



Welcome to Vowles- DK-2nd Grades!

The Vowles Staff welcomes you to the 2018-2019 school year! This handbook section of your child's agenda includes important information about our programs, policies, and procedures. Our hope is that sharing this information will help us build a strong partnership with all our families. Please review this information with your child and sign the half sheet included with the agenda. If you have questions about any of this information, please contact your child's teacher or the school office at 775-2280.

District Website: <http://mtpleasantschools.net/>

Vowles Website: <http://mtpleasantschools.net/vowles>

Daily Schedule

8:15 Supervision begins. ****Students should NOT arrive before this time, because the building and playground is unsupervised. If it is raining outside, students will go to the Gym.***

8:25- First Bell (Students enter building)

8:30- Morning bell rings/Instruction Begins/Universal Breakfast begins in classrooms

8:35- Tardy Bell

11:30-1:00 (35 minute lunch periods)

3:34- Dismissal bell rings

(11:42 for ½ day dismissal)

Student Morning Drop Off

If you are dropping your child off in the morning, please enter the east parking lot from Watson Street in the parent loop and exit onto Ridge St. Students will be on the playground until the bell rings unless they are eating breakfast. **All parent drop off and pick ups must be on the east side in the parent loop/circle drive! If your child is late to school, it is expected that you will bring them into the building and sign them in at the office. This is for your child's safety.**



Student Afternoon Pick Up

If you are picking children up after school, please meet them only under the awning or playground area. We ask that parents do not go to classroom areas before the dismissal bell rings. Please have students picked up no later than 3:45! **Our Circle Drive is meant as a Valet pickup. Please do not get out of your vehicles. We will bring children to you. Students wait by grade level along the circle drive sidewalk.**

Building Security

During the school day, all outside doors are locked. **All parents and visitors are required to check in at the office before going to any classroom.** Visitor passes must be worn when in the building. At the end of the day, the east cafeteria door will be open from 3:45 PM until 6:00 PM for parents picking up children from the after-school program (PEAK).

Signing-In & Signing-Out Procedures

Students arriving after the morning bell should be signed in at the office by a parent. Likewise, parents who wish to pick up a student before the end of the day should report to the office to sign the child out.

Changes in After-School Routines

If your child is doing anything different than his/her normal routine, parents are responsible for notifying the teacher. Putting a note into the child's Agenda is recommended. ***If the teacher does not receive notification of the change from parents, the child will follow his or her normal routine.***

Before and After School Options

School Age Child Care (SACC) is available for a fee beginning at 7:00 AM each day. Call 775-2340 for additional information.

An after-school program is available each day. (**PEAK** = People Empowering All Kids). Go to www.peakafterschool.org or call the Mt. Pleasant City Parks and Recreation Office at 989-779-5331.

Attendance Policy

When a student is unable to attend school, the parent should contact the school office by 9:00 AM. Good attendance has a positive impact on learning. If your child's absences reach 5 you will receive a letter from the teacher. At 8 absences, a letter will come from the principal or RESD representative. **The MPPS District Attendance Policy requires that the name of any student with absences and/or tardies over 10 be forwarded to the area Truancy Officer.** Excused absences include: illness (with Dr. note), death of a relative or observation of religious holiday.

A.M. Absence: arrival after 9:15 a.m.

P.M. Absence: leave before 2:45 p.m.

Emergency Cards

An emergency card must be completed by a parent or guardian for each child at school so that they can be contacted in case of injury or illness. If parents cannot be reached, other individuals listed on the card will be notified. **Only individuals listed on the emergency cards will be allowed to pick up a child. Please provide cell phone numbers also. Parents must notify the office with any address or phone changes so that we can communicate effectively.**

Lost and Found

All lost-and-found items are stored in the hall outside the cafeteria. Labeling all lunch boxes, jackets, coats, hats, and snow pants is critical to returning items to the correct owner.

Hot Lunch Program



BREAKFAST \$1.25

LUNCH \$2.05

MILK (only) \$.50

Each child has a debit card, which is kept by lunch personnel. Payments are credited to the child's account and reminders will be sent home when account balances are below \$5.00. Payments should be sent to school in a labeled, sealed envelope. Checks to Mt. Pleasant Schools Nutrition Services are recommended. **(Applications for free or reduced lunch prices are available in the school office.)**

Monthly menus and additional information on the lunch program are available online at:

<http://mtpleasant.edzone.net/Lunch.htm>



Health Issues

Medication

Administration of all medication is to be arranged through the office. Parents MUST transport the medication and complete the required forms. Even over-the-counter medication cannot be administered without a doctor's prescription. The office has the necessary medical forms to be filled out by your child's physician, if medication needs to be dispensed at school during school hours.

HEAD LICE

Parents will be called to pick up any child who is found to have live head lice. After treatment and removal of nits, students must be checked by the office staff before they can return to the classroom. It is very helpful if parents notify the school if they find head lice on their child. We will then check the classroom for additional cases.

