

Rose Pioneer Elementary Family Handbook

2008 - 2009



Today's Choices Shape Tomorrow

Mr. Beattie, Principal
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Welcome to Rose Pioneer Elementary

Dear Families,

This folder has been published as a guide to acquaint you with the philosophy, curriculum, procedures, programs and parent involvement opportunities at Rose Pioneer. You may want to keep it handy for future reference. Updates will come home in our weekly newsletter, PIONEERING ADVENTURES, which will appear in our child's Friday folder.

As we continue to learn and grow, the staff at Rose Pioneer has simplified our mission statement. Our mission can be summed up in three words: **Learning for All**. We are committed to providing a school atmosphere in which parents, students and teachers work together and learn from each other.

Our **Mission Statement** is based on the following beliefs.

- ★ We believe all children can learn and we will work to help all students to achieve high standards of learning.
- ★ We believe individuals have a personal responsibility for their learning. It is our job to teach children how to be respectful, responsible, safe learners so they become capable of thriving in an ever-changing environment.
- ★ We believe that we are responsible for using best practice strategies in our classrooms.
- ★ We believe that we are responsible for constantly assessing student progress and differentiating instruction so that all learners are challenged and supported.
- ★ We believe that parents are partners. We are responsible for communicating our expectations for learning and behavior and working with them to help their child achieve.

Our **Vision** for Rose Pioneer is:

Students, staff and parents are engaged as learners, working together to increase achievement and develop character.

- ★ S. Students
- ★ T. Thinking, communicating, contributing, producing quality work
- ★ A. Achieving all that they are capable of
- ★ R. Reaching high expectations for learning
- ★ S. Students respectful, responsible, ready for the future.

As the Principal, I am the "Keeper of the Vision." Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,
Michael Beattie
Principal, Rose Pioneer Elementary
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Each Monday our students recite the Pledge of Allegiance and the Rose Pioneer Student Pledge.

I am a student at Rose Pioneer
I am somebody. I am important.
I will do my best to be a respectful, responsible, safe, learner.
I represent myself, my family and my community.
I am somebody. I am important.
I will make a difference.

Here is our staff pledge to you

Instruction

- ◆ Our curriculum is aligned to the State of Michigan curriculum framework
- ◆ We help students reach enduring understanding by making real world connections.
- ◆ We differentiate our teaching to ensure student success.
- ◆ We prepare students for the future.

Assessment

- ◆ Assessments drive instruction and are linked to grade level content expectations.
- ◆ We monitor student progress and will report to you quarterly or upon your request.
- ◆ Quality work is our goal. Students are given opportunities to evaluate and improve their work.
- ◆ We are on a five-year improvement cycle in which we track our progress as educators, set goals and develop action plans to continuously improve instruction.

Culture

- ◆ We do all within our power to provide a safe environment in which to learn.
- ◆ We treat parents as partners in the education of their child.
- ◆ We model respect for diversity.
- ◆ We teach and expect quality.
- ◆ We challenge ourselves our colleagues, and our students, to do their personal best.
- ◆ We model mutual respect and successful social behaviors as described in the Lifelong Guidelines and Lifeskills.

Rose Pioneer Elementary Procedures

Arrival

- School starts at 9:00 a.m. and students should be in their classroom at this time.
- Busses arrive at school approximately 8:50 a.m.
- Staff are outdoors on duty to greet the busses and assure safety for the students.
- Students who eat breakfast at school are to report to their classroom first and then head to the cafeteria.
- Should you drive your child to school, please drop him/her off at the office entrance between 8:50 and 9:00 a.m. Should you arrive earlier, please wait in the car with your child.
- Students reporting after 9:00 a.m. are considered tardy and must sign in at the office before going to class.
- On-site childcare is available for a fee for those students whose parents need to drop them off prior to 8:50 a.m. Please call 248-328-3615 for registration information.

Office

- Before a student can use the phone or go to the office they need permission from their teacher.
- Students are permitted to use the phone in emergencies only.
- Should your child become ill or need assistance for any reason we will call the numbers listed on the emergency sheet.
- Please keep these (blue) emergency sheets updated throughout the year. Students will only be released to those you have specified.
- All medication (prescription or over the counter) must be dispensed through the office. A medication form requiring **BOTH** parent and physician signature must be on file **before** students can receive medication at school.

