

**Fiedler Elementary**  
**Student Handbook**

2017-2018



**The Fiedler Falcons**

6317 Nightingale • Flint, MI 48506  
(810) 591-9925

# Kearsley Community School District Mission Statement

The Kearsley Community School District is committed to educational excellence. It is our mission to prepare students to be lifelong learners, active citizens and contributing members in an ever-changing world.

## Fiedler Elementary School Mission Statement

The Fiedler Staff will provide a safe environment where a rigorous curriculum is delivered and high expectations are held for all students while differentiating instruction to meet all students' needs.

## Fiedler Elementary School Vision Statement

We, the Fiedler Community, will provide a safe environment with high expectations to develop successful learners, effective problem solvers, and responsible citizens to meet the demands of the 21<sup>st</sup> century.

## Be Code Expectations

Fiedler Elementary students are expected to follow the Be Code at all times and in all locations while coming to school, in school, and going home.

- Be Ready
- Be Responsible
- Be Respectful

## Fiedler Daily Schedule

8:30 a.m. ....	Students may enter the building. Breakfast is served.
8:40 a.m. ....	School begins
11:45a.m.-1:15 p.m. ....	Students eat lunch and then have recess time
11:45 a.m.-12:30 p.m. Fourth grade.....	Lunch 1: Rooms 101, 102, 103, 202
12:00-12:45 p.m. Fourth grade.....	Lunch 2: Rooms 106, 108, 109, 110
12:15-1:00 p.m. Fifth grade .....	Lunch 3: Rooms 204, 205, 206, 208
12:30-1:15 p.m. Fifth grade .....	Lunch 4: Rooms 203, 207, 209, 210, 104
3:30 p.m. ....	Dismissal
3:37 p.m. ....	Buses depart

### REMINDER TO PARENTS

The school day begins at 8:30 a.m. **CHILDREN ARE NOT TO ARRIVE BEFORE THIS TIME.** When dropping off your children for school or picking them up after school, please follow the parent pick up/ drop off line on the east end of the property. Students will wait inside the gym until his/ her vehicle number is called. This is for the safety of ALL STUDENTS.

# Fiedler Elementary Building Staff

Mrs. Sturk	Science	591-2750
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Mrs. Compau	Special Education	591-2748
Mrs. Grant	Special Education	591-2759
Mrs. Hewitt	Special Education	591-2744
Mrs. Bearss	Special Education	591-2744

Mr. Johnson	Physical Education	591-9925
Mr. Bregand	Music	591-9925
Mrs. Uhelski	Speech	591-5413

## Instructional Support Staff

Mr. Hamilton	Media Aide	591-5417
Ms. Pool	Time Out	591-2756

Ms. Dupens	S/E Aide	
Mr. Rushlo	S/E Aide	
Ms. Steel	S/E Aide	

Mrs. Collins	Technology Specialist	591-5415/3081
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Mr. Berkey	Title I Aide	
Mrs. Davidson	Title I Aide	
Mrs. S. Houser	Title I Aide	
Mrs. Lillywhite	Title I Aide	
Mrs. Lueckeman	Title I Aide	
Mrs. Ratza	Title I Aide	

## Administration

Mrs. Verran	Principal	591-2743 / 2778
Ms. Howarth	Secretary	591-2741
Mrs. Frixen	Clerk	591-2742
Mrs. Oetting	Literacy Coach	591-2771
Mrs. Schofield	Math Coach	591-2771
Mrs. Eggleston	Counselor	591-5412
Mr. Gonzalez	PBIS Interventionist	591-2770

## Teachers

Mrs. Ashley	4th grade	591-2746
Mr. Billing	4th grade	591-2745
Mrs. Brigolin	4th grade	591-2751
Ms. Fox	4th grade	591-2752
Mrs. Houser	4th grade	591-2773
Mrs. Puffer	4th grade	591-2747
Ms. Henson	4th grade	591-2748
Ms. Wheaton	4th grade	591-2749

