



2007–2008 Parent Student Handbook

Our Mission

The Patterson School Community promotes excellence in education by providing opportunities for all learners to gain skills and knowledge necessary to achieve their personal best as they become productive citizens.

Accredited by the North Central Association – NCA/CASI

3231 Grange Hall Rd – Holly, MI 48442 – 248-328-3700

Dear Patterson School Families,

This handbook was created to provide you with information regarding school policies and procedures. Some polices are developed by our board of education, some by our staff. All of what we do strives to provide a safe and secure place for learning. It is vital that you are our full partner in education. We hope you will review this handbook. It may provide answers to any questions you have.

If there are any questions, please contact the Patterson School office. We'll be glad to help you.

Sincerely,

Dennis Inhulsen
Principal

Adm. Asst.....Kathy Kantrud
Secretary.....Carol Goodvich
Fax.....328-3704
Attendance.....328-3714

PATTERSON LATCH KEY PROGRAM

3231 Grange Hall Road.....328-0923
Lead Care Giver.....Jeanette Giroux

BOARD OF EDUCATION – Karl Richter Campus

920 Baird Street.....328-3100

ADMINISTRATIVE OFFICES

Superintendent.....Kent Barnes
Asst. Supt. Instruction.....Noni Miller
Asst. Supt. Bus. Office.....Steve Lenar
Human Resources.....Margaret Hazlett
Special Services.....Janet Stack-Miller
Food Service.....Ann Smith

TRANSPORTATION

920 E Baird Street.....328-3090
Supervisor.....Debra Mentier
Asst. Supervisor.....Cathy Disbrow

SCHOOL CLOSING INFORMATION.....328-3110

JOB HOTLINE.....328-3115

WEBSITE.....www.has-k12.org

SCHOOL BOARD

President.....Tony Mayhew
Vice President.....Susan Julian
Secretary.....Robin Carne
Treasurer.....Kevin Diviney
Trustee.....Patrick McKenney
Trustee.....Dave Rath
Trustee.....Michael Newcomb

OAKLAND COUNTY HEALTH DEPARTMENT

1200 N Telegraph – Waterford.....634-4418 ext. 81368
School Nurse.....Betty McCaffery

AFTER SCHOOL BUILDING USE

All arrangements for use of the building after school hours must be made through our office. Fees for building use are established according to district guidelines. Use is limited to the area for which you've previously arranged to conduct your activity.

Students/younger siblings may not wander in the hallways, in classrooms or in the gym during these times. Fees for custodial time will be charged for any clean-up not done by the group who has signed up to use the area. Replacement fees will also be charged for any damaged equipment, i.e. permanent scratches or stains on table tops or chairs, damaged basketball hoops, etc. **All students must be supervised appropriately. Chaperones/supervisors who allow students to engage in unsafe/disruptive behavior (climbing on cafeteria tables, chasing other students, etc.) will be asked to find a different location for their activity.**

AFTER SCHOOL ARRANGEMENTS

Please make after school arrangements with your child **before** they come to school. In the event that there is a change in your plans please notify the office **BEFORE** 3:00.

ANIMALS IN THE CLASSROOM

Students or parents may not bring animals to school without approval from the classroom teacher. If animals are brought to the classroom for educational purposes, prior arrangement and approval **must** be made through the teacher and office. Please do not bring pets to school during arrival and dismissal times. Many of our students have serious illnesses/allergies which are aggravated by animal fur/dander.

ATTENDANCE

State law requires attendance in school. **Absences of more than 10 per year will be considered excessive and will be referred to the Oakland County truancy officer.** At the truancy officer's recommendation, some truancy cases may proceed to a court hearing if necessary. Excessive absences may also result in a student being retained at the present grade level for the following school year.

Students will be considered tardy if they arrive at school after 8:55 am.