CONTAGIOUS DISEASES

MPPS Board Policies include information on school attendance by students who have a contagious disease. That information can be found in Section 8450 of Board Policies at (www.mtpleasant.edzone.net).

Code of Conduct

Vowles students are expected in all their words and actions to:

- ❖ Be Respectful
- ❖ Effort
- ❖ Safety
- ❖ Take Responsibility

Specific rules include:

- ❖ Co-operate with adults.
- ❖ Use appropriate language.
- ❖ Keep hands and feet to yourself
- ❖ Use materials appropriately.
- ❖ Solve problems peacefully.

Consequences for code violations will be based on the seriousness and frequency of incidents. Those consequences may include a time out, loss of recess or other privileges, school service, or appropriate restitution. The principal shall have the authority to suspend a student who violates the code of conduct whether in transit to and from school, during the school day, or at school-related activities. **Please note that all toys, trading cards, and electronic devices should be kept at home. If confiscated, the items will be kept by the principal until picked up by parents.**

Bus Behavior Expectations



While on the school bus, students are under the supervision and are the direct responsibility of the bus driver. Students are expected to follow bus rules by staying in their seats and following the driver's directions. Failure to follow bus rules will result in the following disciplinary steps by Transportation and the Principal:

1st Offense – Conference held between student and principal and a written warning.

2nd Offense – Conference held between principal and student and three days off the bus.

3rd Offense – Conference held with student, parents, principal, and bus driver and five days off the bus.

4th Offense – Minimum of 11 days off the bus and a possible suspension for the rest of the year.

*Offenses accumulate for the year not by semester. Please call Transportation at 775-2323 with questions.

Dress Code

It is expected that student dress be appropriate for the learning environment and not distracting to teachers and other students or disruptive to the educational process. Some guidelines to assist parents include:

- Pants are expected to be worn on the student's waist. They should not expose any undergarments.
- Shirts and tops are expected to cover the complete stomach and chest areas and should not expose any undergarments worn beneath them.
- Shirts or any clothing having to do with tobacco, alcohol, inappropriate language, or inappropriate pictures are not permitted at school.
- Shorts may be worn in warmer weather. Shorts should be school appropriate and no "short shorts" worn.
- Shoes should be appropriate for energetic outdoor play. They should have a "heel" strap.
- No hats should be worn in the building during school hours.
- Outerwear jackets or sweatshirts are necessary for weather that 60° or below ***unless*** otherwise determined by the administrator or office.

Visitors in School

After the morning bell rings, all outside doors in the building are locked and secured. Security cameras are located in the hallways and outside. All visitors must register in the office and wear a name tag while in the building. **In addition, all individuals who wish to work with students must have a criminal background check done before being allowed in the classroom.**

Emergency Safety Procedures

During the school year, fire, tornado and lock down drills will occur with the assistance of our Youth Services Liaison Officer and the local police department. The YSU Liaison Officer is assigned to our building to provide safety instruction and to assist staff with safety issues. Five fire drills, 2 tornado drills and 3 lockdown drills will be practiced each school year by state mandate.

Read about our current safety drill status by visiting the district website at:

<https://www.mtpleasantschools.net/domain/443>

In the event of an emergency, early dismissal, or evacuation:

- Parents will be notified by Power School Announcement (phone/email) the details of the emergency
- Parents will be given instructions on how to proceed in checking your child out and what identification to bring
- Parents will be notified if your child will need to be picked up on-site or at an off site location

Parent Communication

- **AGENDAS:** will be provided for each child. This planner should be carried to and from school each day. Parents are asked to initial the agenda each day. Students will be charged \$5.00 to replace a lost agenda.
- **FRIDAY FOLDERS:** will be sent home each week. Please take time to look over your child's work and other school-related information. Folders should be returned to school on Monday.
- **PARENT-TEACHER CONFERENCES:** are scheduled each year in the fall and spring. These meetings are critical to maintaining communication between school and home. Our goal is to meet twice a year with 100% of our students' families. **REPORT CARDS** will be distributed at conferences as well as at the end of each year. Other scores/reports will be sent home periodically.
- **EMAIL:** Teachers communicate through Email.
- **SCHOOL NEWSLETTERS:** are usually sent home twice a month from the Principal's office and contain information on school events. In addition, many teachers send classroom newsletters on a regular basis. These newsletters are also available on our website or individual teacher websites.
- **PARENT-CHILD:** "Evenings Out" will be scheduled through the year. Some events will be related to curriculum areas; others are just for fun. Notice of these events will appear in the school newsletter

Vowles PTO

Vowles PTO (Parent-Teacher Organization) conduct fund raisers each year and use the profits to support classroom field trips, assemblies, playground projects, carnivals, talent shows and other student and family events. Meetings are usually held monthly with childcare available.

*All parents are welcome to attend meetings.

