

Kenbrook Elementary School Handbook

Attendance

The State of Michigan has strict compulsory school attendance laws. Each child is expected to be in school except when he/she is ill or there is a legitimate necessity for absence. A careful record of both absence and tardiness is kept. For the safety of students, it is very important for parents to notify the school office whenever children will be absent from school. Parents are called when children are absent and the school has not been notified. Kenbrook's attendance phone number is (248) 489-3711.

Code of Student Conduct

Farmington Public Schools has a Student Code of Conduct, which details the District's expectations for acceptable behavior expectations. The Student Code of Conduct can be found on both the FPS District website and on the Kenbrook Elementary website. Please take time to review the Code with your child to help assure a successful learning environment for all children.

Dismissal Procedures

A note written by the parent or guardian is required if a child is to be dismissed early from school. Parents must meet the child in the office. Any person other than a parent or legal guardian must have identification and be listed on the child's emergency card.

Emergency Card

Each child must have on file a Student Emergency Card. The purpose of this card is to give direction to the school where the parent/legal guardian can be reached in case of illness or accident. It is important that parents keep this card up-to-date when a change is made in phone numbers or neighbors and relatives chosen to provide temporary care. **For your child's safety, it is imperative to be able to reach parents at all times.**

Field Trips

Field trips are planned throughout the school year to bring real world experiences to the children as an extension of classroom learning. Prior to each field trip, parents will be sent specific information which will include a permission slip. Each student is then required to return the slip, signed by a parent or guardian, to the teacher. No student is allowed to attend a field trip if he/she has not returned the permission slip.

Health and Communicable Diseases

The following are symptoms suggesting communicable diseases. Children with these symptoms should be kept at home. Should any of these symptoms be noted while children are in school, parents will be contacted immediately. Parents are urged to have their child seen by a physician, and must be excluded from school until fully recovered. This should include a period of 24 hours free from fever before returning to school.

Symptoms common to communicable diseases:

- a. Red eyes with discharge.
- b. Colored discharge from the nose.
- c. Coughs, particularly if persistent or productive.
- d. Sores on the scalp, face or body particularly if red, swollen or draining.
- e. Any skin eruptions or rash. (Children with rashes must be kept home until a diagnosis by a health physician is made.)
- f. Sore throat.
- g. Swelling & tenderness of the glands, particularly about the face & neck.
- h. Fever; suggested by flushed, hot face or chills.
- i. Nausea and vomiting.
- j. Pain and stiffness of neck and headache.
- k. Diarrhea or persistent abdominal pain.

Pediculosis (head lice) policy

If a child is suspected of having head lice, the parent must take him/her to the Health Department or family physician for verification and prescribed treatment. If a parent discovers that a child has head lice, it must be reported to the school as soon as possible. After a child is treated with the first application, he/she must be brought to the office to be checked for any nits (eggs) or live lice, with the parent in attendance. This procedure will be repeated 7-10 days later if a second application is needed.

Homework

Children who are too ill to be in school for one or two days are generally too ill to do homework. If they will be home for three or more days and are sufficiently well enough to do work, homework may be requested. The parent should call the office early in the day or send a written or email request to the teacher to pick up the homework after school.

Many vacation periods are scheduled into the school calendar and family vacations should be arranged around those times if possible. If it is imperative that you take an extended vacation during the school year with your child, consult with your child's teachers prior to the trip. Please do not request make-up work to be made out in advance. Past experience indicates that much of it never gets completed and puts a damper on the trip for the whole family. The teacher can provide ideas for activities to support your child's continued learning.

Kenbrook Koality Hand Problem Solving

All Kenbrook students are taught to solve their problems in these ways:

1. Use an I-message. (Say, "I don't like it when you _____. I need you to _____.")
2. Be an active listener. (Try and understand the other side.)
3. Share. (Compromise.)
4. Apologize. (If you did something wrong, say "I'm sorry.")
5. Get help. (When all else fails, ask an adult for help.)

Please help us support peaceful conflict resolution by using these strategies at home.

Lunch Program

Students are provided an hour period for lunch and recess. Hot lunch choices and beverage are available, payable at any time through our online payment processing system. PaySchools is a secure online payment processing system that lets you pay by electronic check or credit card. To use PaySchools, visit the district website: www.farmington.k12.mi.us and click on the quick line PaySchools icon for details. You can also send a check to the school. Parents are encouraged to deposit money into the student's account regularly. Menu information and costs for milk and hot lunch are posted on the District and Kenbrook websites. Students may bring a sack lunch and will be able to purchase milk/water daily. If your child forgets a lunch or lunch money, arrangements have been made with Food Service to provide a basic nutritional meal for the occasional emergency. This is not to take the place of making responsible arrangements for lunch on a day-to-day basis. Please keep in mind that we are a **NUT FREE** school. Do not pack lunch for your child that contains or is manufactured with any nut products.