Students are expected to remain in their class until the end of the day. **Please do not ask to have students dismissed the last few minutes unless you have an emergency or a necessary appointment, which requires you to have an early dismissal for your child.** Please notify the office in writing of **all** early dismissals.

When your child returns to school, after any absence, you should send a note to the teacher explaining your child's absence. For extended absences, a doctor's note may be needed.

Absences for family vacations are not encouraged. If there is written work that the teacher has already planned for the class, he or she will be happy to send it along for your child to complete while he/she is absent. However, much of the learning, which takes place in our classrooms, involves hands-on experiences and classroom discussion; teachers will not be responsible for creating alternative written assignments for your child to complete.

ARRIVAL & DEPARTURE TO & FROM SCHOOL

Please do not drop off your child before 8:45 or leave your child after the school day ends at 3:35. We do not have additional provisions for student supervision before and after school other than Latchkey. Provisions for student supervision before and after school can be arranged through the Holly Area Kids Program.

REPORTING ABSENCES

Parents of elementary students must notify the school of an absence by phone at 248-328-3714 before 9:30 the day of the absence. Our teachers will be happy to send home any written work that is to be done during the time that your child was absent. This work will be brought home within 24 hours after the child's return to school.

STUDENT RELEASE DURING SCHOOL HOURS

In emergency situations where it is necessary for students to leave school during the school day, they will be excused through the principal's office only, and must be called for at the office. A sign-out sheet will be located in the office. Students will be released only to the parent and/or guardian unless written verification is given to the person picking up the student and we have proof of their identity.

BIRTHDAY TREATS

We understand that birthdays are very special to children. If your child will be bringing a treat for their day please let the classroom teacher know as soon as possible. In addition, a simple treat is perfect for classrooms. Please consider healthy treats! Teachers will notify the class if there are any food allergies.

CLASS PLACEMENT

In the spring of each year, you will receive information in the *Patterson Page* as to how and when to communicate by letter to us your child's academic and behavioral needs as we begin placing children for the coming school year. Class placement is dependent on many factors – academic, social and emotional. Class grouping is also important, since we must take gender balance, academic needs, social needs and class size into account. We believe that we know our colleagues and your child very well, and that we are able to select a good "match" between teacher and child. We also know that there may be areas of strength or concern of which you want to make us aware as we place your child. **No specific requests for teachers will be accepted. Neither will requests not to have a particular teacher be honored. All of the information in letters, which mention specific teachers by name, will be disregarded.**

BUS POLICY

No child will be allowed to ride to or from school with a friend. They are to be picked up and dropped off at their assigned bus stop.

Day care students will be allowed to ride to and from one designated stop and it must be 5 days a week. The parent will need to issue a written letter stating that their child will be riding to/from the address for day care and that it will be 5 days a week. This is approved by the principal and then forwarded to the Transportation Department. We cannot transport children on a part time basis to one address or another on different days, even if it may be the same route.

In the case of an extreme emergency (such as a medical emergency), the parent may contact the principal and request special

transportation. If approved by the principal, the school will contact the Transportation Department with the necessary arrangements.

Students transported by buses have a signed bus contract on file at the Transportation Office. If you would like to review the contract, please contact the school office.

COMMUNICABLE DISEASES

Communicable disease control is an integral part of school health service. The school follows current public health practices, rules and regulations governing the control and prevention of communicable diseases that are set up by the State and County Health Departments.

<u>Disease</u>	<u>May Return</u>	<u>Approx. Time</u>
BLUSHING (Fifth's Disease)	May return with no fever or distress.	1-3 days
COLD SYMPTOMS	Reduction of cough runny nose, no fever.	1-6 days
CHICKEN POX	No new eruptions or fever. May have old, dry scabs.	1 week
HEPATITIS	Doctor permission only. *	
IMPETIGO	Doctor permission or 24 hours after first medication.	
MEASLES RUBELLA	No rash or fever, red eyes, or runny nose.	7-10 days
MONO- NUCLEOSIS	Absence of all systems. Doctor permission, no swelling or fever. *	1-2 weeks
PEDICULOSIS	Until all lice eggs (nits) are removed.	1-7 days
PINK EYE	Doctor permission or clear eyes. *	
RING WORM	Doctor permission or clear area. *	
STREP INFECTION (Scarlet Fever, Strep Throat, Scalantina)	Doctor permission. *	Depending on condition

* Written note from doctor must be presented to school personnel.

