Student and Parent Handbook

Appleview Elementary

240 E. Spartan Dr., Sparta, MI 49345

www.spartaschools.org

Mike Birely

Principal

mike.birely@spartaschools.org

2021-2022

Grades 3, 4 & 5

Office (616) 887-1743	**Attendance (616) 887-2091**
Voicemail (616) 887-7506	**Transportation (616) 887-0136**

INTRODUCTION

The staff of Appleview Elementary School is looking forward to working with you and your children. We are interested in the educational progress and the emotional and physical well-being of each child in our school. We are committed to providing all students an opportunity to acquire a quality education. Education should develop in students a sense of personal worth, prepare them for social participation, and change and equip them with the ability to think both creatively and critically in their pursuit of knowledge.

Appleview teachers and staff are committed to providing a quality educational program that will challenge all children to reach their potential. When school and parents work together, children succeed in school and throughout life. Neither home nor school can do the job alone. Parents' support for their children and for their school is critical to the children's success at every step along the way.

To ensure that basic skills and knowledge are taught, we will hold educators accountable for effective teaching, hold students accountable for learning, and encourage parental involvement in every child's education. We will continually assess student growth in order to provide timely interventions and evaluate our instruction. Additionally, our teachers and staff will work collaboratively with parents and our community in the development, evaluation, and refinement of our school programs, including the Title I program.

Communication is the key to your involvement. To that end, we will provide you with ongoing communication concerning school events (via the building newsletter, district website and teacher communications), and your child's academic progress (via conferences/report cards, progress reports, online access to grades and use of phone and email to keep in touch). We welcome your input and perspective and encourage you to contact your child's teacher via the phone or email with any concerns or positives! We welcome your presence and invite you to join us as a volunteer (in the classroom or with extracurricular events), as a PTC member, by way of attending conferences and student programs or offering your input via completion of any surveys distributed by the school. Your input is welcome at any time – in writing or in person. Translators are available upon request for any parent meeting and to assist with translating any home-school communication.

In addition, we will work to build your capacity to be an effective supporter of your child's learning. Look for communications on "how to read with your child", "how to best prepare your child for test-taking", "how to search the internet" etc., as we strive to provide you with materials and training to help you work with your child to grow their success at school.

Finally, Appleview agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) parents play an integral role in assisting their child's learning;

(B) parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; the carrying out of other activities, such as those described in section 1118 of the ESEA.

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

Many questions arise regarding the procedures that affect the children and parents of Sparta Elementary Schools. The information in this handbook is an attempt to answer your questions, and at the same time provide some definition to our policies and procedures. Please keep this as a reference throughout the school year. We encourage you to call us with any questions or comments you may have. We look forward to working with you and your children this year.

START AND END TIMES

Appleview Elementary
8:40 a.m. - 3:40 p.m.

Children are to report directly to the classroom after being dropped off by the bus or parents.

Parents who bring their children to school are asked not to bring the student prior to 8:30 a.m. **Supervision is unavailable prior to this time..** Breakfast is available for all students in the classroom each morning.

BEFORE & AFTER SCHOOL CARE
"The Open Door" for Children in Grades K– 5

This program operates from 6:30–8:30 a.m. and 3:40-6:00 p.m. Monday through Friday at Appleview Elementary. The fee per session is $6.00 for mornings and $9.50 for the afternoons. Transportation is provided for students attending Ridgeview Elementary. A $40.00 non-refundable fee ($60 if more than one child is attending) is due at enrollment. For questions and enrollment please call Robyn Tryon, Director, at 887-1449.

Sparta Area Schools 2021-22 School Year Parent Calendar

PTC BOARD MEMBERS & COMMITTEES

ELECTED BOARD OFFICERS:

President	Michelle Moody
Vice-President	Rachelle Burns
Vice-President	Chelsea Ring
Treasurer	Mimi Lixey
Secretary	Priscilla Cazier

To contact a PTC representative, please email your message to ptc@spartaschools.org

VISION, MISSION & BELIEFS

Vision Statement

Appleview Elementary will be recognized throughout Kent County as the leader in ensuring excellence in education.

Mission Statement

Sparta Area Schools will provide high quality educational opportunities to ensure success for all.

