

Warren Consolidated Schools



Elementary School Parent Handbook

Our Mission:

The mission of the Warren Consolidated Schools, in partnership with families and community, is to achieve a level of excellence in teaching and learning which enables all students to become knowledgeable, productive, ethical and successful citizens.

Absences

Student Short Term Absence -

In order to insure that all students are accounted for during the school day and to provide for pupil safety, all Warren Consolidated elementary schools have a SAFETY CALL PROGRAM. Parents are requested to call the School "Safety Call" answering machine to report their child's absences. Calls should be placed between 4:00 p.m. (the prior evening) and 8:30 a.m. (the next morning). If a child attends school in the morning and expects to be absent in the afternoon, the absence should be reported to the School Office by noon.

Homework can be made up by absent students after their return to school. If you feel a special need to request homework before the child returns to school, the request must be made at the time of the absence safety call in the morning. If the request is made at that time, the homework will be available in the School Office at the end of the school day. Otherwise, the child can make up the work when he or she returns to school.

When reporting absences (short term or long term), we ask you to give the student's name, teacher's name, reason for absence and date and length of absence. Known absences of more than one day require a call on the first day only, provided you indicate the number of days that the absence is expected to last.

In the event that you do not call, the school attendance clerk will contact you to verify the absence. If the school staff is unsuccessful, the next procedure will be to call you at your place of employment. The final effort will be to contact emergency families/contacts identified on the enrollment card.

Student Long Term Absence -

Children are sometimes absent from school for prolonged periods of time due to long term illnesses or family vacations. While we do not encourage nor condone absences due to family vacations during school time, the school staff feels that it is unfair to expect students to complete missed assignments in either situation without receiving appropriate teacher instruction. This instruction makes class assignments meaningful and educationally valuable.

Since the staff believes there is no substitute for teacher instruction, classroom discussion and the orderly progression of materials, it is the policy of our school that classwork will not be sent home in advance of an absence, but will be assigned by the classroom teacher upon the child's return to school. The student will have two school days for every day absent to make up their outstanding assignments. Since each situation is as unique as the students involved, the classroom teacher may use his or her discretion in enforcing the details of the above policy.

Parental Absence -

If you plan to be away from home for an extended period of time and designate some other individual to care for your children, you must notify the school. You will be requested to sign a letter designating the person who will assume responsibility. We also advise that this designated individual be empowered (in writing) with the authority to authorize any required medical treatment for the children involved which might become necessary during your absence.

Accident Insurance

An accident insurance policy is available to all students at a minimum cost. Detailed information will be sent home during the first week of school. If you wish to purchase this insurance for your child, please fill out the envelope and return it with a check or cash to the School Office by the second Friday of September. This insurance is not sold by the Warren Consolidated School District. It is made available by the District for your convenience.

Accident Procedures, Student Injuries

The staff is instructed to notify the office of any student injury as soon as possible after it occurs. Students are sent to the office with either another student (minor injuries) or an adult (major injuries). After the necessary emergency treatment, you will be notified of any injury from the shoulder up. You will also be notified of any cut

or serious scrape. You are asked to come to school and assess the injury and determine whether to remain in school or seek medical treatment.

Injuries involving suspected broken bones, sprains, etc. are always referred to parents for further medical review.

Bicycles and Skateboards

Each elementary school establishes its own policies regarding bicycles. Skateboards are not permitted at school during the school day, including Latch Key hours.

Bus Safety Rules and Tips

ELIGIBILITY: Elementary students living 1.0 miles and secondary students living 1.5 miles or more from school are eligible to ride a bus to and from school. Students can be expected to walk up to one mile to a bus stop.

STOP TIME: Students must be **visible at the stop** five minutes before the scheduled stop time. If the bus does not arrive within twenty minutes after the scheduled stop time, students should return home and attempt to provide their own transportation to school. Once at school, take home will be by bus. Students unable to provide their own transportation will be granted an excused absence for that day.

INCLEMENT WEATHER: During inclement weather, please listen to radio station WWJ or WJR, watch your television, or check the WCS web site for school closing information. When school is in session, our buses may be running late due to poor road conditions and traffic. Should this occur, the above stop time policy should be followed.

HALF-DAY POLICY: On days when school is scheduled for early dismissal, such as in-service days, parent-teacher conference days, etc., students will ride home on the regular P.M. take home bus. A.M. Kindergarten children will also ride home on the P.M. bus and will be assigned to the stop closest to their home. The school office will help Kindergarten parents determine the correct bus number and stop.

STUDENT ABSENCE/CANCELLATION OF STOP: If your child is the only student assigned to a stop and he/she is absent, please call the Transportation Office at 825-2986 and let us know so that we can tell the driver not to make the stop. **If there is no one at the stop for three consecutive days and we do not receive a call to cancel, it will be put on "Will Call" and the bus will no longer stop there.** You will have to call the Transportation Office to resume pick-up.

ARTICLES LEFT ON BUS: If your child leaves an item on the school bus, have them check with their driver the next school day. Most items will be kept on the bus for several days, so that students may claim them. Items such as purses, musical instruments, and expensive articles will be removed from the bus and held in the Transportation Office or taken to the school office by the bus driver.