DAILY SCHEDULE

School Day 8:55 – 3:35

LUNCH & RECESS SCHEDULE

First Grade	11:10 – 11:40
Second Grade	11:30 – 12:00
Kindergarten	12:00 – 12:30
Third Grade	12:20 – 12:50
Fourth Grade	12:40 – 1:10
Fifth Grade	1:00 – 1:30

CONTACTING US

By phone -- (248)328-3700

By fax -- (248)328-3704

By e-mail -- type in the following information as an e-mail address:
firstname.lastname@has-k12.org

Example: mail to: dennis.inhulsen@has-k12.org

DISCIPLINE

The Holly Area Schools Board of Education has adopted a code of conduct. It is interpreted and applied with consideration to individual situations and the age of the student involved.

Discipline may range from revoked recess privileges or a conversation with the principal to short or long-term suspension or even expulsion in the most serious of cases.

Situations which students may be denied the privilege of attending school include, but are not limited to:

- Possession of tobacco substances (see district policy below)
- Offensive language
- Stealing
- Forgery
- Fighting
- Insubordination
- Disrespect to staff members or other adults
- Verbal or physical threats
- Vandalism
- Indecency
- Possessing or using weapons (see district policy below)
- Extortion
- Possession of alcoholic beverages, drugs, etc. (see district policy below)
- Sexual harassment

DISTRICT & LEGAL POLICIES

Weapon free zones – (Board policy #8195) Students in possession of a dangerous weapon/firearm, and/or who commit arson or criminal sexual conduct on/in district property or at district or school sponsored events **shall be permanently expelled from school**. These students shall be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

Drug-free schools – (Board policy #8200) The possession, use, distribution, dispensation and/or manufacturing of controlled substances as defined by state and federal law, by students on district grounds, in district buildings and/or in connection with any district activity, is prohibited. This includes anabolic steroids, look-alike drugs and drug related paraphernalia.

Tobacco products – (Board policy #8230) The use and/or the possession of any tobacco product is prohibited in any attendance center, at school-sponsored events or on the school grounds, except as allowed under law.

Student appearance – (Board policy #8240) Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency.

DRESS GUIDELINES

All students are expected to dress and groom themselves neatly and in clothes that are appropriate for school activities. We offer the following guidelines as suggestions to promote a constructive climate for learning. Tank tops, halter-tops, tube tops, spaghetti straps, and shirts with bare midriffs are not acceptable. Clothing that includes vulgar or suggestive sayings or obscenities will not be permitted. Hats are not to be worn in the building unless part of a theme day or school activity. Shorts are allowed as long as they are fingertip length. No spandex or sagging pants. For safety, shoes must be worn at all times.

During the winter months, children should come to school prepared for outdoor recess. Appropriate winter dress is important! Weather changes rapidly and it's always easier to shed a layer than it is to add one. Families that are finding it a financial challenge to provide appropriate clothing for their child should contact the school principal, who will attempt to secure resources for this necessity in a confidential manner.

EQUAL OPPORTUNITY EMPLOYMENT

The Holly Area School Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible or for which it received financial assistance from the U.S. Department of Education.

SEXUAL HARASSMENT POLICY

Sexual harassment is unlawful under both Michigan and Federal laws and is contrary to the commitment of this district to maintain a learning environment that is free from sexual harassment. "Sexual Harassment" is defined as:

1. Unwelcome sexual advances; or
2. Unwelcome requests for sexual favors; or
3. Intimidating, hostile or offensive verbal, nonverbal or physical conduct of a sexual nature.

