

Family: _____

MIPS
Elementary
&
Middle
School
Parent
Handbook



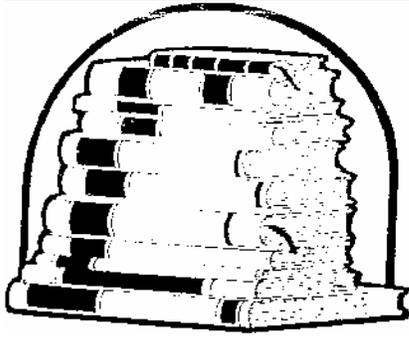
Mackinac Island Public School Mission Statement –

**The Mackinac Island Public School is dedicated
to inspiring all we serve to develop their full
potential as lifelong learners.**

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Book It!

Book It! begins in October and runs through February.

(For a total of five months.)

Students will earn a reward for each month they complete.

Students must meet the requirement in their classroom for four out of the five months to be able to attend the bowling party in the spring.

There will NOT be a make-up month.

The requirements for Book It! are different in each classroom so be sure to check with your child's teacher each month!

Remember, students who read every day generally do better in school.

Help your child be a good student by encouraging him or her to read EVERY day!

Happy Reading!

PACE

	Participation	Physical Education	
	Attitude	Arts	
	Computer	Cooperation	
	Education	Effort	

Physical Education class will provide students the opportunity to explore body movement, increase physical fitness and exposure to sports and lifetime physical activities. ***Proper gym shoes required.***

Arts classes include music education in which students will learn:

- Basics of rhythm, pitch and music notation.
- To appreciate a variety of musical styles.
- To perform a variety of musical pieces using voices and instruments.

The goal of computer class is to expose children to a variety of computer applications, software and the internet. Students will become confident computer users.

Research has shown students who read frequently at home are generally better students and tend to do better in school.

Help your child by encouraging them to read or by reading to them every night.



Mm Nn Oo Pp Qq Rr Ss Tt

The ABCs Of Reading To And With Your Child

- Ask questions while reading together. What do you think will happen next?"
- Buy books as gifts for birthdays, Christmas, Hanukkah, or other holidays.
- Chat about what is happening in the book and how it relates to everyday life.
- Drop everything and read. Set aside 90 minutes a day during which the whole family reads.
- Examine book illustrations in detail Select books that have large, bright pictures.
- Find books that interest your child. Make suggestions, but don't turn reading into work.
- Give hints when your child gets stuck on a word.
- Have fun. Smile and enjoy the story. Read with a slow, relaxed voice and be expressive.
- Invite your child to the bookstore. Take time to lounge in the chairs and browse the books.
- Join in, your child's reading successes. Celebrate every small step with sincere praise.
- Kids love to receive mail. Send your child a magazine subscription in an area that interests him or her.
- Learn to read with—not just to—your child daily. Read aloud, share ideas, and answer questions.
- Model reading. Share with your child, whether you're reading for information or for entertainment.
- Never force your child to read. If you're both too tired or discouraged to read, take a break.
- Offer your child a variety of reading materials—such as books, magazines, cereal boxes, comics, and newspapers.
- Predict story elements, draw conclusions, and retell the story with your child.
- Quiz your child at the end of a story. Informally, of course!
- Reread books to familiarize your child with words and to build self-confidence
- Sing songs, recite poetry, and do finger plays to help develop language and listening skills.
- Try to help your child understand that it's okay to make mistakes.
- Understand that reading is developmental and that it takes time and practice to become fluent.
- Visit your local library on a regular basis. Sign your child up for his or her own library card.
- Welcome wordless picture books into your collections. They generate conversation and allow the nonreader to create his or her own stories.
- "Xhibit" patience when your child is selecting books. Your support is empowering.
- You are the most important person in helping your child develop a lifelong love of reading.
- Zealous readers are the result of supportive and nurturing role models.

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Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll

Uu Vv Ww Xx Yy Zz 0 1 2 3 4 5 6 7 8 9

Homework Lab Policy



Homework lab is available to all students at Mackinac Island Public School three or four days a week from 3:08 p.m. to 4:00 p.m.

If you would like to have your child participate in homework lab, please sign the policy below.

Students will behave in an appropriate manner in homework lab. Students will bring their school work and needed supplies to homework lab and complete their work in a timely manner. Discipline problems in homework lab will be handled in the following manner:

- 1st incident - verbal warning
- 2nd incident - leave homework lab and work independently in hallway
- 3rd incident - phone call home to parent that student needs to be picked up and a two-day suspension from homework lab.

