. Parents will be called and asked to

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bring what the child is missing, (hats, coats, snow boots, gloves, etc).

8. Students must follow the school dress code. (See pages 15-16)
9. School "lost and found" will be cleaned out once every 2 weeks. Please remind your child to find any lost items in a timely fashion.
10. Students are responsible for the condition & cleanliness of their lockers. All clothes, books and papers should be placed neatly in the students locker with the door shut. Students may be asked to leave class to clean up a locker if necessary. If this becomes a reoccurring problem, disciplinary actions may be taken.
11. For the attendance policy, see page 16-17)

DRESS CODE

We believe that it is the students' and their parent's responsibility to promote the highest level of student behavior in all areas, including dress. It is a request that:

1. Students should avoid inappropriate extremes and dress in good taste while attending school and school sponsored activities.
2. All clothing alluding to alcohol, drugs or sex are not acceptable.
3. If clothing is unhealthy, unsafe, or curtails the educational process, the student will be removed from classes until dressed correctly.

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4. When student is standing straight with arms down, the shorts or skirt must fall below the student's fingertips.
5. No excessive or inappropriate rips or tears in clothing will be allowed.
6. Type of unacceptable shirts are: tank tops, cut-offs, mesh without an undershirt, crop tops, low cut fronts (hold your forefinger and thumb on your collarbone, the upper end of the garment must be covered by the bottom of your hand) and shirts so short that the reveal midriffs. If you can't tuck it in don't wear it!
7. Students wearing shorts or shirts that are not acceptable will be sent home to change into appropriate clothing.
8. Hats, hoods and bandanas may not be worn during regular school hours.
9. No items of clothing that allow undergarments to be exposed will be allowed. Keep your pants above your hips.
10. Any student inappropriately dressed will be sent to the office and will be provided with appropriate dress for the remainder of the day, if available. If the student refuses to change, they will be sent home and suspended for the remainder of the day.

ATTENDANCE POLICY

1. Michigan State Law requires regular attendance at school. After ten days of absences a letter will be sent home.
2. Excessive absences or tardiness will result with the Truancy Officer contacting the parents.
2. On the day(s) your child is absent from school, you must notify the school by noon on the first day of absence. Please provide the school with reason for the absence and estimated day of return.

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3. The student & parent are responsible for work missed during any absences.
5. Tardiness:
 - a. Students are expected to be in the classroom when school begins.
 - b. It is the responsibility of the parent & the student to see that she/he arrives on time.
 - c. Students will not be marked tardy if they ride the bus & the bus arrives late.

ELEMENTARY PLAYGROUND EXPECTATIONS

1. Use equipment appropriately
2. Stand in line quietly
3. Keep hands, feet & objects to yourself
4. Return playground equipment, keep playground clean
5. Follow directions & respond appropriately
6. Include others, takes turns, play fairly
7. Value others feeling & use encouraging words.
8. Use appropriate language
9. Make positive choices

STUDENT BUS PASSENGER POLICY

A. Regulations for riding a school bus

1. Stay on your seat at all times
2. Keep feet, hands, body & objects to yourself

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3. Wait for signal to cross the street
4. Be aware of safety zones
5. Wave to driver after crossing the street
6. Keep bus clean
7. Be prepared to exit
8. Take all belongings with you
9. Use quiet voices
10. Respond to directions appropriately
11. Use appropriate language
12. Wait your turn to enter or exit the bus
13. Be courteous
14. Make positive choices

B. Personal Safety

1. Stay off the roadway at all times while waiting for the bus.
2. Wait until the bus has come to a complete stop before attempting to get off.
3. Enter and leave the bus only at the front door after the bus has stopped except in case of an emergency.
4. Cross the roadway, if necessary after leaving the bus, in the following manner:
 - a. Make certain the bus is stopped.
 - b. Go in front of the bus within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, or from a personal escort, look both to the left and right and proceed across the roadway in front of the bus.
 - d. Walk (not run) when crossing the roadway in front of the bus.
5. Keep hands, head, and feet inside the bus at all times.

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6. Inform the driver when an absence is expected from school.
7. Help keep the bus clean and orderly
8. Report to the driver any damages to the bus.