Beliefs Statement

Sparta Area Schools will:

- Cultivate a culture of respectful relationships
- Focus on effective instruction
- Utilize a data driven decision making model
- Utilize a fiscally responsible systems approach to guide decision making
- Expect excellence in all we do

STUDENT EXIT STANDARDS

To implement the mission statement, students of Sparta Area School will demonstrate that they are:

- ¨ Self-directed learners who anticipate, gather, arrange, analyze, and employ data to cope with a changing world.
- ¨ Productive citizens who promote activities for the health and welfare of self and others.
- ¨ Creative thinkers who use varied strategies and resources to solve problems.
- ¨ Effective communicators who listen, speak, write, and read proficiently in a variety of situations.
- ¨ Cooperative workers who function effectively in groups to solve problems.
- ¨ Quality producers who create intellectual, artistic, and useful products reflecting high standards and modern technologies.

COMMUNICATION

STUDENT PROGRESS

Parent/Teacher Conferences will be scheduled twice during the school year; November and February. Various methods are used to report student progress including trimester reports, phone calls and conferences. Any other time you wish to discuss your child's progress, please contact the school. Teachers are often available before or after school but please make an appointment during this time. Email is another effective way to get in contact with your child's teacher. Staff are expected to respond to e-mail messages within 48 hours (if not sooner). You can access staff's email address by visiting

http://www.spartaschools.org/appleview/buildingstaff/

Messages may be left on teacher voice mail at any time. The voice mail entry number is 887-7506.

Note: If problems or confusion arise with communication, homework, expectations, etc., please contact us immediately. Communication is the key to success.

SCHOOL/HOME ENVELOPE AND HOMEWORK FOLDER

Appleview attempts to improve and streamline the school/home communication through the use of the School/Home Envelope and the Homework Folder. We hope to help organize information sent home in a predictable and consistent manner on a school-wide basis. Items which may be included in the envelope will be student work, field trip letters, teacher newsletters, building newsletters, lunch menus, book orders, permission slips, special notices, etc. The Homework Folder will include your child's homework, incomplete work and other items for home study.

To achieve this goal, each child will have their own durable envelope which will be sent home every **Friday** and should be returned every **Monday**. The envelope must be signed by the parent every week. Space will be available weekly for parent and teacher comments. Each student will also have a designated Homework Folder which will be sent consistent with the teacher's homework schedule.

PLAN NOW (with your child) for that special location where your child's School/Home Envelope and Homework Folder will always be placed.

DISTRICT PHONE NUMBERS

Administration	887-8253
Transportation	887-0136
Sparta Early Childhood Center	887-0068
Food Service	887-1744
High School	887-8213
Middle School	887-8211
Ridgeview Elementary	887-8218
Appleview Elementary	887-1743
Migrant Office	887-7359
Special Education	887-7359
Adult Education	887-7321
Before and After Care	887-1449
AV Auto Attendant (voice mail)	887-7506
AV Attendance Line	***887-2091***

VOICE MAILBOX NUMBERS
887-7506

Anderson, Sydney	4143
AV Kitchen	4156
Barr, Renae	4138
Beuschel, Brooke	4126
Birely, Cinda	4127
Birely, Mike	4175
Bufton, Dana	4124
Clements, Jason	4129
Davis, Doug	4142

Davis, Sandy	4121
DeGraaf, Kim	4167
DeKoster, Ellen	4177
DeVries, Ronda	4191
ESL	4139
Food Service	1402
Friedrichs, Molly	4144
Geers, Lynelle	4133
Glynn, Jennifer	4119
Hall, Robin	4122
Howell, Molly	4178
Hurley, Linnea	4128
Kilpatrick, Sherry	4145
Lehner, Beth	4130
Ley, Katherine	4168
Oudbier, David	4146
Riddle, Vickie	4155
Roelse, Amy (Nurse)	1025
Shelner, Ashley	4132
Shuneson, Kevin	4108
Singleton, Tammy	4127
Swanson, Nickie	4160
Swihart, Jaclyn	4159
Taylor, Hayley	4137
Udry, Emily	4161
Utter, Melissa	4158
VanVliet, Kelley	4149
VanWyk, Adria	4111
Zdanciewicz, Tori	4134

WEBSITE

For your convenience, school activities will be posted on the Sparta Area Schools Website, www.spartaschools.org/appleview/

ATTENDANCE

Regular attendance is critical for student success. Students are expected to be in school every day unless they are sick. Parents are encouraged to schedule appointments during non-school hours or on days when school is not in session. In the event of excessive absences, late arrivals to school, or early dismissals, parents will receive

a letter from the principal asking for the parents' cooperation in improving their student's arrival time or attendance. If irregular attendance continues, an attendance meeting may be held with the parents to discuss recommendations for improvement. Parents should note that an attendance referral may be made to Kent County attendance authorities if a student has missed more than five days of school. Truancy charges are a serious offense and if attendance does not improve, can result in legal consequences for the offending parent.