Student Signature

Parent Signature

Parent Volunteer Opportunities

After School Tutor
Reading Buddy
Lunch Recess Duty
Library Volunteer
Organize Classroom Parties
Organize Holiday Events
Soup Labels
Field Trip Assistant
Mini-Lesson Teacher



“Give Me Five”

1. **Stop**
2. **Drop**
3. **Hands**
4. **Look**
5. **Listen**

It is our goal to provide the Mackinac Island Elementary students with a uniform signal that their attention is needed. When a teacher says, “Give me five,” it is our goal that the children will:

- 1) **stop** what they are doing.
- 2) put down (**drop**) whatever they are working, on,
- 3) raise their **hand** into the air.
- 4) **look** at the teacher in charge, and
- 5) be ready to **listen** for instructions.

The “I” Messages

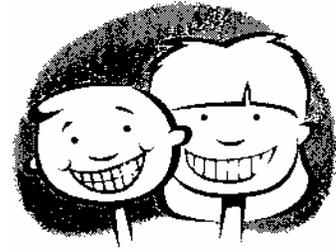
In the elementary end, we want the students to be able to communicate effectively. We emphasize communicating with words. The students have been taught the three “I Messages” for sharing when something bothers them.

#1 Tell the person what they did that bothered you.

#2 Tell them how you felt about what they did.

#3 Tell them what you want them to do in the

The Importance of Attitude



The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than money, than circumstances, than failures, than successes, than what other people say and do. It is more important than giftedness or skill. It will make or break a company... a church, a home, a classroom. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past... we cannot change the fact that people are going to act in a certain way. We cannot change the inevitable. The only thing we can do is change our attitude. I am convinced that life is 10% what happens to me and 90% how I react to it. It is the same with you... we are in charge of our attitudes.

-Charles Swindoll

*Remind your child how important his or her
attitude is.*

Life is 10% what happens to you and 90% how you react to it.



Attendance Procedures

Student illness

We request that you call the office each day your child is absent. If no call is received we will try to contact you to confirm your child's absence.

Planned Absence

If you know your child will be absent for a period of time, we ask that you notify the office ahead of time. Your teacher may or may not choose to send assignments ahead of time. It is important to note that work sent home can never fully replace classroom instruction.

Tardiness

The importance of students arriving at school on time cannot be overemphasized. If your child is going to be late please give the office a call. Doors open at 8:15AM and classes begin at 8:20AM.

Mackinac Island Public School
 Calendar 2005/2006
 Approved July 2005 8:20 Start Time

2005

Thursday, September 1	Professional Development Day, No School
Tuesday, September 6	School Starts
Thursday, September 22	School Board Meeting
Friday, September 23	Progress Reports
Wednesday, October, 12	PSAT Test ---- MEAPS this week
Friday, October 14	Progress Reports
Friday, October 21	Professional Development Day, No School
Thursday, October 27	School Board Meeting
Friday, November 4	End of the First Marking Period
	Professional Development Day, No School
Wednesday, November 9	Parent/ Teacher Conference, School Dismissed at 12:00 PM
Thursday, November 17	School Board Meeting
Wednesday, November 23-	Thanksgiving Break
Tuesday, November 30, 2004	PLAN Test
Tuesday, December 2	Progress Reports
Friday, December 9	Professional Development Day, No School
Thursday, December 15	School Board Meeting
Wednesday, December 21	Progress Reports
Thursday, December 22-	Christmas Break

2006

Tuesday, January 3	School Resumes
Friday, January 20	End of Second Marking Period
Wednesday, January 25	Parent/ Teacher Conference, School Dismissed at 12:00 PM
Thursday, January 26	School Board Meeting
Friday, February 10	Professional Development Day, No School
	Progress Reports
Monday, February 13	Mid-Winter Break/No School
Thursday, February 23	School Board Meeting
Friday, March, 3	Progress Reports
Friday, March 10	Professional Development Day, No School
Thursday, March 23	School Board Meeting
Friday, March 24	End of Third Marking Period
Monday, March 27-Friday, March	Spring Break
Wednesday, April 5	Parent/ Teacher Conference, School Dismissed at 12:00 PM
Friday, April 14	Good Friday, No School
Monday, April 17	Easter Monday, No School
Friday, April 21	Progress Reports
Thursday, April 27	School Board Meeting
Friday, May 12	Progress Reports
Tuesday, May 23	Awards Ceremony - 6:00 PM
Thursday, May 25	School Board Meeting
Friday, May 26	Graduation, 7:00 PM
Monday, May 29	Memorial Day, No School
Thursday, June 2	Last Day of School, 12:00 PM Dismissal
Thursday, June 22	School Board Meeting

Special Activities

Back to School Night in September
Parent Night in November
Holiday Program in December
Special Person Day in February
March is Reading Month
Science, Literacy or Social Studies Fair in April
Field Trips in the Spring

Field Trip Procedures

Students must wear bike helmets.
When lunch is required, please do not send pop containing high amounts of caffeine.
Bottled water is always recommended.