C. Responsibility to Parents

1. Make certain that their children arrive at the bus stop on time in the morning.
2. Provide necessary protection for their children when going to and from the bus.
3. Accept joint responsibility with school authorities for proper conduct of their children.]
4. Make a reasonable effort to understand and cooperate with those responsible for student transportation.

D. Minor Infractions:

- 1st - Warning - Report sent home.
- 2nd - One day suspension from the bus.
- 3rd - Three day suspension from the bus.
- 4th - Ten day suspension.
- 5th - Loss of bus privilege.

E. Major Infractions:

- ❖ Suspension from bus.

DAILY ELEMENTARY SCHEDULES

Grade	Start	Lunch/Noon Recess	PM Recess	Dismissal
K	8:21	11:00-11:40	1:30-2:05	3:19
1	8:21	11:05-11:45	1:30-2:05	3:19
2	8:21	11:10-11:50	1:30-2:05	3:19
3	8:21	11:15-11:55	1:30-2:05	3:19
4	8:21	11:20-12:00	1:30-2:05	3:19
5	8:21	11:25-12:05	1:30-2:05	3:19
6	8:21	11:30-12:10	1:30-2:05	3:19
DK	11:00	11:00-11:40	NA	3:19
Y4	8:15	NA	NA	11:00

Breakfast is served from 7:50 to 8:16.

Homeroom begins at 8:21

LUNCH ROOM EXPECTATIONS

1. Walk
2. Wait your turn
3. Keep hands, feet, body & objects to yourself
4. Throw unwanted items in trash (gum, wrappers etc...)
5. Leave your area clean
6. Use quiet voices
7. Respond appropriately to directions
8. Be courteous, say please, thank you & your welcome
9. Use kind words
10. Accept others around you
11. Make positive choices

** No person because of race, color, national origin, sex, age, or handicap shall be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination in our United States Department of Agriculture donated food and child nutrition programs. Any person who believes they have been discriminated against should write immediately to the Secretary of Agriculture, Washington, DC*

STUDENT GYM EXPECTATIONS

I. Physical Education Classes

1. Stockings or tennis shoes only.
2. Absolutely no soft-soled street shoes.
3. Tennis shoes are to be clean and dry.
4. Use equipment properly
5. Stay within boundaries
6. Follow Directions
7. Return equipment
8. Take turns
9. Respond appropriately to directions
10. Include everyone, value others feelings & use encouraging words

II. Basketball practice

1. Tennis shoes only.
2. Tennis shoes are to be clean and dry.
3. Absolutely no soft-soled shoes.
4. Absolutely no pop, juice, or milk in the gym.

III. Band Class

1. The stage, when available, is the classroom.
2. Chairs and music stands are not to be dragged across the gym floor to the stage.
3. When the gym floor must be used for band class and concerts, chairs, music stands, and instrument cases are to be carried.
4. Make certain all chairs have protective rubber caps on the bottoms of all four legs.

IV. Assemblies and Basketball Games

1. All students entering as fans are to walk around the playing surface of the floor.
2. Reminders in a courteous manner to visiting friends and attending adults will certainly be helpful.
3. All students must stay in the gym when a game is in play.
4. Walk in the halls.
5. If leaving the building parents must accompany you.

HOMework

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. Homework shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The Superintendent shall develop rules for the assignments of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gatherings, and integration of knowledge, and an opportunity to correct learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities, which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The school should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Authorized by Carney Nadeau School Board

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**Carney-Nadeau Elementary
STUDENT / TEACHER / PARENT CONTRACT**

I have read the Assertive Discipline Policy and have discussed it with my elementary age student(s). I understand that if I have any questions regarding this policy, I may call the building leader's office at any time for explanation of my concerns.

Signed: _____
(Parent or Legal Guardian)

Date: _____
*PLEASE HAVE YOUR CHILD GIVE THIS FORM TO HIS/HER TEACHER WITH YOUR SIGNATURE.

Please check all that apply to your child:

- _____ I understand the Bus Passenger Policy & Consequences
- _____ I understand the Playground Expectations and Consequences
- _____ I understand the Gym & Lunch Room rules

Please write down your children's names and grades below:

NAME	GRADE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE RETURN THIS SIGNED SIGNATURE PAGE WITHIN THE FIRST WEEK OF SCHOOL. THANK YOU!