Food Service

- Breakfast is available on a daily basis at the cost of \$1.25. It is served in the cafeteria from 8:50 - 9:10 a.m.
- Hot lunch, salad, and milk are available for purchase at the cost of \$2.00.
- Students will not be able to charge lunch or breakfast. A student who does not have enough money on his/her account will be given a peanut butter and jelly sandwich and milk. A student who does not have enough money in his/her account will not be allowed to eat breakfast.
- Parents may prepay lunches using the debit cards. Menus for both breakfast and lunch are sent home on a monthly basis.
- Should you choose to send your child with a lunch from home, we would appreciate it if you would send lunches that are low in sugar and high in protein and carbohydrates. Natural fruit juices, water, or milk (available in the cafeteria for 40¢) are the best beverages to sustain your child through the day. Please do not send soda pop. Due to Health Department regulations we will not be able to heat any food that is not purchased from our kitchen.
- Just for your information MANY students throw away major portions of their lunches. Each day we see unopened pudding cups, entire sandwiches and whole pieces of fruit in the trash. We have a cook, cashier, and two lunchroom supervisors on staff, however, with 80-100 students in each session, we cannot see to it that individual students are eating properly. Please advise your child of your expectations. Some parents have students bring home all uneaten food so that they can adjust accordingly.

- Students at Rose Pioneer are scheduled for a 30-minute lunch period daily. They may use the entire period to eat or go outside for recess after they finish eating lunch.
- Children will go outdoors, weather permitting. We have two cafeteria and two recess supervisors on staff to assure safety and provide care for the children.

Dismissal

School is dismissed at 3:40 daily. Most of our students ride the busses, however at least fifty students are transported daily by family members and friends. The following procedures are critical in order to insure student safety. The question and answer format below seemed to be the best way to cover every situation.

- **If my child rides the bus home every day, what does he/she do?**
Bus students are escorted to the bus circle at dismissal. Staff members are outside to help them.
- **What if, one day, I have to pick up my child instead of him/her riding the bus?**
If you know ahead of time, you should tell your child AND send a note with your child. Your child will give the note to the teacher. Students often have days confused and ask to go to the office because they think they are being picked up. If your student does not have a note stating that they are being picked up we will put them on the bus.
- **What if I don't know ahead of time that I will pick up my child?**
You should call the office as soon as you find out. The office will notify your child's classroom and he/she will come to the office at dismissal where you will sign them out.
- **What if I have to pick up my child early for an appointment?**
You should come into the office (not the classroom). The office staff will call down to your child's room and have your child dismissed. You should sign the student sign-out sheet located on the counter and wait in the hallway (outside the office) for your child to come down. Please do NOT go to the classrooms to pick up your children. In order to assure that students are dismissed only to individuals authorized for their care, teachers have been directed NOT to dismiss students to adults standing at the classroom doors and to instruct all visitors to report to the office for a "Visitors' Pass".
- **What if I come into the building to pick up my child every day?**
Parents are asked to fill out a "Daily Transport" form. This will allow those students picked up every day to be released at 3:40 p.m. to the library. Parents are asked to park in the front (Milford Rd) parking lot and enter the library through the outside doors. Sign-out sheets are located at the librarian's desk. We realize that this may seem like an unnecessary inconvenience, but for the safety of all children it will be strictly enforced. Please do NOT go to the classrooms to pick up students. In order to assure that students are dismissed only to individuals authorized for their care, teachers have been directed NOT to dismiss students to adults standing at the classroom doors and to instruct all visitors to report to the office for a "Visitors' Pass".
- **Can I park in the fire lane (side entrance by office) if I am only coming into school for 1 minute?**
NO! Please be considerate of others and don't block the fire lane. It really never ends up being just one minute and it would be best for everyone if you park in a legal parking spot ANY time you are coming into the building. We have been warned by the local Fire Chief to keep the lane clear.
- **What if I need to talk to my child's teacher at the end of the day?**

Should you need to see a teacher at the end of the day, please call the office and we will see to it that the teacher gets the message. After the students are safely on the busses, the teacher will meet you in the office and you can arrange for a place to meet.