Chaperones

Chaperones are in charge of a group of students and should assist with discipline and good manners. They should participate in activities with students and may be required to drive.

Parents are welcome to go on field trips (if there is room) when they are not chaperoning, but only recognized chaperones will have their admission and boat ticket paid by the school.

Mackinac Island Public School

Enrollment List

9/6/2005

Kindergarten

Nicholas Davis
Sadie Johnson
Gabriel Kromer
Xaviar McClintock
Grace Roguska
Cheyla Shunk

First Grade

Talon Greenlee
Emily Modd
Christopher Riggs

Second Grade

Keely Johnson
Octavia Valencia

Third Grade

Mackenzie Bean
Jacob Chambers
Olivia Chambers
Meadow Greenlee
Adriana 'Kati' Kattelus
Kyra Kolatski
Dana Roguska
Kyle Shunk

Fourth Grade

Hailey Armstrong
Jessica Beaune
Colton Fisher
Sierra Kompsi
Adrienne Rilenge
Amelia Roe
Paul Wandrie

Fifth Grade

Collin Armstrong
Hailey Bean
Onaca Bennett
Louis Clark
Diana Dupre
Leo Horn
Ivie Leadens
Zhan'e Nash

Sixth Grade

Devon Hunt
Austin Jaruzel
Caleb Kolatski
Anthony Rickley
Blake Ruddle

Seventh Grade

Morgan Brodeur-Bunker
Marie Bunker
Andrew Chambers
Maggie Chambers
Robert Chaffee
Ashley Gough
Austin Ruddle
Jesse Straight
Elizabeth Zontini

Eighth Grade

Jane Finkel
Paul Fisher
Tymon Horn
Shelbie Mosley
Thomas Rilenge
Bernard 'Roby' Robinson
Jeff Roguska

Ninth Grade

Darcy Brodeur-Bunker
Robert Chambers
Fuller Cowell
Kate Dupre
Michael Gamble
Arial Leeper
Tyler McLean
Shayleen Mosley
Rhodene 'Michi' Mullings
Danielle Wightman

Tenth Grade

Woody Beardsley
Riley Chaffee
Karlana Mosley
Caleb Straight
Kyle Sweet

Eleventh Grade

Kristi Kamphuis
Scott Roguska

Twelfth Grade

Melissa Bunker
Eric Cowell
Tyler Finkel
Sam Kamphuis
Christina McLean
Miranda McMahan
Ben Mosley
Jason Pettit
Supeechar (Gap) Sapruang
Emily St.Onge

First Graders

- Need to practice word card rings every night**
- Need to practice spelling words every night**
- Need to be led to be responsible**
- Need a positive feeling about homework and**
- Need lots of sleep**
- Need to be read to daily**

D'Nealian Letters

Why Use Them?

- Decreases reversals of letters
 - b&d
 - p&q
 - and others
- Smoother transition into cursive script
 - tails
 - slant
 - method
- Takes less time than “traditional” letters
 - the pencil is lifted less frequently.

Important Ideas

- Teach your child lower case letters first. Capitals come later.
 - Capital letters are only used in specific situations
 - proper names
 - 1st word in a sentence
- The looks of the letter are 1/3, the method of creating the letter is 2/3 of the finished product!
 - If they are made incorrectly, the transition to cursive is difficult.
- Make your child hold their pencil correctly.
 - If you see them holding it incorrectly, move the pencil into the proper position.
- Correct pencil grip makes writing much easier.

Helpful Hints on Handwriting

All letters start at the top and come down

Capital letters start at the tall line and most lower case letters start at the middle line.

