

Carney-Nadeau Elementary Handbook 2016-17

Dear Parents or Guardians,

In 2008-2009, in accordance with State mandates, Carney-Nadeau School began a statewide initiative called MiBLISi (Michigan's Integrated Behavior and Learning Support Initiative) that uses RTI, (Response To Intervention) in all disciplines. We have since adjusted our PBIS (Positive Behavior Interventions and Supports) to include the Wolf P.R.I.D.E. behavior matrix which outlines the desired behaviors that should be exhibited at school and school functions.

The philosophy behind RTI and PBIS 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

Carney-Nadeau Elementary Handbook 2016-17

TABLE OF CONTENTS

- 1 - Letter to Parents
- 2 - Table of Contents
- 3 - Your Elementary Staff
- 4 - Response to Intervention Policy: "CNPS P.R.I.D.E."
- 7 - Carney-Nadeau School Behavior Matrix
- 8 - General Expectations and Other Information
- 9 - Dress Code
- 10 - Attendance Policy
- 11-13 - Elementary Playground Expectations and Student Bus Passenger Policy
- 14 - Daily Elementary Schedule
- 15 - Lunch Room Expectations
- 16- Student Gym Expectations
- 17- Homework
- 18- GSRP (Young Fours) Programming
- 19- Parent Signature Form (tear off and return to school)

Carney-Nadeau Elementary Handbook 2016-17

YOUR ELEMENTARY STAFF TEACHERS

Young Fours	Mrs. Dahl
Kindergarten	Mrs. Andrea Chaney
1st Grade	Mrs. Kelly Casanova
2nd Grade	Mrs. Kari Koffman
3rd Grade	Ms. Jessica Hiironen
4th Grade	Mrs. Tina Doran
5th Grade	Mr. Jacob Polfus
Special Education	Mrs. Barb Poupore
Music/Band	Ms. Rogers
Student Services	Mrs. Lisa Kalhoeffer

OFFICE PERSONNEL

Superintendent	Mr. Adam Cocco
Principal	Mr. John Eichhorn
Executive Secretary, Business Office	Mrs. Kelly Janofski
School Secretary, Main Office	Ms. Melinda Brabant

BOARD OF EDUCATION

President	Mr. Gerald Hoduski
Vice President	Mrs. Linda Corrigan
Secretary	Mr. Jason Dupont
Treasurer	Mr. Dan Koffman
Trustees	Mr. Mike Charlier, Ms. Joanne Polfus, Mr. Mark Jasper

**RESPONSE TO INTERVENTION POLICY and Positive
Behavior Interventions and Supports
“CNPS P.R.I.D.E.”**

**P. Positive, R. Responsibly, I. Integrity,
D. Determination, E. Encouragement**

A. EXPECTATIONS

Each classroom teacher, playground supervisors, bus drivers, and any and all staff for grades K-5 will monitor the expectations for behavior that are expect from students. These expectations will be communicated to the students and posted in the classrooms (see P.R.I.D.E. matrix).

B. POSITIVE CONSEQUENCES

All staff and support staff 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.

Carney-Nadeau Elementary Handbook 2016-17

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

❖ 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 Principal the following step-by-step action(s) are consequences: A record is kept of all office referrals.

1st time - Stern warning or 1 recess detention depending on infraction.

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

3rd time - RTI is initiated to solve problem behavior. Parents are requested to meet with the teacher and Principal 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.

Carney-Nadeau Elementary Handbook 2016-17

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 Principal'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. This 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.

Carney-Nadeau Elementary Handbook 2016-17



Carney-Nadeau Public School Behavior Matrix

#WolfPRIDE	P. Positive My attitude	R. Respect Treating all with empathy and consideration	I. Integrity Who you are when no one is looking	D. Determination Never give up	E. Encouragement How we treat others
Classrooms	<ul style="list-style-type: none"> ► Positive class participation ► Use kind words. ► Be helpful to others. ► Value others' feelings. ► Allow others to express their feelings and opinions. 	<ul style="list-style-type: none"> ► Be prepared and on time. ► Listen to others. ► Be engaged. ► Follow staff directions. ► Use positive tone and language. ► Follow the dress code. ► Respect others, property, and materials. ► Wait your turn. 	<ul style="list-style-type: none"> ► Be honest. ► Take ownership of your actions. ► Academic honesty ► Report concerns, suspicious, or dangerous behaviors. ► Set goals for yourself. ► Finish what you start. ► Be on time. ► Be humble. 	<ul style="list-style-type: none"> ► Positive class participation ► Use kind words. ► Use positive tone and language. ► Never give up. ► Finish what you start. ► Be on time. ► Value others' feelings. ► Allow others to express their feelings and opinions. 	<ul style="list-style-type: none"> ► Positive class participation ► Use kind words. ► Use positive tone and language. ► Never give up. ► Finish what you start. ► Be on time. ► Value others' feelings. ► Allow others to express their feelings and opinions.
Public Areas (Hallways, Cafeteria, Restrooms, School Grounds)	<ul style="list-style-type: none"> ► Be friendly and courteous. ► Use appropriate language. ► Be patient in line. 	<ul style="list-style-type: none"> ► Keep hallways/lockers neat and organized. ► Respect property of others. ► Be polite and courteous. ► Keep hands to self. ► Respond appropriately to directions. ► Respect personal space. 	<ul style="list-style-type: none"> ► Be honest. ► Lead by example. ► Own your behavior. ► Report concerns, suspicious, or dangerous behaviors. 	<ul style="list-style-type: none"> ► Keep hallways/lockers neat and organized. ► Be polite and courteous. ► Keep hands to self. ► Respond appropriately to directions. ► Respect personal space. 	<ul style="list-style-type: none"> ► Be friendly and courteous. ► Use appropriate language. ► Value others' feelings.
Buses and Parking Lots	<ul style="list-style-type: none"> ► Be friendly and courteous. ► Use appropriate language. ► Be patient in line. ► Follow bus drivers' rules. ► Obey traffic laws. 	<ul style="list-style-type: none"> ► Respect others, property, and materials. ► Follow bus drivers' rules. ► Respond appropriately to directions. ► Be courteous. ► Use quiet voices. 	<ul style="list-style-type: none"> ► Be honest. ► Lead by example. ► Own your behavior. ► Report concerns, suspicious, or dangerous behaviors. 	<ul style="list-style-type: none"> ► Be honest. ► Lead by example. ► Own your behavior. ► Obey traffic laws. ► Clean up after yourself. 	<ul style="list-style-type: none"> ► Be friendly and courteous. ► Use appropriate language. ► Value others' feelings.
School Related Activities (any event involving CNPS)	<ul style="list-style-type: none"> ► Exhibit good sportsmanship. ► Be friendly and courteous. ► Use appropriate language. ► Make a positive impact on your life. ► Be a role model. 	<ul style="list-style-type: none"> ► Lead by example. ► Be honest. ► Report concerns, suspicious, or dangerous behaviors. ► Represent CNPS in a positive manner. ► Play hard, but fair. ► Take responsibility for your actions. ► Be humble. 	<ul style="list-style-type: none"> ► Watch for others. ► Observe your surroundings. ► Obey traffic laws. ► Follow bus drivers' rules. ► Help others be safe. 	<ul style="list-style-type: none"> ► Represent CNPS in a positive manner. ► Be friendly and courteous. ► Use appropriate language. ► Make a positive impact on others. ► Be a role model. 	<ul style="list-style-type: none"> ► Represent CNPS in a positive manner. ► Be friendly and courteous. ► Use appropriate language. ► Make a positive impact on others. ► Be a role model.