The district policy prohibits sexual harassment of students, employees, or board members by students, employees, or board members. Copies of the district policy are available from the Superintendent's office, 920 Baird Street, Holly, MI 48442 or telephone (248) 328-3140.

EMERGENCY CARDS

We need to be prepared for emergencies. Therefore, emergency cards need to be updated yearly, and filled in completely. The school office must be informed of any change in information on emergency cards. Updated phone numbers and contacts are imperative.



EMERGENCY SCHOOL CLOSINGS

If it becomes necessary to close school due to poor weather conditions, mechanical or other emergency reasons, announcements will be made on the following stations:

WCRZ	108 FM
WWJ	950 AM
WIOG	102.5 FM
WJR	760 AM
WHNN	96 FM

TV Channels 2, 4, 7, 12, 50, 62

Parents are asked to provide a "second home" for their children to go to in the event they are released early and the parent is not home. Elementary students would be transported home after the high school and middle school students.

FREE & REDUCED COST MEALS

At the beginning of the school year, you will receive a form to complete for a federally funded program, which provides free and reduced cost meals for school children. Qualification is based on family financial need. Breakfast and lunch are important for the academic success of children. If you believe that you may qualify, please fill out this form and return it. If at any time during the school year your family's financial situation changes, please call us and request that we send a form home to you. Free and reduced lunch services can be started during the middle of the school year. All free and reduced lunch information is confidential. Teachers and other school employees do not have access to this information. All students receiving free and reduced lunches will receive a debit card that is the same as all other debit cards.

FIRE, TORNADO & LOCKDOWN DRILLS

Necessary fire, tornado and lockdown drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event a real emergency occurs. Teachers will explain drill procedures to students and directions for emergency drills are posted in each classroom. We explain to children that it is our responsibility to make sure that we plan for their safety in a variety of situations and that danger can occur from nature, mechanical equipment or even other people. We approach the drills calmly, without creating anxiety among the children about possible "what if" scenarios.

TORNADO PROCEDURE

TORNADO WATCH – If a tornado "watch" is announced prior to or during the regular dismissal time, students will be normally dismissed at the regular dismissal time for schools.

TORNADO WARNING – If an official tornado "warning" is announced, or if a tornado appears, children will be kept in school in shelter areas until the warning is lifted.

If a tornado "watch" is announced during school hours, all after school activities will be **cancelled**, unless an all clear is announced prior to 4:00 pm.

FIELD TRIPS

During the course of the year, our students attend many field trips. All of these field trips are planned to be a part of our curriculum, and support the learning that takes place in the classroom. Most field trips will require an entrance fee and a charge for transportation. We want

all of our students to be able to attend field trips, so if you believe that the required fees will present a hardship for your family, please discuss the issue with your child's teacher so that appropriate arrangements can be made.

Field trips are only for Patterson students. No younger siblings will be allowed to attend, even if parents are driving separately. Also, students must ride the bus to and from the field trip even if parents are driving.

HOMEWORK

Your child will be expected to bring back completed homework assignments during the school year. Some may be as simple as reading a book aloud to you, some may be assignments in specific subject areas and some may be long-term projects. Teachers are always happy to explain homework instructions to you so that you are able to assist your child. Homework is a necessary and valuable function of school. The amount of homework given will be appropriate to the age of the student. Homework completion will be a part of your child's work habits grade in each subject area, and will also be used to determine his/her level of academic progress. With elementary age students, it is your responsibility as a parent to check your child's backpack and/or agenda to see if he/she has any assigned homework. Although we want children to take responsibility for their own learning, it is important for them to know that homework time is a priority in their home and that parents take this responsibility seriously.

ILLNESS

If your child becomes ill at school, we will contact you to pick him/her up. We have no accommodations for sick children at school. Please help us by keeping your child at home if symptoms suggestive of communicable diseases appear.