C LETTERS

a= starts like a c, goes up and down

d= starts like a c, goes up, up, up and down, down, down

g= starts like a c, goes fishing

o= starts like a c, go up

q= starts like a c, goes fishing the other way

s= starts like a c, goes swish, swish

TALL MAN LETTERS

b= starts at the top and b-b-b bounces

h = tall man, hump, swing

k= tall man, kick, swing

f= hook, tall man, cross

l= tall man

t= tall man, crosses

I LETTERS

i= down, dot

j= starts like an i but goes fishing

m= down, hump, hump, swing

n= down, hump, swing

r= down, hook

p= pokes in the water and pops back up

u= round bottom, down

w= round bottom, round bottom

y= round bottom, goes fishing

Numbers

2 and 3 are not like a c

6= starts like a c and ends in a curl

7= first a flag and then a pole

8= make an s and go straight home

9= first a balloon and then a stick



2nd/3rd Grade Goals

READING

The goal in 2nd and 3rd grade will be for students to become fluent readers who are able to comprehend what they read. Students will become familiar with and use a variety of strategies to understand text using graphic organizers (KWL, story maps, character webs), QAR (question/answer relationships), and SQ3R (Survey, Read Actively, and Answer).

Students will learn strategies through whole group shared reading activities and practice these strategies in their guided reading groups. They will read a variety of texts including both fiction and nonfiction.

Students should read nightly!

WRITING

Students will become familiar with the writing process: brainstorming or webbing, writing a first draft, editing their own work, and rewriting the story with more detail. Students will also improve in the use of spelling and punctuation.

Students will write daily in the classroom!

MATH

Students will work on using strategies to add, subtract, multiply, and divide larger and larger numbers.

Students will explore the concepts of measurement, graphing, geometry, and fractions.

Students will also become familiar with the different strategies for problem solving: finding a pattern, making a table, drawing a picture, guess, check and revise, working backwards, making an organized list and choosing the operation.

Sample Day Ms. Eiseler's 2nd/3rd Classroom\

Opening – 8:25 – 8:30

Guided Reading Block/Centers 8:30-10:00

Working with Words – 10:00 –10:10

Break – 10:10 – 10:30

Writing – 10:30 – 11:25

Lunch

Read Aloud – 12:00-12:30

Math – 12:30 – 1:30

Science/Social Studies – 1:30 – 2:20

PACE – 2:20-3:08

Opening – 10 minutes

Enter and prepare for day... gather to share ideas and events...morning work.

Guided Reading Block (1 hour 20 minutes)

In small groups teacher guides students in the reading of selections from basal readers, literature collections or trade books of which there are multiple copies...groups are fluid and change depending on strengths....focus is on specific reading and comprehension skills

Working With Words Block – 10 minutes

Word wall...work on high frequency words, word patterns, etc. to improve reading and spelling skills

BREAK

Writing Block – 45 minutes

Mini-lesson focusing on specific skill...independent writing skills...author's chair

LUNCH

Shared Reading

Teacher reads carefully selected material to provide opportunities to model reading strategies such as self-monitoring, retelling, predicting, visualizing, making connections, questioning, inferring and summarizing

Math

Calendar....Math Their Way, Investigations, Scott Foresman

Science

Attributes, Weather, Liquids/solids, Light/sound, Reptiles, Amphibians, Plants

Social Studies

Family tree, Nationality, US symbols, Government, Pioneers, Five themes of Mackinac Island, Geography

Math and Science with Mrs. Burt!

A safe comfortable environment where students will:

-  Develop grade-level appropriate mathematical and scientific skills
-  Assume responsibility
-  Design and conduct experiments
-  Ask questions
-  Think about and investigate the world around them
-  Get organized
-  Learn from their mistakes
-  Try out new ideas to answer questions
-  Apply ideas learned in class to real-world situations
-  Have fun!

In Mathematics:

4th Graders will continue using 3rd grade skills and build upon them by:

- increasing their knowledge of place value
- building multiplication and division skills
- mastering long division
- adding, subtracting, multiplying, decimals
- developing an increased understanding of geometry
- constructing a clearer understanding of whole numbers and fractions by adding and subtracting like denominators
- applying skills to real world situations
- constructing and interpret bar, line, and pictographs
- making estimations
- increasing problem solving abilities by applying problem solving strategies
- expressing mathematical thinking in writing

5th Graders will continue using 4th grade skills and build upon them by:

- adding, subtracting, and multiplying fractions with like and different denominators,
- adding, subtracting, multiplying, and dividing whole numbers and decimals
- rounding whole numbers, decimals, and fractions
- building relationships between fractions, decimals, and percents
- creating and interpreting bar, line, picot, circle graphs and other data projections
- developing an increased understanding of geometry
- exploring simple probability
- building problem solving skills and higher level thinking
- expressing mathematical thinking in writing