REPORTING ABSENCES 887-2091

For the safety of your child, when your child is absent you must call the attendance line at Appleview—**887-2091 prior to 9:00 a.m**. You may call the Appleview attendance line anytime—day or night. **If your child is not in school and the school has not been called, someone may contact you at home or at work.**

LATE ARRIVAL

Children who report to school after 8:45 a.m. are considered tardy. Parents **must accompany their child to the office** and report the late arrival or send a note of explanation. A late arrival pass will be issued to the student which is given to the teacher. Please do not take the student to the classroom. Our goal is to minimize interruptions of instruction. Lunch count is called in at 8:50 a.m. If your child will arrive after this time, please call the office so a lunch can be ordered.

EARLY DISMISSAL

If it is necessary for your child to leave school before the normal dismissal time, please send a note to your child's teacher that morning stating the reason for the early dismissal and who will be picking up your child. If an emergency arises during the day and your child must leave early, the adult picking up your child must have a note from the parent/guardian or the school must receive a call indicating who will be picking up the child. All students must be signed out at the office. This is for your child's protection. We ask that you limit the number of early dismissals. This is considered missed class time and an excessive amount will be considered truant. All absences are counted per the year, not the trimester. Some consideration will be given to extenuating circumstances before a truancy referral is reported.

STUDENT PICK UP

The teaching day ends at 3:40 p.m. Please wait in your car until the students are dismissed. Using the side doors and waiting in the hallway is prohibited as it is disruptive to the end of the day activities. There is general supervision during student dismissal, but teachers do not escort students to their parents' cars. Please have a plan in place with your child so that they know who is picking them up each day and in what car.

PRE-ARRANGED ABSENCES

The school recognizes that at times it will be necessary for students to miss school because of extenuating circumstances. If a student will miss more than one day for such an event, the parent should submit a written notice to the principal/teacher at least one week in advance of the absence. This will allow the teacher to prepare any work assignments that may be necessary for the student to complete. The school highly discourages family vacations during the school session dates. It is disruptive for the child and system when this occurs. Please make every effort to align family vacations to scheduled holidays.

WITHDRAWAL PROCEDURES

When a child is leaving our school district, we request at least *twenty-four hours* notice so we can compile the appropriate paperwork for school transitions. A withdrawal form will be sent with you for appropriate transition to the new school.

EMERGENCY DELAYS AND CLOSINGS

If it is necessary to cancel school prior to the start of the school day because of weather conditions, this decision will be made as early as possible and the information will be broadcast on local radio and TV stations and the district's website. In addition, the district will provide information via our School Messenger system. If it is necessary to cancel school after the start of the day, the information will be provided to local radio and TV stations.

Be sure your child knows where to go in case of an early dismissal. Please do not call the school during a weather emergency. Teachers, secretaries, principals and all other staff will be fully occupied with the students.

PROGRAMS/SERVICES

FOOD SERVICE

Phone: 887-1744—Melissa Alley

Menus are posted on the website.

The Food Service staff is working hard to make sure each child gets high quality lunches. In order to have a successful food service program we have computerized our payment system. Here is how it will work:

PROCEDURES:

· Money will be collected by sending your money in an envelope, marked with your child's name, grade and teacher's name. **If you send a check, please put this information on the memo area of the check**.

· You may send in any amount that you wish, enough to cover a week, a month, or any time period you wish. This money will be credited to your child's computer account.

· All money sent in can be used for hot lunch, breakfast, or milk.

· Specific questions regarding accounts may be answered through the Food Service personnel at Appleview. The best times to call would be immediately after school has started (8:25 a.m.) or immediately after the lunch hour.(1:00 p.m.).

· If extenuating circumstances exist where a child does not have lunch money, we will grant up to two lunch charges for their welfare.