Ms. Karr	5th grade	591-2766
Mrs. Katzenberger	4th grade	591-2767
Mrs. Harrison	5th grade	591-2763
Mrs. O'Bryan	5th grade	591-2764
Mrs. Rye	5th grade	591-2757
Ms. Skinner	5th grade	591-2765
Ms. Wagner	5th grade	591-2768

Mr. Donaldson	Science	591-2758
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# Parent Information

## Elementary Attendance policy

Students are expected to attend school regularly and consistently, to be on time and stay until the end of the school day. The Kearsley Community Schools are committed to the success of every student. The School Board encourages regular school attendance by all students. The Kearsley School Board recognizes the value of daily instruction and believe that there are negative consequences associated with chronic absenteeism. Intermittent instruction limits the acquisition of essential skills necessary for independent life-long learning. Therefore, Kearsley students must be in attendance no less than 90 percent of all instruction days and 90 percent of instruction hours. Extenuating circumstances will be evaluated by the principal on a case by case basis. (Policy #5200.1)

To develop and maintain a good attendance habit, a partnership between student, parent and school is crucial. Good attendance habits during elementary school will promote success in middle school, high school and beyond. If a Dowdall student fails to meet the attendance expectation, she/he may be referred to Dowdall's Attendance Intervention Program.

## Verified Absences

To verify a student's absence, the parent and/or legal guardian should notify the school office of the absence in person or by phone during the regular school hours ON THE DAY THE STUDENT IS ABSENT. Parents may call

the main office at (810) 591-9925. This line is available 24 hours a day. When calling please designate the reason for the child's absence.

\*Absences will **be excused** for the following reasons:

- A. Hospitalization/Medical
- B. Death in the family
- C. Suspension
- D. School related field trips
- E. Court appearances

\*Documentation of the absence may be required if attendance falls below 90 percent.

### **Students Leaving School Early**

To provide a safe and secure environment, the adult picking up the student prior to the end of the school day is required to come into the office. The adult may be required to show a **Photo ID**. Students must check out in the main office and will be released to their parent/guardian or individuals listed in their emergency information. **Note:** A student will be coded as tardy (if they leave less than 90 minutes early) or ½ day absent (if leaving 90 or more minutes early).

### **Tardiness**

Students are expected to arrive on time each day and stay until the day ends. Students are considered tardy any time they arrive late or leave before the end of the school day. **PLEASE NOTE:** The accumulation of 10 tardies will be counted as a full day of absence.

### **Make up Work**

Teachers will be given 24 hours to get make-up work ready. It is the parents' responsibility to make arrangements to get the work and materials for the child. Students shall be given two (2) days to make up work for every day missed.

### **Homework**

Because education is a lifelong process that extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside of the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home.

#### *Reasons for Homework*

- To complete work started in class.
- To expand and/or enrich regular class work.
- To build interest in reading and learning.
- To make up work missed due to absence.
- To encourage parents' awareness of student learning.
- To provide an opportunity to pursue special interest or ability areas.
- To increase learning time.
- To establish independent study skills.



#### *Guidelines for Parents*

- Parents can support a child's interest in lifelong learning by encouraging study habits and providing a learning environment in the home.
- Provide a quiet, well-lit place for the student to do homework.
- Help your child budget time so that a regular schedule for study is set.
- Take an active interest in what your child is doing in school. Ask for explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage and guide your child with assigned homework. Under no circumstances do it for your child.
- Consult your child's teacher as soon as problems arise.

### *Suggestions for Students*

- It is important to develop good study habits at school and at home.
- Be sure you understand the assignment, and ask your teacher if you need help.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.

### **Electronic Device Expectations**

In order for electronic devices to be used at Fiedler Elementary, the student must have a parental consent form on file in the office for each new school year. The previous forms are not kept. The school is not responsible if the electronic device is broken or stolen. The student will be responsible for keeping it safely stored.