6th - 7th Graders will continue using these skills and build upon them by:

- working in the STEM Program
- building an understanding of algebra and equations
- working with more complicated numbers
- developing coordinate graphing skills
- developing an increased understanding of geometry
- using both positive and negative numbers
- working with ratio and proportions
- creating and interpreting more complicated bar, line, circle graphs and other data projections
- exploring both experimental and theoretical probability
- lots of problem solving and real world applications
- expressing mathematical thinking in writing



In math all students must show their work to receive full credit. Math homework is checked in class. 6th - 7th graders will earn a “zero” for any math assignments not turned in.

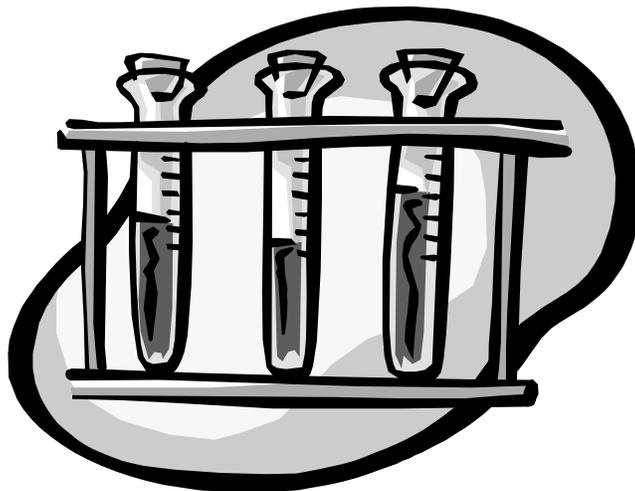
In Science:

4th and 5th Graders will:

- explore ecosystems and animal adaptations
- build and understanding of the systems of the human body
- gain knowledge about pollution and develop strategies to end it
- discover the hydrosphere (water)
- learn about the movements of celestial bodies
- apply knowledge of simple machines to invent a device incorporating them

6th - 7th Graders will:

- learn the differences between living and non living things
- compare and contrast animal and plant cells
- investigate heredity and learn about animal reproduction
- memorize the structures inside and dissect hearts (deer and pig)
- discover constellations and research how they have helped humans
- probe into forces, motion, work and simple machines



Helping your child be successful in math and science is as easy as 1, 2, 3, 4!

1. Be involved in your child's education.

Ask your son or daughter about what he or she is studying in school. Perhaps you can perform some investigations at home about the current science topic. Or, ask your child to help you when you are doubling that chocolate chip cookie recipe.

2. Encourage your child to wonder about the world.

In science your child will have an I Wonder... Journal. During the year he or she will be required to write about something they find interesting, or something they are curious about. For example, they may choose to write about their thoughts on why the sky is blue, why are people's voices different, or why is it that dog breeds look different when they're all dogs. As you interact with your child every day, encourage them to think about the world around them, and when they do, remind them to include their ideas in their I Wonder... Journal. (These will be graded for effort, participation, and depth of thinking.)

3. Get the facts.

Please, don't guess what's going on in the classroom or wonder what or why something happened. Instead, call or stop by to ask a question, share an idea, offer a suggestion, or suggest a solution. You can reach me at school daily between 7:00 and 8:00 a.m. and 3:15 to 4:00 p.m., or at home between 5:00 and 9:00 p.m. You can also e-mail me any time at estaats@eup.k12.mi.us In addition, every Friday your child will bring home checked assignments and their calendar (with comments from me.) Please go over the assignments, look at and discuss the calendar with your child, then sign the calendar and return it to school. That way you can remain up-to-date on your child's behavior, work habits, and grades. This will eliminate surprises come report card and conference time.

4. Be aware.

4th - 7th graders do have homework, and may even have homework on Fridays. Please don't ask your child **if** they have homework. Instead ask **what** the evening's assignment is, and most importantly when the assignment is due. (If you ask this daily, you'll have no surprises.) Check to insure the homework is completed. As you check the completed homework, please encourage your child to go back and correct their mistakes. As a parent, checking homework is a great way to keep up-to-date on what is being covered in class.