Parents may have a printout of their child's account at any time. For more information, please direct any questions to Melissa Alley, **887-1744.**

TRANSPORTATION ~ Phone: 887-0136

Many children ride buses to and from school. Any questions regarding transportation should be directed to the Transportation Office/Transportation Handbook. If your child rides the bus, please remember:

· If your child will not be riding the bus to school, please call.

· State laws regulate the number of children that can ride the bus at any one time. All special requests must be made directly to the transportation department.

· The bus driver is responsible for driving the bus as well as maintaining order. Students who fail to follow the bus rules and do not respond to reminders, may lose the privilege of riding the bus. Parents will be contacted regarding any persistent problems on the bus.

· Students may not ride any bus other than the one to which they are assigned.

Supervision of students at the bus stop is the responsibility of the parents of the children who wait at any particular bus stop. Parents who bring or pick up their children from Appleview are asked to enter from the 12 Mile Road entrance. Busses will use the bus entrance/exit on the East (back) side of the building. Parent parking is on the West (front) side of the building.

TITLE I PROGRAM

Our Title I program provides intervention for students who struggle in the areas of reading and math. Each of the programs within Title I is delivered through a pull-out model where one of our highly qualified educators works with students for 30-40 minutes per day at least four days a week. Students are identified through their performance on standardized assessments, Child Study recommendations and teacher referral. Those parents who do not wish to have their child participate in these supplemental services should make a written request addressed to the principal.

All teachers at Appleview Elementary meet highly qualified standards.

All Instructional Paraprofessionals meet the No Child Left Behind requirements.

COUNSELING SERVICES

Counseling is available to all students at Appleview. These services are provided by school social workers/counselors. Children are seen at their own request or at the request of parents, teachers or administrators. Common issues addressed include peer relations, behavior problems, divorce, death, illness, substance abuse in a loved one, or other fears or worries. Children are seen individually or in small groups. Parents often consult with the Social Workers on a variety of issues. Please call if you have any questions or concerns. Information is kept **CONFIDENTIAL.** You do have the right to request that your child not receive extra help from the counselors. Please contact the building principal if this is your preference.

KSSN

Kent Schools Services Network (KSSN) is an initiative that involves many partners, but a single goal: to ensure all children are healthy and learning. The partners do this by bringing health and human services right into the school building to help students and families. This provides a one-stop location for families, making services easy to use.

OUR VISION: BRINGING SCHOOL & COMMUNITY TOGETHER FOR CHILDREN

Students learning, growing and achieving.

Students and families getting the services they need, when they need them - at school.

Help develop the whole child and ensure that all children are physically, emotionally, socially and academically ready to learn.

GOALS OF KSSN

Increase student achievement

Lower student absences

Improve coordination of services

Deliver services as they are needed

OUR STAFF

Each KSSN community school has several full-time staff on site to serve families. These professionals may include:

A Community School Coordinator who helps connect families with needed services.
A Clinician who provides counseling, crisis response, workshops, group services and other direct help to families.
Success Coaches from the Department of Health and Human Services (DHHS) who help families gain self-sufficiency and get needed services.
Other services, depending on the needs of the families.

Contact Cinda Birely at 616-887-1743 or email at cinda.birely@spartaschools.org.

MEDICAL

MEDICAL CONCERNS

If your child has medical concerns, please share them with the school so we can better care for your child at school. These concerns are kept confidential and shared on a need-to-know basis only.

IMMUNIZATION REQUIREMENTS

Each student must have a record showing they have received the following vaccines: 4 DPT including a booster after age 4, 3 Polio including a booster after age 4, 2 Measles, Mumps and Rubella, 3 Hepatitis B, 2 Varicella (Chickenpox) vaccines. (Students who have already had Chickenpox are exempt.) Any student lacking proof of these vaccines may not be admitted to school unless a valid medical, philosophical, or religious exemption waiver form has been signed at the Health Department and is on file at the school. The school nurse has the authority to exclude children from school if immunization records are not up-to-date and a waiver form is not on file.

HEAD LICE

Our district has a “no bug” policy. Children may not be in school with “live” bugs in their hair. If your child is diagnosed with head lice, their hair must be treated and combed out with a nit comb before returning to school. Students are allowed one excused absence to treat the condition. Subsequent days are unexcused**.**

ANIMAL-FREE DISTRICT

Due to increased animal allergies, Sparta Area Schools is an ***Animal-Free District***. In an attempt to provide all of our students a healthy and safe learning environment, we ask that no animals be brought or sent to school. Service dogs are always welcome.