INSIDE RECESS REQUESTS

Students attending school should be capable of participating in outside recess. Children having a cough or a cold should be allowed to stay home for their own good and the protection of other children in school. Exceptions to this must have a doctor's note.

IMMUNIZATIONS

In accordance with Michigan Public Health Code, Section 9208, all students must present a certificate of immunization in order to attend school: "A parent, guardian, or person in loco parentis applying to have a child registered for the first time in a school in this state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under Section 9215.....".

INSTRUCTIONAL MATERIALS CENTER (IMC)

Our IMC (library) contains 12,000 books that are available for checkout by our students. Students visit the library to check out a book at a scheduled time once a week. A new book may be checked out when the previous book is returned. A fee will be assessed at the end of the school year for books that are lost/unreturned/damaged.



KITE

KITE is a fee-based childcare program offered to complement the kindergarten day. The KITE program is structured to reinforce the concepts introduced in the kindergarten curriculum through art, creative play, drama, pencil and paper activities, movement games, etc. KITE staff and kindergarten teachers work closely together to make certain that the KITE program supplements, rather than duplicates, kindergarten activities.

LATCH KEY

For more information on Latchkey, please contact Carla Rigsby at 248-328-3615.

LOST AND FOUND

Contact the office regarding the location of the lost and found. Your child may check for the lost articles. All coats, hats, boots, and gloves should be labeled with your child's name. Parents may also come and check for missing items.

MEDICATION AT SCHOOL

In its desire to cooperate, the Holly Area School District indicates its willingness to administer medication through its principal and staff. For the child to receive medications during school hours, we must have an Authorization for Medication signed by the parent **and** the child's physician. Absolutely **NO** medication is dispensed without this authorization.

However, specific medications may be self-possessed and/or self-administered providing the following conditions are met:

- A physician shall provide written instructions for the student to self-possess and/or self-administer the medication, including the name of the medication, dosage, time to be administered, route of administration and duration of administration.
- A written plan will be developed between the parents, student and building administrator for general supervision of self-administration of medication by the student.
- In accordance with the student's self-administration or medication plan, the medication shall be maintained exclusively and at all times under the student's control while in the school setting.
- Students who receive authorization to self-administer their medication shall not convey, transfer or otherwise distribute the medication to other students; students who violate this conduct standard shall be subject to disciplinary penalties as specified in the student code of conduct.
- Building administrators and appropriate teachers are informed on a need-to-know basis that the student is permitted to self-possess and/or self-administer medication.

MONEY & OTHER VALUABLES

Children are to be discouraged from bringing large amounts of money or valuable possessions (radios, computer games, calculators, jewelry, electronic equipment, toys, etc.) to school. If this policy is disregarded, the school will not be held responsible for the location or replacement of such items.

If money is sent to school, parents should realize the responsibility the child will have.

It would be wise to:

1. Place the money in an envelope.
2. Include a note inside, stating the reason for the money being sent.
3. Place the teacher's name and the child's name on the outside of the envelope.

NEWSLETTER

Every Friday the *Patterson Page* newsletter is sent home with students. It has important information about current happenings and announcements.

PARENT – TEACHER CONFERENCES / REPORT CARDS

Regularly scheduled parent-teacher conferences are held in the fall and spring of each school year. These conferences are by appointment and you will be notified well in advance of your appointment. We hope you will make a special effort to come, as a conference with your child's teacher is of great importance to the child and helpful to you.

The school staff welcomes additional conferences. Arrangements can readily be made by calling your child's teacher. Please make appointments with teachers for any special conference in advance by calling the school office or writing a note to the teacher. Please do not attempt to speak with teachers regarding your child's academic or social concerns during time that they are with children. It is important for our teachers to be able to direct all of their attention to the students in their classes during educational time.