Mrs. Burt Expects Students to:

- Always put safety first
- Come to school on time
- Keep their locker, cubby, and table clean and organized
- Be prepared for class
- Complete and hand in their in-class and homework assignments on time
- Treat others with respect and kindness
- Follow the classroom code of conduct
- Listen to teachers or adults who are in charge
- Always do their best and put in 100% effort
- Not complain
- Use words instead of violence to solve problems
- Be helpful when others need it
- Never tease or try to hurt others in any way
- Listen and pay attention in class to both Mrs. Burt and other students
- Maintain a positive attitude
- Read at least 20 minutes every night
- Always tell the truth, even when it may get them in trouble
- Put things back neatly where they got them
- Be careful with classroom supplies (computers, books, etc.)
- Never go on the internet without her permission AND a teacher is in the classroom
- Remember to complete weekly classroom jobs
- Always ask if they do not understand something
- Wonder about the world and how things work
- Have fun
- Think
- Learn!



My Family and I Can Expect Mrs. Burt to:

- Be on time to class
- Be prepared to teach each day
- Read to the class
- Give clear directions
- Explain things fully
- Answer my questions
- Return my graded assignments in a timely fashion
- Treat me justly
- Listen to me
- Make me feel special
- Understand that everyone has a bad day now and then
- Help me when I need it
- Be honest with me and my family
- Let me use the computers in the classroom to do assignments and for fun
- Keep my parents informed about my behavior, grades, and effort in school
- Give me extra attention when I am having trouble understanding
- Let me know how I will be graded before I begin the assignment
- Be available before and after school to help me with assignments
- Give me her phone number so I can call her at home with my homework questions (as long as I call before 9:30 p.m.)
- Pat me on the back when I do a good job (or hug me if that's what I want)



Math & Science Classroom Rules



My classroom rules are very simple:

1. Be respectful
2. Be responsible

Consequences

I believe all behaviors are chosen. People make decisions between consequences. If Michelle chooses to study for a test then she has decided to earn a higher grade. If Amber chooses to play outside instead of studying, she has decided to earn a lower grade.

When students choose to use inappropriate behavior and or choose to not turn in assignments on time, they have chosen to earn a consequence:

Warning

Loss of one break

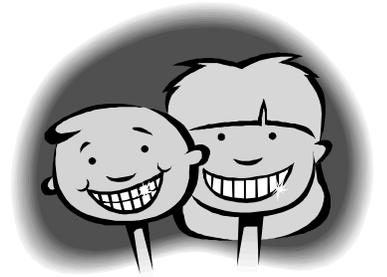
Loss of a second break and possible before or after school detention

Loss of a third break, detention, and/or a meeting with Ms. Allen, and/or contact parents

Additional consequences will be implemented as needed on an individual basis.

Students who struggle with making good choices about behavior and homework may need to use a special behavior plan created by Mrs. Burt, Ms. Allen, Mr. Dehring, and his or her parents.

The Importance of Attitude



The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than money, than circumstances, than failures, than successes, than what other people say and do. It is more important than giftedness or skill. It will make or break a company... a church, a home, a classroom. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past... we cannot change the fact that people are going to act in a certain way. We cannot change the inevitable. The only thing we can do is change our attitude. I am convinced that life is 10% what happens to me and 90% how I react to it. It is the same with you... we are in charge of our attitudes.

-Charles Swindoll

Remind your child how important his or her attitude is.

Life is 10% what happens to you and 90% how you react to it!

Welcome to Ms. Allen's Classroom

Sample Daily Schedule

4th & 5th Grade

8:25 – 8:40 - Following Directions/Listening Skills, Current Events

8:40- 9:15 - Writing/Grammar/Spelling

9:15 – 10:10 - Reading Groups- Class is divided into two groups

10:10-10:30 - Break

10:30-11:25 - Social Studies -

- History – United States
- Civics
- Economics
- Geography
- Government

6th, 7th Grade

12:00-1:20

- Literature Groups
- Centers – Journal Writing, Spelling, Writing, Grammar, Mechanics

1:20 – 2:15 – Social Studies – Eastern Hemisphere

2:15-3:08 – PACE

Let's Get Excited About Reading!

Language Arts – The goal for all students will be to read a variety of reading selections both fiction and non-fiction and apply higher level thinking skills to predict, relate and analyze the material.

The students will use both an anthology of reading stories in addition to novels, magazines and research articles.

Writing, Vocabulary, and Grammar are coordinated with the reading program. Look forward to seeing essays, stories, reports, poetry and much more!

Spelling – A combination of the spelling program plus words from the content areas. Help study the words for the test on Friday.