LATEX-FREE DISTRICT

Due to increased latex allergies, Sparta Area Schools is a ***Latex-Free District***. In an attempt to provide all of our students a healthy & safe learning environment, we ask that no latex balloons be brought or sent to school.

MEDICATIONS

Should your child be required to take medication during the school day, it will be necessary for the medication to be kept in the office. A note from the parent or doctor indicating the dosage and time when it is to be taken should be included with the medication. State law requires that all medication at school **must be in the container in which it was purchased**. **The school will not have any over the counter medication to dispense to children. Any and all medications must be brought from home with a note giving the school permission to dispense.** All students are required to take their medication in the office. We will only dispense medications accompanied by a prescription or a note from the parents.

Daily prescribed medications dispensed at school are placed in unit dose cassettes. For ease in administration, we ask that each month's medications are sent in as near to the first of the month as possible.

The Board of Education has a policy regarding the administration of medication by school personnel. If you would like a copy, please stop in at any school building for your copy.

Any medical conditions and their treatment should be reported to the school nurse. She will be certain that the teacher and building staff are aware of these conditions. The school is required to report communicable disease incidence to the Kent County Health Department on a weekly basis.

DISPOSAL OF MEDICATIONS

If medication (either prescription or over the counter) is sent to school for your child's use during the school year, we ask that remaining medication be picked up within two weeks of the last day of school. Any medication that is not picked up will be disposed of properly by our school nurse.

ILLNESS AT SCHOOL

Occasionally a student becomes ill at school. Office personnel listen to the child's complaints, take their temperature and determine if the parent should be called. Sometimes children are allowed to rest in the health room and then return to class. Each case is treated individually and we do our best to determine the nature and severity of a situation before the parents are contacted. Young children sometimes become "ill" when they want to be at home instead of at school. We ask for your cooperation in working with the child to overcome this. If you think this is happening with your child, please contact the principal, school nurse, or office staff.

When your child becomes ill and has a fever, our district policy is that they are not permitted back to school until they have been **fever free, without fever reducing medication, for 24 hours. Any student sent home with (or experiencing) a fever, vomiting or diarrhea may not return for at least 24 hours until they are free of all symptoms without medication.**

In order for your child to be excused from participation in any school activity, a doctor's note is required. Please ensure that your child has this communication should you desire him/her to "sit out" from any school activity. The district will respect a note from parents requesting their child be excused from P.E. for 24 hours. Any requests for greater than 24 hours must be from a doctor.

SCHOOL CODE OF CONDUCT

Students are expected to treat others with respect and dignity at all times. Any behavior which is meant to cause harm to others will not be tolerated.

Appleview's Safe Schools' Initiative

Many parents, teachers, visitors and students have commented on the positive atmosphere at Sparta Area Schools. This atmosphere is the result of years of intentional work to build a school environment where students and staff feel safe, respected and valued. The Appleview staff and administration continue to create opportunities and programming to ensure student safety and acceptance. We have committed ourselves to doing a better job of informing our parents of the many initiatives underway here that help to ensure a safe place to learn. These include staff training in Capturing Kids' Hearts, positive behavior interventions and supports (PBIS), daily Good Deed awards, the use of the Safe Room for consistent, non-reactive, non-punitive consequences, student counseling, be Nice., various support groups and much more. Please look for information on these initiatives in our monthly school newsletter.

STUDENT DISCIPLINE

The management and discipline of any student will be handled with utmost care and respect. We believe that behavior should always be separated from the child. Therefore, poor behaviors do not equate to bad children; rather, poor behaviors are just that. Staff have been trained in Capturing Kids' Hearts model and Positive Behavior Interventions and Supports, the goal of which is to teach students to manage conflict successfully and to self manage their behavior.