The following is a statement of our beliefs, philosophy, and procedures regarding student conduct at Rose Pioneer Elementary. It is an “all school plan” and is in addition to classroom discipline plans and district policy. Elementary students are subject to adherence to all board policy and do run the risk of suspension and expulsion for chronic or extreme behavior problems in the area of weapons, drugs, vandalism, violence or harassment. A detailed policy book is available at the building.

STUDENT CODE OF CONDUCT

Providing a climate of mutual respect and positive discipline is a key factor in the education of the children at Rose Pioneer. With the guidance of adults, children can learn how to conduct themselves in a socially acceptable manner and accept the responsibility and consequences for their behavior. Through the use of class meetings, peer mediation, or problem solving sessions with staff, students are often very successful at finding ways to resolve conflict, make good decisions, and work through their challenges.

As students tour the building this year, they will see posters outlining what a **respectful, responsible, safe, learner** would do in each setting. Staff will go through a presentation at each station (office, hallway, restroom, cafeteria, playground, assembly, library and bus circle) setting a tone of caring and high expectations for student conduct. Follow up classroom visits with the principal and tutor counselor will reinforce a sense of community, review school and district rules and set the tone for academic achievement.

Each Monday we recite the Rose Pioneer Student Pledge. The pledge reflects our vision for students at Rose Pioneer. As they say the words the children affirm their role as students. It unites us as a community of learners who respect one another, help one another, and challenge one another to do our personal best.

Occasionally, a student will test the limits. When at all possible we use natural consequences to help children learn from their mistakes and take responsibility for their actions. For example: “fix what you break,” “clean what you mess”, etc. In some instances natural consequences are not practical:

When a child is in danger - Adults cannot allow a child to experience the natural consequences of running between school busses, for example.

When they interfere with the rights of others - Adults cannot allow the natural consequences of allowing a child to throw rocks at another person.

When the results of children’s behavior do not seem like a problem to them- For example, it does not seem like a problem to some children if they talk disrespectfully to adults.

So...we need to switch to logical consequences in order for a consequence to fit in with our foundation of mutual respect and personal responsibility it needs to be related, respectful, and reasonable. To help assure a safe, productive learning environment for all children, a progressive system of logical consequences has been put in place:

Step 1: Verbal Reminder

The student is reminded of school guidelines. (*See if you can fix the problem yourself*)

Step 2: 1st Reminder Card

The student is given a written reminder of school guidelines. The written reminder is forwarded to Mrs. Goings who keeps them on file. (*Just in case you need help later*)

Step 3: 2nd Reminder Card or Peer Mediation

The student is given a written reminder of school guidelines. The written reminder is forwarded to Mrs. Goings who then meets with the student during lunch recess to problem solve. (*You haven't been able to solve the problem on your own - maybe Mrs. Goings can help you figure out what to do*)

OR

The student meets with an adult and a group of students trained to help others solve problems. A written agreement is signed by all parties. (*Maybe some of the other boys and girls have an idea that can help you with your problem*)

Step 4: Problem Solving with the Principal—(cases of chronic/or severe conduct issues)

The student meets with the principal and spends his/her next lunch hour in the principal's office problem solving. The student is given a copy of the Rose Pioneer Student Pledge and writes a letter to his/her parents explaining how he/she has broken the pledge and the consequences for doing so. The student then writes a personal pledge to improve conduct. It is the student's responsibility to share the letter with his/her parent. The principal follows up with a phone call.

Step 3: Collaborative Team Meeting— Should the student continue to have difficulty, a C.T.M. (Collaborative Team Meeting) is scheduled with the parents, child, teacher, principal and/or counselor to come up with a plan to help the student solve the problem.

Attached is a list of guidelines to help your child know what good behavior looks like and sounds like. Please go over all expectations, policies and procedures with your child and return the signed Code of Conduct form to school. You will find it in the "Return to School" pocket of this folder.

Thank you for your support and cooperation.

Sincerely,
Michael Beattie
Principal

Holly Area Schools Board of Education Behavior Code

Below is a highlight of Board of Education policy regarding student conduct. A policy book with in depth information is available in our office area. Please call if you would like to review Board Policy or would like additional information.