Medication and Medication Form

It is policy of the Farmington Public schools to have written authorization for students taking medication of any kind (including aspirin and cough drops) during the school day. The school **must** have a written order from the family physician stating the name of the medication, directions for administering, and the reaction that may be anticipated. **These orders must be renewed yearly or whenever there is a prescription change.** All prescription medications must be delivered to the school office by the parent or guardian along with the attached parent and physician's authorization form. Oral prescription medication must be delivered in its original container with pharmacy label, including the child's name, attached to the container. Students are not permitted to carry non-prescription medications to school. The parent may come to school and administer the medication personally. The student is responsible for reporting to the office at the time designated by the school for the administration of medication. It is the parents' responsibility to check with the school staff to determine if a

prescription needs refilling. The parent or guardian must remove medication left over at the end of the student's school year or it will be discarded.

PTA – Parent/Teacher Association

We would like to encourage your membership in our PTA. Whether you choose to be actively involved or a financial supporter, you will be helping our children. We have set a goal for 100 percent membership. It is hoped that you can actively participate in this organization whose primary concern is the educational welfare of boys and girls.

Parent-Teacher-Student Conferences

Conferences are held twice a year. They provide the opportunity for teachers and parents to share information regarding student progress. In addition to Trimester Progress Reports and two scheduled Parent-Teacher conferences, parents are urged to contact teachers whenever a question arises. During school hours, a teacher's responsibility is toward his/her entire class. Impromptu meetings with the teacher in the classroom are disruptive to the educational setting and take time away from students. However, teachers are available for conferences before school begins and after it closes. Because teachers are active on committees, have faculty meetings to attend, etc., it is wise to contact your child's teacher to arrange a convenient time. Additionally, teachers have both voice mail and email systems for close communication between school and home.

Personal Possessions (Lost and Found)

All personal belongings such as gym shoes, coats, sweaters, hats, boots, gloves, lunch boxes or bags, books, etc. **should be plainly labeled** with the owner's full name. Lost articles that are found can be returned to their owner without delay. Unidentified articles are turned in to the office and placed in "Lost & Found." Such items will be kept on hand for a limited time. Farmington Public Schools and its staff are not liable for damage to or loss of personal property of students. It is suggested that items brought to school by your child and deemed by you to have substantial value, be insured separately on your homeowner's or other policy.

Physical Education-Gym Shoes, Classes

All students, grade K-5, participate in the regularly scheduled physical education classes. As a safety measure, all children in these classes wear gym shoes which are provided by the parents. These shoes are stored in the classroom and are to be worn only during the activities in the gym. If a child is to be excused from gym for an extended period, a written note from a physician is required.

Recess

We believe in the opportunity for all children to enjoy outdoor recess and expect all children to participate. School policies states children can enjoy outdoor recess at a wind chill temperature of 0 degrees or above. When it is 10 degrees wind chill or above, we will have outdoor recess. With a wind chill between 0 and 9 degrees, factors such as sunlight, wind and dampness will help us to determine whether there will be indoor or outdoor recess on a partial or full period basis.

Children who are too ill to enjoy outdoor recess may be too ill (and often too contagious) to function effectively in the classroom. When in doubt, an extra day at home will contribute to your child's well being. Please make sure your child is dressed appropriately for winter weather. Snow pants, boots, warm coats, hats and mittens are recommended for a child to enjoy outdoor recess.

Safety

To ensure the safety of students while at lunch and recess we have the following rules:

Safety During Lunch Hour

1. Follow the directions of the noon supervisors
2. Talk with "inside voices" at all times.

3. Remain seated during lunch. Raise hand for help or questions.
4. Follow good table manners. Do not touch anyone else's food.
5. Use appropriate language. Be respectful of others.
6. Keep hands and body to yourself.

Playground

1. Follow the directions of the noon supervisors
2. Stay in playground area
3. Use playground equipment appropriately and share with others.
4. Avoid rough play.
5. Do not throw sticks, dirt, stones or snow.
6. Use "Koality Hand" or Peer Mediation to resolve conflicts.
7. Absolutely NO FIGHTING.

Safety in the Building In an effort to provide a safe and orderly environment, please take note of the following guidelines.