**Cell phones:** Students may be in possession of cell phones. (Parent permission required at the K-8 levels and a permission slip may be obtained in the main office.) However, use of cell phones is restricted to before and after school hours only. During school hours, the phone shall be shut off. Any cell phone use during the instructional day, including during lunch and recess, will be a violation of school policy and subject to disciplinary action. The only exception is during indoor recess. Students may play games, but they students shall not be on the Internet or taking pictures/videos.

**E- Readers (Kindle, Nook, iPod, etc.):** An E-reader device is allowed in school for the sole purpose of using it as a tool for reading books. If it is used for other purposes, then the teacher will confiscate it and the parent will have to pick it up in the office. A permission slip may be obtained in the office.

**Please take time to read the Appropriate Usage Policy on website.**

### **Recess**

All students well enough to come to school will be required to go out during scheduled recess time, unless a doctor's note indicates otherwise. We will make exceptions in accordance with the doctor's directions for restricted activity. Please help us by telling your child that he/she is expected to go outside.

The same expectations for good conduct in the classroom apply to the playground. All students have been instructed on the safe, reasonable use of playground equipment. Students who mistreat others or who use playground equipment in an unsafe manner will lose playground privileges. Students are expected to respond to the playground monitors with respect. The playground monitors are in charge during recess time.

No skateboards, roller blades, or electronic entertainment devices are allowed at school.

### **Dress and Grooming Guidelines**

All students of the Kearsley School District shall be neatly and appropriately dressed and groomed at all times while in school and at all school functions, including field trips. Clothing and general appearance of all students shall be in keeping with the intent of this policy.

The following shall apply to all Fiedler students:

1. Every student shall personally maintain a reasonable standard of wearing apparel that is appropriate to his/her role as student and which contributes to developing a wholesome climate for study. In keeping with this philosophy, the following are considered inappropriate for school:

- Exposed underwear (at NO time is it appropriate for underwear to show)
- Sag pants (belt or similar items must be used to secure pants at waist level)
- Short skirts, shorts, and dresses (more than 3 inches above the knee)
- Pants, slacks, and jeans with holes more than 3 inches above the knee
- Shirts/ tops showing midriff or too low cut
- Sleeveless shirts with less than 2-inch strap
- Sunglasses, hats, bandanas, other head coverings
- Jewelry with spikes or studs, safety pin accessories, chains
- Rollerblade shoes, bare feet (footwear must be worn)

- Articles of clothing that have slogans or symbols, which promote or make reference to substances that would be considered illegal for minors, including alcohol, tobacco, and drugs. In addition, the article of clothing should not display words, symbols or pictures that would be considered derogatory, obscene, profane, sexual in nature, vulgar, violent, racist or gang-related.
2. Any dress or grooming that is distracting and/or disruptive to the educational process is prohibited.
  3. All students must maintain high standards of cleanliness and personal hygiene.
  4. Participation in particular classes, activities or events may dictate, with the approval of the principal, dress requirements beyond those generally mandated.

Students failing to meet these guidelines will be asked to change their clothes and may be referred to an administrator. If a change of clothing is not available, the students may remain in the AER room for the duration of the school day. Repeat offenses may result in disciplinary action.

### **Grading Procedures**

1. Grades and report cards will accurately reflect achievement of the outcomes as defined by the grade level standards. Social development and work habits will be indicated elsewhere.
2. Students are expected to submit both formative and summative tasks on the due date. Grades are based entirely on student performance on the task. (That means that late work is not “marked down” just because it is late.)  
The appropriate consequence for failing to submit an assignment is completion and submission of the assignment. Students lose privileges, free time, unstructured class time, outside of class time as appropriate until the assignment is completed and submitted.  
If work is turned in late on a regular basis then it is considered a behavior issue not an achievement issue.
3. Extra credit or bonus points will not be offered to students because the practice distorts students' records of achievement. We will offer opportunities for students to gain competency in areas of weakness.
4. If a student is caught cheating, he/she will be required to redo the assessment/assignment in a different setting. The grade will be based on the achievement on the assessment/assignment after it is redone. The parent will be notified.
5. Students may work in groups but each student gets a grade based on his/her achievement on an individual task.
6. Attendance should not be considered part of a student grade. Attendance is reported in a different area. Attendance is essential to your child's academic growth. Teachers will attempt to cover concepts missed due to absence. However, many lessons cannot be replicated, as they are a whole class experience. Please refer to the attendance policy.