TRANSPORTATION FOR NON-BUS RIDERS: We do not transport students who are not assigned to the bus as regular riders. Pupils are not allowed to have friends who do not normally ride their bus ride home with them. Only under unusual circumstances is this allowed. Any requests of this nature must be submitted **in writing** to the school principal and approved before the student will be allowed on the bus.

SCHOOL BUS SAFETY RULES: Classroom behavior is expected in the school bus. Students are to follow basic rules including:

1. BE TO STOP ON TIME - NO FOOLING AROUND.
2. STAY SEATED WHILE BUS IS MOVING
3. KEEP BUS CLEAN - NO PAPERS, MUD, DIRT
4. KEEP HEAD, HANDS, ARMS INSIDE BUS
5. NO EATING ON BUS
6. BE COURTEOUS, TALK QUIETLY
7. TREAT BUS AND EQUIPMENT WITH RESPECT
8. KEEP SEATED UNTIL BUS STOPS
9. CROSS IN FRONT OF BUS AT DRIVER'S SIGNAL

10. ABSOLUTELY NO SMOKING

INFRACTIONS OF BUS RULES WILL BE SUBJECT TO DISCIPLINARY ACTION AND COULD RESULT IN SUSPENSION OF BUS PRIVILEGES.

Communicable Diseases

Please telephone the school immediately if your child is diagnosed as having a contagious disease. Health Department regulations dictate that pupils who have been absent with a communicable disease may be re-admitted as follows:

Disease

Chicken Pox	One week after onset of first crop of vesicles or until crusting occurs.
Conjunctivitis	Under medical care and drainage from eye has cleared.
German Measles	5 days from onset. (Rubella or 3-day Measles)
Hungarian Measles	Fever and signs of illness no longer present -- if rash remains, note from a physician is required.
Fifth Disease	Erythema Infectiosum
Impetigo	On recovery, or 48 hours of care in accordance with Physician's treatment.
Mononucleosis	Physician's note.
Mumps	Upon recovery - no symptoms present.
Pediculosis	Treated and nit free -- must be checked by school nurse (Head Lice)
Ringworm	Under medical care.
Scabies	First treatment completed.
Scarlet Fever	Adequate treatment for 48 hours and until symptoms subside.
Strep Throat	Adequate treatment for 24-48 hours and symptom free.
Whooping Cough 3 weeks	from onset of disease if untreated or until one week after treatment.
Lice	Adequate treatment and lice/nit free.
SARS (Severe Acute Respiratory Syndrome)	Upon recovery - no symptoms present.

Dangerous Toys - Playthings

Dangerous objects which could cause injury are absolutely prohibited from school. Such items as knives, matches, laser pointers, lighters, cap pistols and fireworks are included in this category.

Arrangements to bring any toy, radio or pet to school must be made in advance with the teacher and should be used for display, a class party or for "show and tell" purposes only. Electronic games, skateboards, roller blades, hard balls, bats, expensive toys or anything that interferes with the educational process are not allowed to be brought to school.

D.A.R.E.

Our school uses the D.A.R.E. (Drug Abuse Resistance Education) program either the first or second semester of each year. D.A.R.E. is a program conducted by the Sterling Heights or Warren Police Departments in conjunction with the Warren Consolidated School District to teach children the skills they will need to resist the pressure of taking drugs. A police officer will teach our fifth graders 16 lessons which help children build self-esteem, deal with peer pressure, manage stress, resist pro-drug media messages and identify alternatives to drug use. The program culminates with a graduation ceremony.

Directory Information

In order to protect your privacy and that of your children, we will inform you each year about any "Directory Information" the school or school district may make available to the public or news media. We will let you know this in the school newsletter or district newsletter or the Student Code of Conduct which you will receive at the beginning of the school year. Student Directory information will only include a student's name, address, date and place of birth, major fields of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of school attendance, certificates and awards received, scholarships and phone numbers for use only in school or PTO directories. Directory information is often used in newspapers and other publications concerning school activities, student achievements, honors and awards. It is not released to commercial organizations. If you do not want this directory information made public, you must complete a Directory Information Withholding Form which is available at the school office. Students may also be videotaped or photographed periodically for school or district newsletters, publications, or cable TV programs. You should complete the form mentioned above if you do not wish to have your son or daughter photographed or videotaped for news purposes.

Discipline

Discipline enhances our ability to create an effective learning environment for students. We would appreciate your support and cooperation in matters of discipline as they relate to your child. All students are expected to follow the Student Code of Conduct. Please refer to the Student Code of Conduct in the back of this handbook. It includes a list of minor and major infractions and the penalties assessed for each.

Dismissals for Appointments, etc.

If for some reason, your child must leave school during school hours for doctor/dentist appointments, etc., please send a note stating what time you wish to pick him/her up. Your child will then be waiting in the School Office where you can sign him/her to at the prescribed time.

Domestic Pets / Animals on School Property

For the safety and welfare of students, staff and volunteers, domestic animals/pets are not allowed on school property unless the animal is part of a school program that has been approved by the building principal. Parents are asked not to bring pets onto school property when dropping off or picking up students or at any other time.