Board Positions include: President, Vice-President, Secretary and Treasurer



Multi-Tiered System of Supports

The MTSS team (Multi Tier System of Supports Team) is a supportive, problem-solving forum in which parents and teachers can seek solutions and accommodations for students who are having academic or behavioral difficulty. The MTSS is the first-response in studying and often solving problems before issues become more serious and require substantial interventions such as Special Education. The MTSS process sometimes refers students for Special Education evaluation if serious concerns exist, and it has been documented that all reasonable regular-education remedies have been tried. Please do not hesitate to contact the classroom teacher or the principal to schedule a meeting, if concerns arise.

Student and Family Supports

A variety of support services are available to Vowles students and families who are determined to be in need. Students with learning challenges in core academic areas, social areas, and speech and language deficits, can get evaluations with the recommendation of the MTSS team. These services, as well as others, can be accessed through the MTSS process, provided students meet *eligibility guidelines*.

McKinney-Vento Act supports students and families in need that meet the criteria for Homelessness. If you believe you can qualify for support, please contact our Homeless Liaison Kim Funnell at 775-2302.

School Improvement

Each year, the staff creates a focus for school improvement efforts, including assessments and professional development. Currently, we are focusing on five areas in which we plan to improve our school's performance:

- Reading/Writing
- Math
- Science
- Social Studies
- Positive Behavior Supports (PBIS)

*Parent Involvement is encouraged for this committee.

SCHOOL CLOSINGS OR DELAYS

Local radio and television stations will broadcast information concerning school closings during periods of inclement weather or other unforeseeable events. MPPS cable channel 190 will display details about any changes in the school schedule. Channel 190 can also be accessed through the district web site. Automated phone calls are delivered through our Power School program.

District Website: <http://mtpleasantschools.net/>

Volunteer Opportunities

Vowles has plenty of volunteer opportunities such as: field trips, classroom parties, classroom help, PTO, cafeteria and playground supervision, and Box Tops just to name a few. To volunteer, a background check must be completed first. This can be completed online at home or by using a school computer.

<http://mtpleasantschools.net/domain/41>

DISTRICT POLICIES

Nondiscrimination Policy

It is the policy of the Mt. Pleasant Public Schools not to discriminate based on religion, race, national origins, sex, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the United States Department of Education.

Weapons, Drugs, & Alcohol Policy

The use of, or possession of, tobacco, alcohol, and drugs is forbidden and will lead to immediate suspension, ranging from 1-10 days. A conference involving the student, parents, teacher, and principal will be held before the student is allowed back in school. State law requires that any student who brings a dangerous weapon to school will be immediately expelled. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, or a knife with a blade over 3 inches long, as well as a pocketknife opened by a mechanical device, iron bar, or brass knuckles.

The principal will report the incident to the appropriate authorities when a dangerous weapon is found *“in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is in route to or from school on a school bus.”*

Harassment/Bullying

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to a teacher, supervisor or the principal. All reports shall be kept confidential and will be investigated.

Vowles Elementary is committed to our students coming to school and able to function academically, socially and emotionally while feeling safe. This policy protects students from bullying/aggressive behaviors. Bullying can be unwanted aggressive behavior, an imbalance of power, and repeated instances of behaviors that are done through written, verbal, or electronic means. Disciplinary measures for bullying can be found on Pg. 12 in this handbook referred to as the Peer to Peer Bullying/Aggression Rubric.

If a student believes they are a victim of bullying, cyberbullying or aggressive behavior, they should report the situation or concerns to: a teacher, counselor, or the building principal.

To report a bullying incident online, please visit the Vowles website or the following link:

<https://www.mtleasantschools.net/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=108>

Student Records

Parents are entitled to inspect their child’s school records in the presence of a designated school official. An appointment to inspect records may be made by calling the school office. Records are never released without parent permission.

Confidentiality Agreement

Anyone working or volunteering at Vowles School will be required to keep confidential information gained through interactions with children and families. Parents and guardians trust that their children’s conversations and actions will not be discussed in any way other than in a professional capacity and on a need-to-know basis. By agreeing to work or volunteer at the school, volunteers must agree to this policy.

Directory Information

Photographic, video or electronic images of students and information generally found in yearbooks are considered part of directory information. **Unless parents advise the Mt. Pleasant Public Schools that they do not want this information released (in writing), such images will be used in school publications, such as newsletters or yearbooks.**

MT. PLEASANT PUBLIC SCHOOLS

Every Student Succeeds Act (ESSA)

Under the federal education law ESSA and as amended from No Child Left Behind, parents have the right to know the professional qualifications of the classroom teachers who instruct their children. The federal law allows them to ask for specific information about their child’s classroom teacher(s). The law also requires Mt. Pleasant Public Schools to give the information to them in a timely manner if information is requested. Specifically, parents have the right to ask for the following information about each of their child’s classroom teachers:

- Whether the Michigan Department of Education has licensed the teacher for the grades and subjects he/she teaches.
- Whether the Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers’ paraprofessionals provide services to your child and, if they do, their qualifications.

If any parent would like to receive any of this information, please send a request to the Assistant Superintendent of Human Resources, 720 N. Kinney Ave. Mt. Pleasant, MI 48858 or call (989) 775-2303.