SPECIAL NOTE

If any parent is interested in helping out in the classroom or in the office (making copies) please let me know. One hour a week would be so helpful to our class and your child. Any parent interested in planning classroom holiday parties, please contact me.

Ms. Allen's Classroom Rules

- Follow Directions
- Raise Your Hand
- Keep Hands and Feet to Yourself
- Respect Each Other
- Complete Work on Time

Consequences

- Warning
- Miss 1st recess
- Miss lunch recess
- Call Home
- Principal's Office

General Rules and Guidelines

ABSENCES

Absences will be classified as excused or unexcused. An excused absence is any absence having parent/guardian knowledge and approval, and is communicated to the school via the parent/guardian (regardless of the student's age).

VACATIONS

A pre-arranged vacation not to exceed (10) school days will be allowed and considered excused per school year. Vacations must be pre-arranged five (5) days in advance. Parent/guardian knowledge and approval is required. All work must be completed before the vacation unless arrangements are made with the teacher.

HOME NOTIFICATION

The parent or guardian must call the office on the day of an absence to be considered excused. The office will notify the parent/guardian via phone of all unreported absences. (This will be done on the day of the absence.)

LATE ARRIVAL/EARLY DEPARTURE

Students coming to school late, leaving school or returning to school must report to the office to sign in or out. Students will be allowed to leave school (exclusive of high school lunch) only if they have a parental excuse and/or administrative permission. **Students leaving the building without permission will be treated as unexcused absences.**

Grades 1-7

8:15 AM Doors Open

8:20 Classes start

10:00 – 10:15 AM Recess

11:20 – 12:00 PM Lunch/Recess

12:00 PM Afternoon classes

3:08 PM. Dismissal

Kindergarten

8:20 AM – 11:24 AM *or* 12:00 PM – 3:08 PM



Students are not permitted be in the building after 3:15 PM unless they are directly under the supervision of a teacher, coach or approved group sponsor. Upon completion of the scheduled after school activity, all students must depart the building in a timely manner. Students are not to let anyone into the building unless instructed by the supervisor of the activity.

In the event of mechanical failure, snow or ice storms, tornadoes, etc., the following procedures will be followed.

1. The decision to close school due to hazardous conditions is made by the Superintendent upon the recommendation of fellow staff members.
2. When the decision is made to close school it will be announced as soon as possible over local radio and TV stations. If time allows a phone call will be made notifying parents/students.
3. If school is closed while students are in school time will be allowed between the time of the announcement and the departure of the children so that arrangements can be made for elementary students whose parents are not home.
4. When the school closes, it closes to all students unless specifically approved by the Superintendent.
5. Athletic contests, practices, class projects, etc. may be permitted if the cause of the emergency school closing does not cause danger to the participants as determined by the Superintendent and Board President.



ENROLLMENT

To enroll in kindergarten the student must be five (5) years old by December 1 of the school year enrolled. Screening by school and Intermediate School District officials will also be considered. Immunization records and a copy of an official birth certificate are needed to enroll.

Enrollment of other new students is accomplished by reporting to the office and arranging for transcripts of grades earned to be transferred from the previous school attended. Grade placement, selection of classes and other necessary paperwork will also be completed at this time.

In either situation, parents must accompany the student to the office.



FEES AND EXPENSES

In general, the district must provide, without cost, those materials used during the course of the school year. The board reserves the right to charge fees for: projects students take home, a refundable book rental, damages to school property, extracurricular activities and any other materials which the district is not required by law to provide.

FIELD TRIPS

Field trips designed to stimulate interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classrooms.

A sufficient number of chaperones are to accompany the group, keeping in mind the age and maturity of the group and the distance and nature of the activity. Further, it is urged that as many chaperones as possible be parents.

Permission and medical release forms will be required for all off island trips. Eligibility as defined earlier in the code of student conduct will apply.

FIRE DRILLS

Fire drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area.

FOOD AND DRINK

Food and beverages are not allowed at anytime in the computer lab, library or near any computers through out the building. Food and beverages may be allowed in the classroom on special occasions as determined by the teacher and Superintendent. Students are allowed to have water only in their classrooms no other beverages allowed.

LOCKERS

A. Assigned by the administration.

B. Areas are reserved for each some grade as determined by the administration.

C. Valuables:

1. Do not leave money or other valuables in your locker.
2. If you must bring a sum of money to school, or have collected money from a class project, take the money to the office and it will be kept safely for you and credited to the proper account.
3. If the office is not open, turn all money in your possession over to your advisor until it can be secured in the office.