Signs prohibiting domestic animals from school property shall be posted conspicuously at or near the entrance to such grounds or premises.

The above guidelines do not pertain to those accompanied by an animal specifically trained to accommodate a physical handicap, such as a Seeing Eye dog.

Listed below is the language that will be prominently displayed at each WCS site:

FOR THE SAFETY OF ALL

Animals are not allowed on school property at any time, excluding service animals accompanying disabled people.

Early Release from School

For the protection of your children, teachers are instructed that they are NOT to release children directly from their classrooms prior to the close of the school day.

If it is necessary for a child to be released early from school, a note from home should be provided requesting permission. If any emergency situation necessitates your picking up your child unexpectedly before the end of the school day, a phone message to the School Office will be relayed to the teacher so that your child can be prepared to leave when you arrive at the School Office to pick him/her up. All students leaving early must be signed out by a parent or other authorized responsible party.

Emergency Procedures During Storms, Power failures, Etc.

Elementary students will not be dismissed from school before the usual dismissal time under any circumstances due to an emergency. If there is an emergency requiring the evacuation of students from the school building, students will be transported to another location where they will be supervised and provided for. They will be returned to their home school for dismissal at the usual times unless the home school is still not safe. In the event of a storm or other disaster, do not call the school -- OUR LINES MUST BE KEPT OPEN. Also, do not block the streets near the school or the school parking lot if you come to pick up your child. In the event of an actual emergency situation, emergency vehicles must have clear access to the school. To do otherwise may increase the danger to you and your child.

In the event of an emergency situation we must be prepared. The children participate in practice fire drills, disaster drills and practice lockdowns throughout the school year.

Forgotten Children

Students who are not being picked up by their parents/relatives at dismissal will not be left alone. If this happens at the end of morning kindergarten classes, the children will be taken to the office until the parent comes into school and signs out their child.

Children cannot be left alone at the end of the school day. Boys and girls who are not picked up by their parents ten minutes after dismissal will be sent to our after school Latch Key Program. There will be a \$25.00 charge for child care services.

High School

Warren Consolidated operates three comprehensive high schools - Cousino, Sterling Heights or Warren Mott High School. All three high schools use a grade 9-12 configuration. The school district also operates specialized schools -- the Career Preparation Center, Macomb Math/Science Technology Center and the Warren Consolidated School of Performing Arts. Each of the specialized schools has half-day programs. Students attend their home high school for the other half of the school day. The Career Prep Center offers programs for juniors and seniors. The other two specialized schools include programs for students in grades 9-12.

Each attendance area is assigned to one of the three high schools. This means that your child will attend the high school to which the attendance area is assigned when starting 9th grade unless you choose open enrollment

All three high schools are accredited by the North Central Association which has some of the highest standards in the country. Each offers the same curriculum but the actual courses which are given depend on the number of students who choose the course. A full range of athletics and extracurricular activities is also part of the high school program.

Before they begin 9th grade, 8th graders have an opportunity to visit the high school for an orientation and preliminary scheduling. Parents also have an opportunity to visit. We encourage you to take advantage of this opportunity so you can find out for yourself the excellent programs, activities and atmosphere at the high school.

Homework

Homework in grades 1-2 will be given at teacher discretion, generally not to exceed 30 minutes per day. Homework in grades 3-5 will also be given at teacher discretion. In general, homework assignments may require an hour or less per day. However, special assignments occasionally may exceed this limit.

Latch Key

Each elementary school has a Latch Key program available for grades K-5 which is coordinated by the district's Community Services Department (294-8437). The service is available from 6:30 a.m. until the school entrance bell. It resumes when school is dismissed until 6:00 p.m. Some elementary schools also have kindergarten latchkey during the morning or afternoon.

Lifelong Guidelines and Lifeskills

Students are taught to respect others and themselves to be successful in the classroom and with others. *Lifelong guidelines* help the children focus on critical personal skills which will assist them to master class work and their relationship with others. The five basic lifelong guidelines are:

Trustworthiness - A student who is confident develops a sense of trust in the classroom.

Active Listening - Students hear with undivided attention to understand what the speaker means to communicate.

No Put-Downs - No put downs means that a non-threatening environment allows boys and girls to find out what is true about themselves and what is not.

Truthfulness - To be honest about things and feelings with oneself and others.

Personal Best - Success comes when everyone does their personal best. It's not the teacher alone who determines success, but rather the students, with your help as parents, to follow the *lifelong guidelines*.

The following *Lifeskills* will provide a framework that guide students to be successful.

Integrity - Act according to right/wrong

Initiative - Do what needs to be done

Flexibility - Be willing to alter plans

Perseverance - Keep at a task

Organization - Plan, arrange, do

Sense of Humor - Laugh and not harm

Effort - Do your best

Common Sense - Use good judgement

Problem Solving - Create solutions

Responsibility - Be accountable

Patience - Wait calmly for someone

Friendship - Care for and trust friends

Curiosity - Seek, investigate, know

Cooperation - Work for a common goal

Caring - Shown concern for others

Courage - Act according to beliefs

Pride - Satisfaction for doing your ***Personal Best***

Lost and Found

A "Lost and Found" is located in each elementary school. Hats and gloves, boots, school bags, etc. should have your child's name on them for easy identification and return. Valuable items will be held in the office.