A student shall not engage in any conduct causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school or district. While this list is not intended to be all-inclusive, the following acts would be grounds for disciplinary action:

1. Occupying any school building, or part thereof with intent to deprive others of its use
2. Blocking the entrance or exit of a building room or corridor
3. Setting fires
4. Possessing, firing, displaying or threatening use of firearms, explosives or other weapons on the school premises
5. Possessing or using any weapon or implement capable of inflicting bodily harm
6. Possessing, using, distributing, dispensing and /or manufacturing of controlled substances or drug paraphernalia
7. Possession of any tobacco product
8. Possession, consumption or being under the influence of any alcoholic beverage or alcoholic look-alike beverage
9. Physical or verbal assault
10. Using offensive language in verbal, written or drawn communication
11. Continuously and intentionally making noise or acting in any manner so as to interfere with the teachers ability to conduct classes
12. Damage to or destruction of School or private property

Bullying Prohibited Bullying is a form of harassment. It is repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another. Students engaged in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while enroute to or from school are subject to disciplinary action that may include suspension or expulsion.

Students are responsible for good behavior on school computer networks just as they are in classroom or school hallway.

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.

The board desires to keep district schools and students free from threats or harmful influence of any groups or gangs with advocate drug use, violence or disruptive behavior.

Students shall not use or have in their possession any electronic communication device without prior permission from the building principal.

Students in possession of a dangerous weapon/firearm 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.**

GUIDELINES FOR RESPONSIBLE CITIZENSHIP

At all times:

- ★ Be polite and respectful. The following behaviors are not respectful:
 - Teasing or hurting others
 - Using inappropriate language
 - Arguing with an adult or refusing to do what is asked
 - Spitting
 - Interrupting the learning of others
- ★ Treat other the way you would like to be treated
- ★ Use your words to solve problems. If words don't work, ask an adult for help
- ★ Get permission before leaving an area. An adult needs to know where you are at all times.
- ★ Respect the property of others:
 - Ask permission before you touch or borrow
 - Use equipment appropriately
 - Return library books on time

Indoors:

- ★ Walk and talk quietly in the halls, library and cafeteria
- ★ Remove your hat in the library, cafeteria and halls. If your teacher lets you wear hats in your classroom that's ok.
- ★ Use your normal speaking voice
- ★ Keep your space clean in the classroom, library and cafeteria
- ★ Take care not to disturb the learning of others

Outdoors:

- ★ Leave and enter the building safely – Walk to and from the busses
- ★ Use equipment properly and safely. The following are unsafe:
 - *Climbing on the tops of the playground structures
 - *Chasing on the structure and monkey bars
 - *Twisting, doing flips, standing on or jumping off swings
 - *Throwing rocks, snowballs, etc.
- ★ Have fun safely. Games that require pushing, hitting, wrestling, or tackling, are not safe.

Habits of Mind

Persisting ~ Managing Impulsivity ~ Finding Humor ~ Taking Responsible Risks
Thinking interdependently ~ Listening with Empathy and Understanding
Thinking Flexibly ~ Questioning and Problem Posing
Thinking About your Thinking
Gather data through all senses ~ Striving for Accuracy and Precision
Applying past knowledge to new situations
Creating, Imagining and Innovating ~ Responding with Wonderment and Awe
Thinking and Communicating with Clarity and Precision

LIFELONG GUIDELINES

- * **Trustworthiness**
- * **Truthfulness**
- * **Active Listening**
- * **No Put-downs**
- * **Personal Best**

The lifelong guidelines listed above are based upon respect for self and others. When consistently followed, they ensure that students can remain in the right frame of mind for learning.

LIFESKILLS

INTEGRITY	To act according to a sense of what's right and wrong.
INITIATIVE	To do something because it needs to be done.
FLEXIBILITY	To be willing to alter plans when necessary
PERSEVERANCE	To keep at it.
ORGANIZATION	To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.
SENSE OF HUMOR	To laugh and be playful without harming others.
EFFORT	To do your best.
COMMON SENSE	To use good judgement.
PROBLEM SOLVING	To create solutions in difficult situations and everyday problem.
RESPONSIBILITY	To be accountable for your actions.
PATIENCE	To wait calmly for someone or something.
FRIENDSHIP	To make and keep a friend through mutual trust and caring.
CURIOSITY	A desire to investigate and seek understanding of one's world.
COOPERATION	To work together toward a common goal or purpose.
CARING	To feel and show concern for others.

The purpose of the list of LIFESKILLS is to provide guidelines that help students evaluate their own performances and learn which social behaviors will enhance their success in life.