1. All outside doors are locked after students enter the building except for the front Lobby door. **All visitors must report to the office and wear a name badge at all times in our building.**
2. Help your child become a responsible citizen. Students need to enter the building independently. The beginning of the school day is an important time for staff and students and it is difficult if there are many interruptions. Items/lunches that are forgotten can be dropped off at the office. Messages for staff members may be left on voice mail or email.
3. The instructional day begins at 8:32 a.m. and ends at 3:28 p.m. Students need to be on time for the beginning of the day as well as stay for the last minutes of instruction at the end of the day. Please schedule appointments late in the day so children are not missing instructional time.
4. Parents, guardians and/or responsible adults must sign students out in the office before leaving school with a student. Parents, guardians and/or authorized adults must pick the student up at the office and not at the classroom.
5. Parents are expected to notify the school office by note or telephone, 248-489-3711, whenever your child is to be absent from school.

Safety Patrol/Service Squad

Safety Patrol members are on duty starting the first day of school. Advisors work closely with the fourth grade Safety Patrol to see that they are on post in designated classrooms promptly and are doing a good job. It is important that all children follow the directions of Safety Patrol members. Parents can help their children by reminding them to follow good pedestrian safety rules and to understand that the Safety Patrol members are there to help them. Safety Patrol members are on duty approximately 15 minutes before and after school.

School Day

Grades Kdg through 4 8:23 AM – 3:28 PM 1/2 Day 8:23 AM – 11:26 AM
School Office Hours 7:30 AM – 4:00 PM

Please be sure your child arrives at Kenbrook on time. Children may only be dropped off early for child care purposes if registered for Y Child Care. Those children who are dropped off or walk should arrive no earlier than 8:10 PM.

School Visitations

Our school is open at all times to parents. However, we do wish to make your visits worthwhile and pleasant while keeping interruption to the instructional program to a minimum. Visits to classrooms during the school day should be pre-arranged. All visitors and volunteers must sign in at the office before going to a classroom and wear "Visitor" nametags. Other children (friends, relatives etc.) are not permitted to visit because it is disruptive to the educational process. Forgotten books, notes, lunches, etc. should be dropped off to the office for delivery to the room to limit the number of interruptions to the classroom. During school hours a teacher's responsibility is toward his/her class.

Student Dress

Children will be expected to come to school appropriately dressed for the teaching-learning situation. The parent will be notified if a student is dressed inappropriately. During the winter months, please be sure your child dresses appropriately. We want every child to be warm and dry! Whenever possible, children will go outside for recess and need to dress accordingly. Boots are recommended on wet and snowy days. In the spring, sandals are fine to wear, but it is suggested that socks be worn underneath, to protect feet, and for cleanliness and health reasons when using indoor gym equipment. Hats are not to be worn inside the building during the school day.

Supplies- use of books and equipment

Instructional supplies are provided by the Farmington Public Schools. Pupils are responsible for the care of books, materials, and equipment issued to them or signed out by them. If these items are lost or damaged, pupils will be asked to make appropriate payment. If lost items are subsequently found, return of payment will be made.

The Farmington Public Schools provide your child with all books, supplies, and materials necessary for the successful completion of this school year. Parents and students are always welcome to voluntarily provide additional supplies. Voluntarily providing supplies helps your student and helps the school. If you wish to volunteer, your child's classroom teacher may provide suggestions.

Traffic Patterns

Picking up and dropping off students

The parking lot sidewalk is used for pick-up and drop-off for all students. The first car should proceed to the very end of the sidewalk as marked by a cone. The remaining cars should proceed behind the first car, forming one line along the sidewalk to pick-up or drop-off students. Once the car in front of you has moved, please advance forward as far as possible. When exiting the parking lot, all cars must turn right onto Bonnet Hill Road. Parents and visitors are not permitted to leave their parked vehicles unattended during the drop-off and pick-up times (8:10 – 8:35 a.m. and 3:10 – 3:40 p.m.)

Note: Students are not permitted to cross between cars without the assistance or surveillance of the school attendant or parent. Please do not pick your children up in the street in front of the school and be sure to observe the traffic signs.

Walking students

Students who walk home must use the main cross walks on Bonnet Hill and Nottingwood. Safety Patrol members supervise students as they use the cross walk. Students are not permitted to be picked-up or dropped off along the streets, nor are cars permitted to wait for students on the main streets surrounding Kenbrook.

Volunteers

Parental assistance and involvement is very much appreciated and highly encouraged at Kenbrook. There are many ways in which a parent may become involved. Some may work directly with the children in the classroom, computer lab, or help in the Media Center. Others may present a special activity in the classroom. Sometimes, teachers can use help in preparing materials, which can be done in your home. Volunteers must sign into and out of the office and wear a visitor/volunteer badge. Unless you have made special arrangements, please do not bring other children with you when you help in a classroom.