### **Honor Assemblies**

Honor assemblies are held at the end of the school year. In order to be recognized for honor roll, the student must have 3's or better for each standard by the end of the year. Parents are invited to attend. Notification will be sent home before each assembly.

### **Party Procedures**

Parties will be restricted to Halloween, Christmas and Valentine's Day. Party money of \$3.00 per year, per child will be collected and will be used for these three parties.

### **Emergency School Closings**

It is each parent's responsibility to complete an **Early Dismissal Card** to inform children what to do and where to go in the event of emergency school closings. These cards will be kept on file at the school and used in the event of an early dismissal. Please explain and periodically practice this procedure with your child. Whenever possible, a recorded telephone message will be sent out to all students' homes when schools are closed due to weather or other unforeseen situations. All school closings also are announced on television (WJRT, Channel 12) and on the radio (WCRZ, 107.9 FM).

### Emergency Forms

The emergency form is the school's connection to home. It is imperative that the form be completed and accurate. There must be at least three active phone numbers to be used in case of an illness or emergency. Those designated as contact people need to realize their responsibility. In addition, it is the parents' responsibility to update that information as changes occur.

### Visitors

Kearsley Schools welcome any parent from the community to see our educational facilities and instructional programs. To provide for the safety of our students, it is required that all visitors report to the general office upon arrival. Visitors are required to sign in and will receive a visitor's badge. In addition, for safety purposes, visitors are requested not to loiter in or near restrooms, in the parking lot, or outside classrooms.

Family members are important to our students. However, no student is allowed to bring brothers, sisters, relatives or friends with them on any school day. These visits tend to disrupt the learning environment. We do encourage families to come to the special events such as open houses, parent-teacher conferences and family nights.

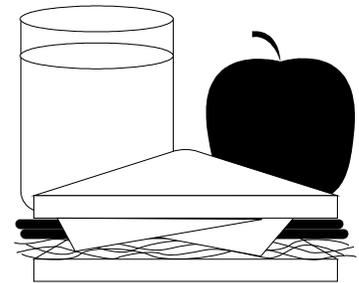
All Kearsley Schools are Drug and Smoke Free environments. This means no one is allowed to smoke or use tobacco anywhere on school property, either outside or in buildings.

### Meals

Kearsley provides an online payment processing system called PayForIt that allows parents to use e-check or a credit card to make lunch payments via the district's website ([www.kearsleyschools.org](http://www.kearsleyschools.org)). Look for the PayForIt link in the Helpful Links section of the website's home page.

Breakfast and lunch are available to students. Menus are distributed monthly. Students may purchase the meals and/or milk through PayForIt, by check or cash.

Elementary Breakfast	Free
Elementary Lunch	\$2.45
Milk only	\$0.50



**Some families are eligible for free or reduced meals. Families are encouraged to apply. Applications are available in each school office and through the Food Service Department. This must be renewed at the beginning of each school year. Information may also be updated as changes occur.**

### Student Directory Information

The following information is subject to release upon request for use in the form of student directories, programs and news releases:

- |                                       |   |
|---------------------------------------|---|
| a. Student's name                     | h. Dates of school attendance   |
| b. Address                            | i. Honors, awards, scholastic averages, class rankings  |
| c. Parent or guardian                 | j. Other similar information, such as athletics, height, weight, age, school class, honor roll memberships, artwork and pictures... |
| d. Telephone number                   | information generally found in year books.  |
| e. Date and place of birth            |   |
| f. Field of study or interest         |   |
| g. Participation in school activities |   |

Parents or students may object to inclusion of an individual student's data in directory information by giving the building principal a written statement to this effect prior to the end of the first week of each school year, in which case no information regarding the student will be released without the prior written consent of the parent or student. The district may publish this information unless parents restrict the school from doing so.