Lunch Program Procedures

Each school serves hot meals for lunch each day. The cost is payable on a DAILY basis. This includes the cost of milk. Please, no Canadian coins. Special arrangements can be made with the Warren Consolidated Schools Food Services Department for advance payment. Applications for Free and Reduced Price Lunches are sent out at the start of each school year. Students may bring their lunch from home and milk may be purchased daily. Money **CANNOT** be borrowed from the school for lunch or milk.

Students are expected to display good table manners while they are eating lunch and to use courteous behavior toward other children during the noontime recess. We would appreciate your cooperation in reinforcing these expectations at home.

At lunchtime, student behavior is closely monitored by the Principal and the Lunchroom Supervisors. Students who seriously misbehave at lunchtime will receive an incident writeup which must be signed by the parents. Repeat offenders may be excluded from the lunchroom for a period of time, serve after-school detention, or permanent removal from the lunchroom program. It is your child's responsibility to monitor his or her own behavior.

If you pick up your children for lunch, you must sign them out at the office.

Lunchtime Rules

At the beginning of each school year, the gym teacher and lunchroom supervisors will review lunchtime rules with students. The rules will also be printed in the school newsletter and posted in the . All students are expected to be polite, cooperative and respectful at all times.

Medication

Since some children are placed on medication that must be taken during the school day, the District has developed an official form to be completed by the parent, doctor and school nurse. Medication **CANNOT** be dispensed by school staff without this form on file in our School Office. The school staff **CANNOT** administer aspirin, non-prescription cough medicine, or any other over-the-counter medication nor can we allow our students to self-administer medication.

Middle School

When 5th graders leave elementary school, they will attend a middle school for grades 6-8. Warren Consolidated has five middle schools: Beer, Carleton, Carter, Flynn and Grissom. The middle schools operate with a teaming concept for both teachers and students to make the transition from elementary to middle school easier both emotionally and academically.

Your children will have a chance to visit the middle school for an orientation and preliminary scheduling before they start 6th grade. You will also have the opportunity to visit the middle school. Of course, you can contact the middle school on any school day to find out more information about the middle school program and activities.

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled during the year. Watch the school newsletter for dates and information. Conferences offer the opportunity for face-to-face communication between you and the teacher with the objective of working together to provide the best possible educational experience for your child. You will discuss your child's report card and other materials during these conferences.

Teachers are also available between scheduled conferences to discuss problems that may arise or to update any concerns about your child's progress. Please call for an appointment before coming to school.

Parent Organization

Each elementary school's parent/teacher group is the recognized communicative link between the community and the school. The group performs many services for our school community including fund raising, sponsoring special programs and activities and volunteering. The school newsletter includes information about the group's activities as well as a meeting and events schedule. If you would like to volunteer your services in any area, please contact the group president via a note to the School Office. All parents of the community are invited and encouraged to attend the group's meetings and to become active members.

Parental Visitation

The school's primary purpose is to educate your children. Parents are welcome to visit our school and observe students in their educational environment to experience our excellent school curriculum in action. However, parents must contact the individual teachers to make arrangements for a visit. Visitors are encouraged to enter and leave the room quietly and not to engage the teacher in conversation while the class is in session.

Parking Lot Procedures

With more parents driving their children to and from school each day, the parking lot is becoming very congested at certain hours. When the school is renovated, there will be special lanes constructed or designated for the school buses to drop off and pick up children. We will print other parking lot procedures and directions in the school newsletter. Please follow these procedures and directions very closely for the safety of all children.

Privacy

We respect the wishes of families concerning privacy of student information. The Family Education Rights and Privacy Act prohibits the release of information concerning students or former students from school records without the written consent of parents of minor students or students themselves if 18 or older with few exceptions. "Authorization for the Release of Student Records" is the form for parents or eligible students to sign which allows the release of information. These forms are available in each school and at the Student Services Department of the District Administration Building, 31300 Anita in Warren.

Some "Directory Information" is releaseable without parental permission unless parents complete the Directory Information Withholding portion of the student registration form. See "Directory Information" in this handbook for details.

Recess

Recess is necessary to relieve the restlessness and tendency toward inattention that children develop after sitting in desks for long periods of time. Learning is greatly enhanced if children are mentally alert and responsive.

Inside recess:

Teachers will instruct the students as to permissible activities. However, no activity which allows students to run around the room or throw items in the classroom will be allowed.

Outside recess:

We assume that your child is well enough to come to school, he or she is well enough to go outside for recess. Children with colds, sore throats and coughs should remain at home until fully recovered. Otherwise they endanger their own health and the health of other children by returning to school too soon. Outside recess may be canceled if the wind chill factor is dangerous for children.

Due to safety, the following will **not** be allowed:

1. Tackle football of any kind (it is illegal without proper equipment,)
2. Baseball bats without classroom teacher supervision.
3. Hardball.
4. Throwing snowballs.