GENERAL EXPECTATIONS OTHER INFORMATION

1. Students must have permission from a parent, either in writing or by a phone, in order to get off the bus at another stop. No calls after 2:50 for bus changes will be permitted.
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 over-the-counter Tylenol, cough syrup, etc.) during the school day, a special form—which is available in the school office—must be completed and returned to the office before the medication can be dispensed. All medication must be in its original container. A handwritten note is, by state guidelines, not an acceptable alternative to the official permission slip.
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 bring what the child is missing, (hats, coats, snow boots, gloves, etc).

Carney-Nadeau Elementary Handbook 2016-17

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 student's locker. 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—either explicitly or implicitly—to alcohol, drugs or sex are not acceptable. Clothing that promotes a place of business wherein the primary trade is the sale of any illicit substances will also not be tolerated.
3. If clothing is unhealthy, unsafe, or curtails the educational process, the student will be removed from classes until dressed correctly.

Carney-Nadeau Elementary Handbook 2016-17

4. Shorts or skirts, must extend to at least 4 inches above the top of a student's kneecap.
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, Bandanas and sweatbands 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, he/she 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.
1. 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.

Carney-Nadeau Elementary Handbook 2016-17

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

Carney-Nadeau Elementary Handbook 2016-17

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 exit 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 (don't run) when crossing the roadway in front of the bus.
5. Keep hands, head, and feet inside the bus at all times.

Carney-Nadeau Elementary Handbook 2016-17

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.

Carney-Nadeau Elementary Handbook 2016-17

DAILY ELEMENTARY SCHEDULES

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

Breakfast is served from 7:50 to 8:15.

Carney-Nadeau Elementary Handbook 2016-17

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

Breakfast will be served from 7:50-8:15. Lunch will be served from 11:00-11:50. No student will before or after these designated times.

** 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*

Carney-Nadeau Elementary Handbook 2016-17

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 other's 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.

Carney-Nadeau Elementary Handbook 2016-17

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

Carney-Nadeau Elementary Handbook 2016-17

Authorized by Carney Nadeau School Board

The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool program for four-year-old children with factors which may place them at risk of educational failure. The program is administered by the Michigan Department of Education Office of Great Start. Funding is allocated to each intermediate school district to administer the program locally.

Research on preschool programs and specific research on GSRP indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a high-quality preschool program.

The Great Start Readiness Program's purpose is to provide an atmosphere that encourages social, emotional, physical, cognitive, and creative growth and development of the child. The program follows the guidelines within that of GSRP, and the State of Michigan's daycare licensing, to ensure the best overall learning experience for the child as a whole. Required qualified adult to child ratio for daycare establishments is 1:10, whereas GSRP requirement is 1:8 (one adult for every 8 children).

The Great Start Readiness Program believes that each child is unique, each contributing their own special set of interests, needs, and abilities. We strive to meet each child's emotional, social, intellectual, and physical development. We feel children learn best in a caring and creative learning environment. Patience, sharing, responsibility, and teamwork, are practiced through participating in the daily routine of GSRP.

The Creative Curriculum model using the Teaching Strategies GOLD assessment tool has been adopted by GSRP. This is an approved curriculum for GSRP meeting the Standards of Quality and Curriculum guidelines the State of Michigan has set forth. Creative Curriculum for Preschool is based on five fundamental principles. They guide practice and help us understand the reasons for intentionally setting up and operating preschool programs in particular ways. These are the five principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-Emotional competence is a significant factor for school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

Carney-Nadeau Elementary Handbook 2016-17

Carney-Nadeau Elementary STUDENT / TEACHER / PARENT CONTRACT

I have read the Assertive Discipline Policy and P.R.I.D.E. matrix 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 Principal'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!**