### **Medication Distribution Policy**

The following guidelines must be adhered to whenever a student is to receive medication at school.

1. Parent or guardian must pick up guidelines and sign a permission form in the office.
2. Over-the-counter drugs are not to be dispensed unless prescribed by a physician.
3. Parent or guardian must deliver the medication in person to the office. **DO NOT SEND MEDICATION TO SCHOOL WITH THE STUDENT.**
4. Medications must be contained in the original vial bearing the physician's prescription and directions.

### **Injuries and Illnesses**

Anyone who is injured or becomes ill while in the school building should report to the General Office for assistance immediately.

### **Distribution of Printed Material**

In order to put up posters or advertisements of any kind, students and parents must have permission from a building administrator. Printed materials for distribution must be approved by Central Office.

### **Counseling Services**

Counseling services are available for all students. Parents are encouraged to contact the counselor at his/her child's building.

### **Transportation Procedures**

Sometimes a child's normal means of transportation changes due to child care needs, special events, etc. It is important that the office and/or the child's teacher be notified. Please help us assure your child is where he/she should be by following these guidelines

1. If it is a long term change, contact the school office and the district transportation department (591-7622).
2. If a child who normally rides the bus is being picked up by a parent or designated adult, the parent needs to send a note to the child's teacher. **IF THERE IS NO NOTIFICATION FROM AN ADULT, THE CHILD WILL BE PLACED ON THE BUS.**
3. In the case of "last minute" changes, please contact the office prior to the bus departure time.

In the interest of safety and efficiency, no child shall be picked up or dropped off at more than two different stops per week. Any change in a stop will require written notification from the parent at least twenty-four hours in advance.



### **Bus Misconduct**

Bus misconduct is conduct that reduces the safety of students riding the bus.

Riding the bus to and from school is a privilege which students may enjoy as long as they behave in a reasonable and responsible manner. Bus safety is of extreme importance. Any act which violates rules of bus safety will be considered serious and will be met with strong disciplinary measures which may include removal of bus riding privileges. Any activity which distracts the driver and/or interferes with the safety of the passengers will be dealt with as serious. Misconduct includes any act that might cause concern for the safety of those on the bus. Bus discipline slips, written by the bus driver, will be dealt with by the principal in the following manner:

- ◆ **First Offense:** BUS VIOLATION REPORT is to be signed by parent or guardian and returned to the bus driver the next day. Failure to return the violation report will result in a **BUS DISCIPLINARY SLIP**.
- ◆ **Second Offense:** BUS DISCIPLINE SLIP is to be signed by the parent or guardian and returned to school. Student may be suspended from riding the bus. A meeting with the parent and school personnel may be arranged

- ◆ Third Offense: Riding privileges are suspended automatically pending a meeting with the student, parents, and appropriate school personnel.

**Fighting will result in an automatic three-day suspension from bus riding privileges.**

**If a student loses bus service because of a discipline problem, it is the parents' responsibility to transport the child to and from school. The intent is not to deny anyone transportation service, but to provide the safest and most pleasant service possible for students. Transportation is a privilege, not a right.**

**Review of the Handbook & Code of Conduct**

It is very important that you read the Parent-Student Handbook and Code of Conduct and understand your rights and responsibilities as parents and students. Following the policies reviewed in this document helps to make Kearsley Schools the safest and very best learning environment possible.

The student emergency card will ask parents to acknowledge receipt and/or notification of electronic access to the Student Handbook and Code of Conduct. Kearsley administration made this change in order to cut down on the number of forms parents are asked to sign and return to their child's school. **Please make sure to acknowledge the receipt and review of this document before returning all emergency cards.**