Registration

To register a student you will need the following items:

1. Birth certificate (with raised seal)
2. Child's Social Security number
3. Child's immunization record.
4. Two pieces of proof of residency, one of which **must** be a license, mortgage agreement, home purchase closing papers or lease agreement **and** current utility bills or credit card statement with your name and address.
5. Phone numbers of your doctor, your home number, work number and area code and extension if needed and numbers of three people who can assume responsibility for your child if he/she becomes ill and you cannot be contacted.

Registration Cards

On the first day of school, children in grades 1-5 will be given two registration cards to be filled out by their parents or guardians. The white card is for office use. The colored card is for teacher use. These cards are extremely important. **Please be sure to provide all information requested, especially phone numbers for home and work locations with area codes clearly marked (i.e., 586, 313, 248, 734).** When your number changes, it is very important that you contact the school with the new number(s). Unlisted phone numbers will be kept confidential.

Also, of prime importance is the area on the registration cards which requests names of persons who can assume responsibility for your child if he or she becomes ill and you cannot be contacted. Please be sure to complete this area of the registration cards thoroughly. If these names change or their numbers, please contact the school office with the correct information so the cards are kept up to date.

Please be aware that if you send someone to pick up your child and their name is not on the card and you have not made arrangements with the school, we cannot release your child to that person.

Safety Patrol and Student Volunteer Workers

Safety Patrol posts are established by the Principal and the Safety Patrol sponsor in conjunction with the Sterling Heights, Warren or Troy Police Departments. Members of the Safety Patrol are on post at street corners near the school approximately 10 minutes before the entrance bell and 10 minutes after the dismissal bell or until all students to be crossed have passed. Safety Patrol members are also on post during the lunchtime break at the school driveways and on posts which have students crossing.

Student volunteers are students who work in the lunch room, classrooms and so forth. They are volunteer workers who are doing a community service for the school. These jobs are developed as needed. Students who take on these jobs like Safety Patrol students have to show that they are responsible. If their work or behavior slips below satisfactory for them, then they no longer keep the position. These students do a service and are greatly appreciated by the school community. Students will receive information on how they can volunteer for these jobs.

School Closings Before the School Day Begins

The Superintendent or his designee will make the decision to close all schools because of severe weather (ice, heavy snow/blizzards, dangerous rainstorms, etc. Listen to radio stations WJR (760 am) or WWJ (950 am) or TV channels 2, 4 or 7 from 6:00 a.m. to 7:30 a.m. if the weather appears dangerous. The school district's web site (www.wcs.k12.mi.us) will also carry school closing information. The District's cable TV station and school answering machines may not have the information on. **PLEASE DO NOT CALL THE SCHOOL.** There may be occasions when schools are open but buses are delayed. This information will also be carried on radio and TV if possible. Individual schools may close due to a loss of power, heat, water, etc. The decision to close a school will be determined by the Superintendent or his designee and depends on how soon repairs can be made and how soon the school can be restored to normal operations.

School Supplies

As required by state law, Warren Consolidated Schools provides a reasonable amount of paper and pencils for each student. The school also supplies a limited amount of supplies to be shared such as crayons, scissors, rulers and glue. For your child's convenience, you may wish to supplement this list by purchasing one or more of the above items for your child's personal use.

The classroom teacher may also suggest that you purchase other kinds of supplies such as ballpoint pens, notebooks, filing cards, boxes, etc. for your child. Your continued cooperation with these requests would be appreciated.

Textbooks and supplies of a durable nature must be returned at the end of the school year. Parents will be required to pay the school district for textbooks and library books that are lost or show deliberate abuse.

Student Attendance

The Warren Consolidated Board of Education believes that attendance is a key factor in student achievement and that any absence from school represents an educational loss to the student. Attendance is a cooperative effort between parents, students, and school officials. However, the State laws also require school boards and administration to be responsible for the whereabouts of students during school hours. Regular and punctual patterns of attendance shall be expected of each student enrolled in the Warren Consolidated School District. All attendance policies will be applied with equity and consistency, keeping in mind that students are individuals, with individual needs. While we recognized that absence from school is necessary under certain conditions, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum. Student attendance at school is basically the responsibility of the parents/guardians and students. In order for parents/guardians to fulfill their responsibility, the school must keep them informed of student absences and tardiness patterns. A comprehensive system of attendance records shall be maintained for each student. Teachers are responsible for accurate reporting of daily attendance in their classroom.

Absences, even though verified by the parents/guardians, which are excessive and/or which interfere with the student's educational program, will be investigated by school district personnel. Attendance is figured by the _ day. Students who miss more than 60 minutes will be considered absent for _ of the day.

ELEMENTARY SCHOOL ATTENDANCE PROCEDURES

Students have the responsibility to attend their assigned classes regularly and punctually for the purpose of having maximum opportunity to learn from teacher instruction and to participate in class discussions, activities, assignments, and tests. Absence and tardiness should be only for just or excusable cause as determined by administration. Repeated absence or tardiness will be cause for disciplinary action.