EXPECTATIONS

Students are expected to handle themselves in a responsible manner. They are expected to act in a way which promotes good citizenship and shows respect toward other students and school personnel. Each classroom will establish a Social Contract (an agreement of behaviors and how students/adults will treat each other) within the first few weeks of school. The goal of this contract is to get students to "self-manage" as a group so as to promote a healthy learning environment which allows teachers to teach and students to learn. Behavior which intends harm to others will not be tolerated. The following behavioral expectations matrix outlines the behaviors expected of our students in a variety of settings:

Appleview All-Stars

STAR	*Library*	*Hallways*	*Cafeteria*	*Playground*	*Bathroom*	*Bus*
Voice Level	0-1	0-1	0-2	0-4	0-1	0-2
Safe	Safe hands, feet, and body Walk Sit appropriately on furniture	Safe hands, feet, and body Walk	Safe hands, feet, and body Walk	Safe hands, feet, and body Use playground equipment properly	Safe hands, feet, and body Keep water in sink and toilet Go, flush, wash	Safe hands, feet, and body Stay seated Walk
Team Player	Be friendly	Be friendly	Say please and thank you Be friendly	Be friendly Give and accept apologies	Respect privacy	Be friendly Greet your driver Give and accept apologies
Act Responsibly	Take care of materials Wait patiently	Keep area clean Go directly to your destination	Stay seated Raise your hand to ask for help Keep area clean	Report problems to adults Line up properly Follow rules	1 pump to wash hands Back to class promptly	Take care of your belongings Follow rules Respect property of others
Respect	Follow directions	Walk on the right Respect others' property	Wait patiently Quiet at the signal	Listen to adults Pick up trash	Report any issues	Listen to your driver

PROCEDURES

Appleview staff is trained in Capturing Kids' Hearts and PBIS and handles student discipline in accordance with the program. Students who struggle with their behavior will be given the opportunity to correct it within the classroom and/or through the use of our building's Safe Room. The Safe Room assists students with managing their behavior and allowing learning to continue in the classroom.

The school will work with the child to provide an opportunity for improvement and self development. However, parents are notified whenever behavior does not change as a result of normal intervention or whenever the behavior is considered serious in nature (i.e., causing physical harm, destroying or defacing property, possession of illegal substances/weapons or look-alike etc.). Students with significant and/or consistent behavior issues at school may be placed on a progressive discipline plan.

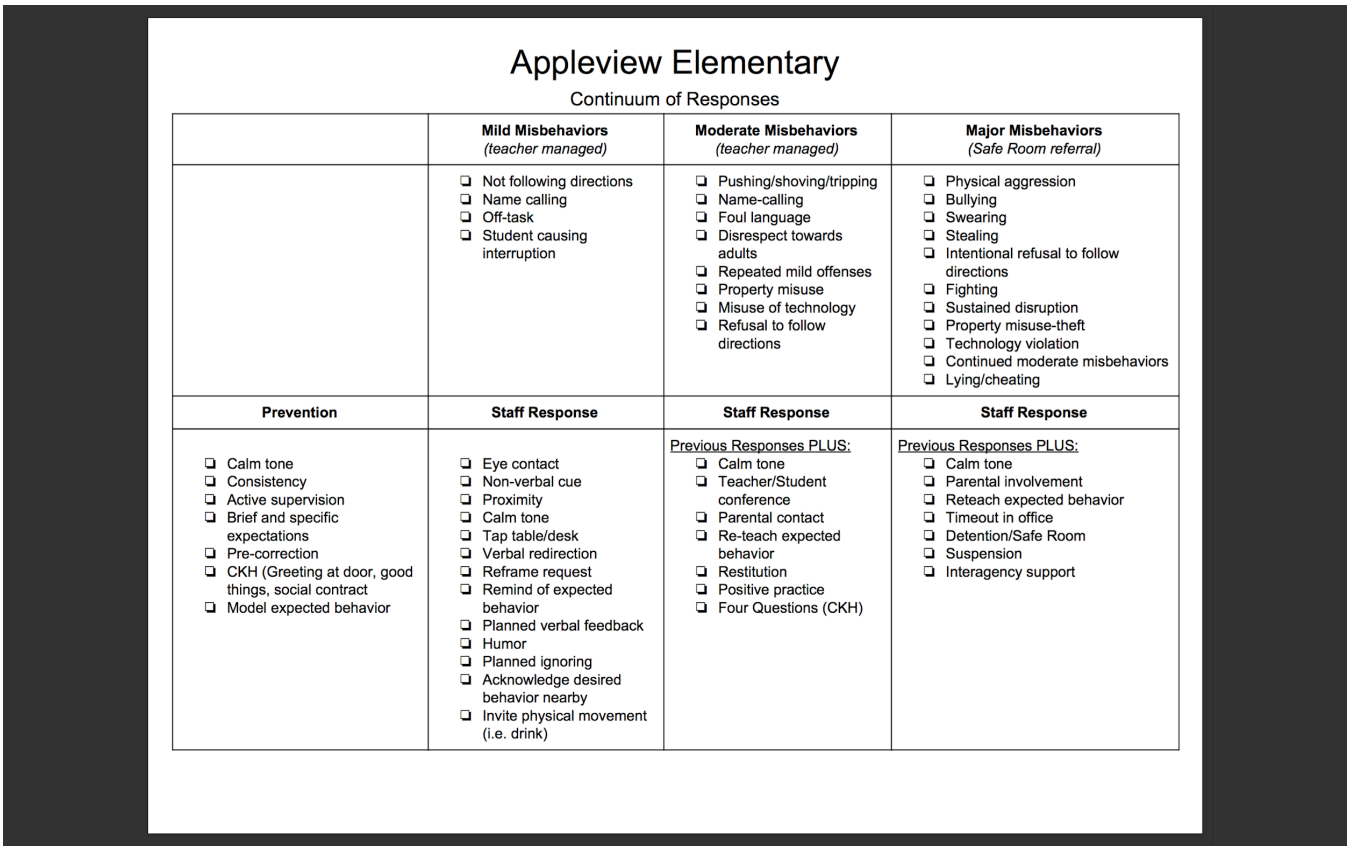
Good order and discipline is necessary for effective teaching. Each teacher is responsible for maintaining such an atmosphere in each of his/her classes. The Board recognizes that, through its administrative staff, it will support its teachers in taking actions to maintain proper classroom order. The staff is expected to maintain good discipline. In their efforts to maintain it, they have the freedom to avail themselves of all reasonable methods within the school philosophy.