D. Care of lockers:

1. A locker is the property of the school, not the student. It is subject to inspection by the administration at any time. Locks may be cut to gain entrance if a key is not available.
2. Having a locker is a privilege, not a right.
3. Keep it clean and orderly.
4. Do not tamper with another person's locker. Those who do are immediately suspected of theft and/or any damages that may occur.



LUNCH

Elementary - Lunch begins at 11:24 a.m., and ends at 12:00 p.m. All students must stay at the school during this time unless they have parental permission to leave the school grounds. Parents must send a note to that effect.

PARKING



A bicycle parking area is on the southern side of the building for elementary students. Bicycles are not to be parked on the sidewalks near any of the exits and must be placed in the racks provided.

PLAYGROUND RULES K-7

Expected Behavior - Certain types of behavior will not be tolerated on the playground. Among these are:

1. Fighting
2. Wrestling
3. Kicking
4. Rough play of any kind
5. Football - tackle
6. Snowballs
7. Swearing or abusive language

Students must use playground equipment properly:

1. No running up the slide
2. No double swinging or jumping off swings in mid flight

Students must:

1. Stay on playground area

Students must not:

1. Climb trees
2. Play ball games on the school side of the sidewalk

VIOLATIONS OF PLAYGROUND RULES:

1st violation: Warning

2nd violation: Isolate student under supervision of playground supervisor/teacher, student must indicate how he/she will change behavior

3rd violation: Public service to be decided by playground supervisor/teacher

4th violation: Conference with parent and/or detention

REPORT CARDS/PARENT-TEACHER CONFERENCES

Report cards are issued every nine (9) weeks and at the end of each semester. Academic progress, attitude, attendance and citizenship information will be included. Conferences will be scheduled at the end of each nine (9) week marking period, except for the last (9) week marking period. Parents/Guardians are strongly encouraged to attend these conferences. Elementary parents will be notified of their scheduled conference time

RETENTION

Lower Elementary (K-3) - Retention will be based on decisions reached by the child's teacher and parent. It is recommended that the teacher's advice be strongly considered in this matter.

Upper Elementary (4-7) - Retention will be considered if the student has failing marks in 2 classes. At the end of each marking period parents will be notified of their child's potential danger of failing. During the fourth marking period the parents, teacher and Superintendent will hold a conference to determine if retention is in the student's best interest. To pass from grade 7 to grade 8 a student must have 6 - 7th grade credits and pass English, Reading, Science, Social Studies and Math.

PROGRESS REPORTS

Students in grades K-7 will receive a weekly progress report and students in grades 8-12 will receive a progress report every three weeks. If it is necessary a parent/teacher conference will be scheduled to discuss a student's educational progress.

STUDENT MATERIALS/EQUIPMENT

Materials and equipment needed by the student to successfully complete classroom assignments will be distributed by the individual classroom teacher. It is expected that all material and equipment be properly used and taken care of. All unused materials and equipment must be returned at the request of the teacher or at the end of the school year. The Board reserves the right to issue materials and equipment using a ration system.

STUDENT RECORDS REVIEW

Parents and students 18 years old or older have the right to review student records and to have copies of these records. Available records include test scores, report cards, health records, attendance records and any other records, pertaining directly to the student's performance while enrolled in school. An appointment to review student records should be scheduled to allow the administration time to secure the records and time to assist the individuals with the review. For more information please contact the Superintendent.

TELEPHONE

The school telephones are for business or emergency use only. Failure to use the telephone in a courteous manner is prohibited as is use of the phone for long distance calls. No pupil will be called to the telephone. Messages will be delivered to elementary students. High school students will be notified of calls via a note on the bulletin board and, if possible, personal contact.

TRANSFERRING ELSEWHERE or BACK AGAIN

If a student is transferring to another school it is appropriate for the parents or student to inform the office of the transfer. Transfer of records will normally be handled by the office personnel at the school to which the transfer is being made. Transcripts will not be sent if we do not have a signed permission slip on file in the office. School records cannot be given to parents: they must be requested in writing by the receiving school.

If you are transferring back from a winter school, please provide us with at least one weeks notice prior to your return.

VISITORS

Parents are welcome to visit at any time, but we ask that you contact your child's teacher and or the Superintendent first to determine the best time for a classroom visitation. Student visitors must first get advance permission from the Superintendent and the teachers involved in the visit, and they are to report to the office on arrival and departure. A total of two consecutive days may be granted to student visitors.