Teachers are to report student absenteeism and tardiness to administrators on a daily basis as defined in the Elementary/Middle School Attendance Procedures. Parents will be informed concerning student absenteeism and tardiness. Teachers and administrators will take disciplinary and corrective action regarding pupil attendance problems as they deem appropriate under the provisions of the Student Code of Conduct.

Parents/guardians will be responsible for calling the school Attendance Line to report the absence. Phone calls should be made prior to the start of the day of the absence. To report an absence, call the school's attendance phone number. Give the child's name. Spell the last name. Give the grade, the teacher's name, and reason for the absence. The answering machine will record your information. Results of that contact will be noted on the official attendance record. In cases where no contact is made, the school will attempt to contact the parent/guardian.

The limit of accumulated absences both excused and unexcused shall be twenty (20) for the year. Exceeding these limits could result in referral to the County Attendance Officer who will seek further action through the court system. In extenuating circumstances, the limit can be extended at the principal's discretion.

All absences, excused and unexcused, will count on the attendance policy. Parents and students should make a good effort to limit student absence to excusable and unavoidable conditions, such as illness, injury, unforeseen home problems, and student health attention requiring school time. Parents may be required to furnish written verification, such as from physicians or dentists, indicating reasons for specific dates of absence.

The following reasons of absence will be excused but count as part of the total absences allowed:

1. Student illness
2. Student injury
3. Medical appointment
4. Hospitalization
5. Doctor ordered bed rest
6. Death in the immediate family
7. Student illness at school
8. Unforeseen home problem
9. Family vacation that has been prearranged and approved
10. Mandatory court appearance that has been prearranged
11. Religious holiday
12. Administrative permission or approval

The following conditions for absence, if approved, are not counted in absence total:

1. Participation in school-related activities approved by administration
2. Inclement weather when schools are officially closed
3. Administrative permission or approval

Suspensions from school ordered by administrators may be handled separately from the limits indicated above.

Absences for other reasons than listed above are unexcused.

Absences longer than five (5) days require written verification from a physician or dentist indicating the reason for specific dates of absence.

In case of expected or planned absence, parents/guardians and students should comply with school procedures regarding prearranged absences and make-up work. Such absences will be counted toward the limits. Parents will ordinarily be expected to arrange vacations that do not conflict with school days.

Students with approved absences will have one school day for every school day absent to make up homework. (Ex.: Students is absent on Monday. Homework is due on Wednesday when the student reports to class unless notified otherwise by the teacher. Any pre-assigned tests, quizzes, or homework will be required upon the day of return unless other arrangements are made with the teacher.) Make-up work is the responsibility of the student. A student is expected to ask his/her teacher(s) for the work missed during an absence.

If parents choose to take their children on extended vacations during scheduled school days, teachers will not be obligated to prepare lessons or be held responsible for providing and/or grading make-up work. Parents who choose to take their children on extended vacations during school days are to be informed of the above and also be made aware that their child may be retained if it is determined that the student has missed core segments of the curriculum and cannot demonstrate mastery of these core segments.

In the case of special education students, administrators may order Educational Planning and Placement Committee meetings to consider possible needs for changes in student programs, placement, or future action.

Tardiness

You are responsible for seeing that your child arrives at school on time. Students are to be encouraged to attend all classes punctually. In the event that a student arrives after the tardy bell rings, he or she is to report to the office and be signed in. Tardies are considered “excused” or “unexcused” and notation will be made on the back of the attendance card. Teachers must accurately report all tardiness. Students may receive disciplinary action beginning at the fifth incident of tardiness. Students with twenty (20) or more tardies may be referred to the County Attendance Officer in accordance with the State Attendance Law.

The procedure for maintaining student attendance records in schools and for enforcing this regulation including providing notice of student absenteeism to parents, will be specified by the Student Services Department.

Technology

The Warren Consolidated School District has installed an award-winning computer technology system in each elementary school. TV monitors and computer ports are available in each classroom and the head end room located in the Media Center. All schools also have a special computer room or lab. The District has an ongoing commitment to upgrading student/staff use of technology through staff training and acquisition of new equipment each year. Students use special educational software to help them in most curriculum areas, particularly reading and math.. Our Media Center also has a computerized Media Book Search Program in use.

At the start of each year, parents and students sign an “Acceptable Use Policy” form which acknowledges that students will use computers and computer software that the school district provides in an appropriate manner.

Testing

In the Warren Consolidated Schools all first through fifth graders are tested in reading and mathematics on a variety of local, state, and national achievement tests. The results of these tests will be used to help plan for your child’s educational needs and review our instructional program. The information will be reviewed to identify students who need extra academic support or extra academic challenge as they progress through elementary school. In some cases, summer school recommendations for enrichment or remediation will be based on this test information.

Tobacco Free Schools

Warren Consolidated School Board policy bans the use of tobacco or tobacco products on all school property 24-hours a day, 365 days a year. This is more stringent than state law. This policy and law apply to all buildings, grounds and property owned, leased or controlled by Warren Consolidated Schools. The policy was enacted to protect children, school employees and visitors from the dangerous effects of second-hand smoke.

This law is to be enforced by local police departments and violations carry a fine of \$50.