DISCIPLINE PROCESS & CONSEQUENCES

The school administration and teaching staff designs consequences to fit the actions or reactions of the student. We will assess each situation, looking carefully at the facts of the incident as well as the circumstances in which the incident occurred.

Our main goal is to work with the student and parent to keep incidents from escalating to a serious nature. We want all of our students to be successful and to feel comfortable in school so they can learn the skills they need to function in today's society.

It is impossible for the administrators of this school district to list every potential problem that could surface at school. The following continuum of responses outlines common behaviors observed in the school setting and related staff response:



Appleview Elementary

Continuum of Responses

	Mild Misbehaviors *(teacher managed)*	**Moderate Misbehaviors** *(teacher managed)*	**Major Misbehaviors** *(Safe Room referral)*
	❑ Not following directions ❑ Name calling ❑ Off-task ❑ Student causing interruption	❑ Pushing/shoving/tripping ❑ Name-calling ❑ Foul language ❑ Disrespect towards adults ❑ Repeated mild offenses ❑ Property misuse ❑ Misuse of technology ❑ Refusal to follow directions	❑ Physical aggression ❑ Bullying ❑ Swearing ❑ Stealing ❑ Intentional refusal to follow directions ❑ Fighting ❑ Sustained disruption ❑ Property misuse-theft ❑ Technology violation ❑ Continued moderate misbehaviors ❑ Lying/cheating
Prevention	**Staff Response**	**Staff Response**	**Staff Response**
❑ Calm tone ❑ Consistency ❑ Active supervision ❑ Brief and specific expectations ❑ Pre-correction ❑ CKH (Greeting at door, good things, social contract ❑ Model expected behavior	❑ Eye contact ❑ Non-verbal cue ❑ Proximity ❑ Calm tone ❑ Tap table/desk ❑ Verbal redirection ❑ Reframe request ❑ Remind of expected behavior ❑ Planned verbal feedback ❑ Humor ❑ Planned ignoring ❑ Acknowledge desired behavior nearby ❑ Invite physical movement (i.e. drink)	Previous Responses PLUS: ❑ Calm tone ❑ Teacher/Student conference ❑ Parental contact ❑ Re-teach expected behavior ❑ Restitution ❑ Positive practice ❑ Four Questions (CKH)	Previous Responses PLUS: ❑ Calm tone ❑ Parental involvement ❑ Reteach expected behavior ❑ Timeout in office ❑ Detention/Safe Room ❑ Suspension ❑ Interagency support

If a student continually fails to respond to interventions, the consequences will increase in severity. Parental support can help deter students from a pattern of continual misbehavior. An intervention may be called for involving parent, teacher, counselor**,** administrator, and student. Some incidents of misconduct may result in a conference with the Principal, a student referral to the safe room, or assignment of an In-School-Suspension (ISS) or Out-of-School-Suspension (OSS). An ISS takes place in the safe room and is designed to allow the student to remain in school and do his/her school work within a supervised setting. In the case of an OSS, the student is not allowed on school property while suspended. Arrangements may be made to provide school work for the student given an OSS.