Report cards are also used to communicate student progress. They are sent home in January and June. Children receive **number grades for academic achievement and letter grades for work habits**. Both grades are equally important, especially as we look at later success in "real world" work environments. As your child transitions into middle school, one grade will be given that reflects academic achievements and work habits together. As you review your child's report card, please celebrate accomplishments and encourage additional effort where needed.

PARKING LOT SAFETY

The driveway and parking lots are very busy at arrival and dismissal times. **For the safety of the children** please park your vehicle in the **VISITOR'S PARKING LOT on the east side** and walk your children to the building. Mixing personal vehicle and bus traffic is a very dangerous situation; please follow our parking lot rules.

PARENT SUPPORT

We encourage all parents to become active participants in their child's education. The success of any group is dependent on an active and large membership. The first step you can take in contributing to that success is becoming active. Our parent groups have made many valuable contributions. Their support has provided our students with many special events, activities and supplies.

Please consider joining TEAM Patterson, our parent teacher organization. Information on all activities will be posted on the *Patterson Page*.

PROMOTION & RETENTION

At the elementary level, retention at present grade level or promotion to a higher-grade level shall be decided on the basis of potential benefit to the pupil. Grade placement is a complex issue and hinges on a variety of criteria. Teachers work very hard to create the most successful environments for children to learn in.

For students that are not experiencing success in school, the child study team including the classroom teacher, child's parent(s) and principal will work together to arrive at the best plan to meet the child's needs. This plan may include retention, only if the child's parent(s) is(are) in agreement.

SUPPORT STAFF

Speech/Language Pathologist - The speech/language pathologist serves those students who demonstrate special needs in the development of their communication skills. Students may receive their services within the regular classroom through team-teaching or in small groups in the speech room, depending upon the students' needs. Students are evaluated upon the request of the teacher or parent when it appears that the communication skills interfere with his/her success in school. The four primary areas of communication are articulation (speech sound development), language (listening, understanding, verbal expression), voice and fluency.

Resource Teachers - Resource room programs are provided within each school to assist students with special academic needs. Students must be evaluated and be determined by a committee to need assistance in one or more areas according to federal and state guidelines. After this determination has been met, the student may receive instruction in a resource room or the regular classroom through team teaching.

School Psychologist - The psychologist works with the staff of each school to identify children who are having learning and/or emotional problems and to work toward developing an appropriate method of handling the difficulty. A function of the psychologist is to observe and evaluate children in order to make recommendations for classroom management or for providing special education services.

Social Worker - The school social worker provides counseling for special education students at all grade levels, consults with teachers and parents concerning child management and makes referrals to helping agencies in the community. Other services may include parent education groups and affective education for pupils.

Occupational and Physical Therapists - These therapists provide support to our students who have a need for these services documented by a family physician or medical specialist, and who have an Individualized Educational Plan (IEP) in place.

Targeted Learning Coach - Our targeted learning coach will work with students for whom we have academic concerns. Students may meet individually or in a small group.

Title One Teacher - Our Title One teacher will provide services to Title One students in the area of writing. Students may meet individually or in a small group.

TELEPHONE CALLS

Students are allowed to use the telephone for emergencies only. Please make sure your child brings lunch money or a lunch, his/her homework and necessary supplies every morning. They will not be allowed to call home to get a forgotten item.

VISITOR PASSES

In compliance with the School Board policy, all visitors, including volunteers, must sign in at the office and will be issued a badge.

VOLUNTEERS / CLASSROOM CHAPERONES

Volunteers are an important part of our educational community. Our teachers welcome volunteers and will work with you to set up a schedule that is mutually convenient.

While in the classroom, you may hear or see personal information about a child, even from that child. It is very important that you keep their confidence and not repeat what they say to anyone except to the classroom teacher or the principal. Other information such as reading level, classroom behavior and perceived student ability is also strictly confidential and may not be discussed. Please do not ask teachers for information about students other than your own child. Teachers may not discuss any aspects of another child's academic, behavioral or personal life with you.