The Environmental Protection Agency recently classified second-hand smoke as a Group A carcinogen. Tobacco smoke is now considered as lethal as asbestos, benzene and radon gas.

Further, chewing tobacco and snuff are more addictive than smoking and contain higher amounts of nicotine.

Additionally, chewing tobacco and snuff are known to cause various types of cancer.

Eliminating the use of tobacco products by persons on school property provides a healthier environment for students to learn and promotes healthier student behavior by limiting the possibility of seeing adults (who serve as role models) smoke or chew tobacco products.

Vandalism and Property Damage

Our school building and equipment cost local taxpayers a great deal of money to construct, purchase and maintain. Students who destroy or vandalize school property (or their parents) will be required to pay for losses or damages. If students willfully destroy school property, strong disciplinary action will be taken. If something is damaged by accident, it should be reported to a teacher or the School Office immediately.

Visiting Child - Guests

Warren Consolidated elementary schools do not allow students guests in the schools.

Visitor Registration

Please keep in mind that all visitors to the school should sign in and receive a Visitor's Pass at the School Office before proceeding to their destination in the school. This rule is necessary if we are to insure that persons outside the school community do not wander around the school. We wish to safeguard your children so let us know when you are here, even if you just stopped by to bring in a forgotten lunch.

Volunteers

You are an important part of your child's school community. Each day your dedication, caring and smiles touch the lives of students you see. When volunteering to work in the school, you need to **sign in at the office before you report for your volunteer assignment. We ask you to put on a volunteer badge at that time.** Please sign out of the school when you leave.

As a volunteer worker, you provide supplementary help to the students and teachers and perform other needed tasks in support of the educational program. You must follow the same code of ethics that the professional staff follows. You must also keep confidential matters confidential.

WCS Cable TV

Warren Consolidated Schools carries informational and educational programming on cable TV (Comcast and Wide Open West). Comcast is Channel 20 in Sterling Heights and Warren. The same signal is on Channel 61 B-switch in Troy. Wide Open West carries the district programming on Channel 15. Many school events and activities are videotaped for playback on these channels. Watch the program guide on the cable station for the program schedule. You can also check the schedule on the district's web site (www.wcs.k12.mi.us). Board meetings are also carried.

Wearing Apparel and Warm Weather Dress Code

Because our school is a place of business for education, student dress should be appropriate for the learning process. Play clothing is not appropriate for school. It has been proven that the type of clothes a student wears does have an effect on his or her learning. We would appreciate it if parents would exercise adult judgement in establishing school dress standards and not rely on the desires of their children. We would also like to remind parents and students that when the full force of winter arrives, children need to dress warmly for the trip to and from school and also for noon recess. Remember, boots, hats gloves and scarves are a must when cold days are upon us. To avoid losing clothing items, we recommend that your child's name be written inside whenever possible. Gym shoes without black soles are required for physical education classes.

Elementary School Curriculum

FYI – We know you’re interested in the subjects your children will study and learn during kindergarten through 5th grade. Our elementary school offers the traditional reading, writing, math, science, social studies, art, music, and physical education classes together with Spanish, computer, and health instruction, as well as classes and services for creative and talented students and bilingual students. The amount of time spent with each of these subjects will change from year to year. For example, there is more emphasis on language arts in kindergarten through 3rd grade.

If you are interested in the skills your child should be able to demonstrate in each curriculum area by the time he or she completes a particular grade, pick up a “Standard” booklet. They are available in the school office. It’s a good way for you to participate actively in your child’s education. The following is a short summary of each curriculum area at our school.

Computer Science

Students exiting 5th grade are capable technology users. Classroom instruction focuses on the integration of technology into all subject areas. This includes utilizing aspects of the voice, video, and data network to create innovative projects that demonstrate knowledge in all subject areas. These projects may include the use of Microsoft Word and Powerpoint, Inspirations, and Kidpix Studio. The availability of six different online research encyclopedias through Grolier Online increases access to information as students and parents can access this tool from home. Math resources and activities are also available from home through our partnership with Harcourt.

Fine Arts

Students in elementary grades receive instruction from a music and an art specialist on a weekly basis.

Our **music** program involves both children and teachers in a variety of activities that make music come alive for them. They are able to learn about themselves and the world around them. Opportunities to sing, to listen, to create, to read, and to play instruments are provided in the curriculum. Fifth grade students have the opportunity to participate in the beginning instrumental program for wind, brass, and percussion instruction.

Our elementary **art** program provides activities which develop student awareness in the various media and techniques available. Instruction is provided to help each student develop to his/her potential. The curriculum provides opportunities to work with both 2-D and 3-D projects. Students are encouraged to develop an appreciation of their culture and how history has influenced art.

Health

Each Warren Consolidated elementary school uses the **Revised Michigan Model for Comprehensive School Health Education**.

This pilot program offers a curriculum which involves parents and family members in the health education of their children and reinforces the belief that parents are the primary and most influential teachers of their children. The curriculum uses current health information. The curriculum stresses that illegal drug use is wrong and harmful to youth and consistently emphasizes techniques of saying “no” to drug use. Finally, children are given opportunities to reinforce healthy behaviors outside of the classroom. The curriculum promotes healthy behaviors by providing instruction in ten traditional health content areas. **The content areas are:**

Safety and First Aid, Nutritional Education, Family Health, Consumer Health, Community Health, Growth and Development, Substance Use and Abuse, Personal Health Practices, Emotional and Mental Health, Disease Prevention and Control.

Language Arts

The elementary school language arts program incorporates listening, speaking, writing, reading, and thinking into a curriculum that is rich in authentic literature and informational content. This highly interactive program builds on the traditional basic skills of phonics and vocabulary development. It also emphasizes strategies for comprehension designed to develop those lifelong skills necessary to become informed, thinking citizens.

In addition to the traditional language arts program, there are six special program elements:

English Language Learners (ELL) Program. This program is designed for the “newest American” student who is learning the English language and who speaks a language other than English at home. Elementary students just learning English attend magnet centers housed at regular elementary schools where part of their day is spent with ELL teachers and the remainder in mainstream classes. Students who have “transitional English” skills attend their home school and receive tutorial support.

Title I Programs. (Federal resources provided). This program provides extra assistance to eligible students who need support services in mastering academic content at each grade level. Students are identified for the program, have goals set for them and their progress measured. The program also provides additional training for staff and informational meetings for parents.

Writing. Students learn to regularly evaluate their own writing. Judges evaluate student writing submitted for a formal writing contest.

Foreign Language. In this program, students are exposed to Spanish in grades 1-5 through oral activities and Total Physical Response.

Computer lab. All students will use the school’s computer lab every week to practice language arts skills.

Intervention Programs.

Developmental Kindergarten – a one-year program (half-day sessions) for students whose developmental age is younger than their chronological age. DK provides time for the student to gain communication, receptive language, gross motor, listening, and concentration skills. It also promotes social maturity and enhances self-concept.

Reading Plus – a program for 1st and 2nd graders in which separate teachers work with small groups of students using specialized materials to develop reading, writing and listening skills.

Computer-based instruction – a program which uses computer-based materials for remedial purposes, classroom extension and classroom enrichment.

Mathematics

The K-5 math program is built around the State of Michigan’s curriculum framework. It is designed to develop student understanding in number sense, geometry, measurement, early algebra skills, problem solving, numeration, and grade-appropriate data and statistical analysis. It is our goal to ensure that all students are mathematically literate and are able to use math skills in their everyday lives.

The K-5 math curriculum is enhanced in numerous ways. Hands-on manipulatives are considered essential to mathematics instruction in all K-5 classrooms. Many teachers have adopted the Everyday Counts curriculum that focuses on the daily calendar as a way to develop mathematical skills and concepts. Instruction is supplemented by math software, videos, and technology resources. Calculators are provided for each K-5 classroom, and all students are taught to use this tool appropriately. Students learn math in a variety of ways. By providing the above resources, as well as others, the WCS math curriculum will meet the individual needs of each learner.

Physical Education

The physical education program is designed to develop competence to participate effectively in an environment in which exercise and sports are important. The program promotes positive self-concept through successful movement experiences, as well as development of motor skills for effective interaction with others in cooperative and competitive situations. The program is designed to be age-appropriate and sequential in the development of fundamental motor skills and motor coordination.

The ultimate goal of the curriculum is to develop the attitude that exercise and a healthy lifestyle are important to help children achieve their maximum capacity as contributing members of society.

Science

Students learn science best by actively doing science. The WCS elementary science program is a hands-on, activity-based curriculum. It is designed to provide opportunities to develop scientific literacy through:

- < **Knowledge and use of** basic life, earth and physical science concepts (cells, living things, ecosystems, heredity, evolution, matter, force and motion, energy, waves and vibrations, geosphere, hydrosphere, atmosphere, weather, solar system and universe).
- < **Development and refinement of** scientific skills and thought processes (measuring, estimating, comparing, analyzing, communicating, observing, classifying, inferring, predicting, formulating hypotheses, defining operationally, controlling variables, designing experiments, conducting experiments, and interpreting data).
- < **Connections** among the sciences, as well as technology and society.
- < **An understanding of**, an interest in, and an appreciation of the world in which students live.

The major goal of science education is to develop scientifically literate citizens. Scientific literacy is the ability to construct new personal knowledge, to reflect on the nature of that knowledge, and to use scientific knowledge.

Social Studies

The central purpose of social studies is the development of **citizenship**. We want to ensure that students have the knowledge, skills, and understanding of democratic values necessary for rational decision making as participating citizens in a multi-cultural and interdependent global society.

The elementary curriculum has students demonstrating their knowledge in:

- < The geographical themes of location, place, human environment relationships, movement, and region.
- < The history themes of people, events, ideas, institutions, and historical movements.
- < The political science themes of structure, functions, and politics of constitutional democracy.
- < The economic themes of scarcity, opportunity cost, productivity, economic systems, and economic institutions.
- < The sociology/psychology themes of cultural diversity and unity in American society, variations of cultural influence, and conflicts among them.

Democratic values such as respect for themselves, as well as the rights and well being of others, and respect for classroom, school, community, and national rules will be emphasized.