The district reserves the right and discretion to impose severe disciplinary action, up to and including expulsion for unacceptable behavior.

REPETITION OF BEHAVIOR OFFENSES

All students have the right to learn and the ongoing negative behavior of a single student will not be permitted to disrupt the education of the classroom. When student behavior is repetitive in nature despite multiple disciplinary interventions, the following administrative actions can be pursued:

- Utilization of school personnel for assistance such as social workers, psychologists, counselors, KSSN.
- Utilization of individualized student behavior plans with specifically identified behaviors and rewards/consequences.
- Progressive discipline plans which increase in severity of consequences as behaviors continue.
- Observations by professional staff to possibly include special education support, behavioral screening by school nurse, and behavioral screening by other specialists employed by the district and/or KentISD.
- Parent meeting with Superintendent and administration.

The relationship between the parent and school is essential when addressing repetitive student misbehavior. Sparta Area Schools expects its administration and parents to work in partnership as multiple interventions are provided both at home and in school to support a student's positive behavior. It is expected that parents engage in a partnership with the school to support their child's behavior.

ALL-STAR TICKETS AND AWARDS

Students who are "caught" displaying our school values in line with our Appleview All-STAR PBIS initiative may be issued a ticket. The tickets are turned in each week for a chance for the student to be recognized during morning announcements. The student is also given a small prize if their name is pulled during the daily drawing. Larger prizes and recognitions are also offered each trimester in our All-STAR assemblies.

WEAPONS AND CRIMINAL ACTS

As of December 1995, the Schools Legislative Requirements were revised to read that school districts are **required** to **expel** students who possess a dangerous weapon in a weapon free school zone or commit arson or criminal sexual misconduct in a building or on school grounds. The State Law also requires the school districts to expel students who bring a weapon to school for not less than one year (see Policy 5772 for more details). Amendments to the state law require districts to consider seven factors before expelling or suspending a student for more than 10 days for any of the following behaviors:

- Student in grade 6 or above who commits physical assault against another pupil
- Any student who brings a dangerous weapon on school property, commits arson or criminal sexual conduct
- Student in grade 6 or above who commits physical or verbal assault against an employee, volunteer, or contractor or makes a bomb threat

Except for possession of a firearm, the following factors will be considered prior to expelling or suspending a student for more than 10 days:

- Student's age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices
- Whether lesser interventions would address behavior

Restorative practices will be considered in addressing student behaviors at Appleview Elementary. These are practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. Restorative practices may include:

- Victim-Offender conference
- Apology
- Community service
- Counseling
- Restitution

Sparta Area Schools
Bylaws & Policies

Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06
Adopted 7/11/05
Revised 8/13/07
Pubic Complaint Procedures- located on the District Web Site under: Departments/Board of Education/9000 Relations/9130 Public Complaints = neola.com. These are part of our School Board Policy/Written Procedures – translations available.

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Sparta Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.
Any student who believes she/he has been or is the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.
Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. The complainant will be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. Parents may request a complete copy of School Board policy 5517.01 in the main office or may visit our website (http://www.spartaschools.org/appleview/studentparenthandbook/) to view the policy in its entirety. Sparta Area Schools will adhere to State law and update this policy if/when changes are made at the State level.

The Sparta Area Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. In order to protect these rights and assure compliance, the Sparta Area School District has appointed Mr. Joel Stoner as Coordinator of Title II, Title IX, VI, and the Age Discrimination Act and Mrs. Tina Mortensen as the Coordinator of Section 504. The district Anti-Harassment Compliance Officers are Mrs. Tina Mortensen and Mr. Joel Stoner.

SCHOOL ENVIRONMENT

Cell Phones/Personal Communication Devices

The use of cell phones or any other personal communication device is not allowed during the school day (8:30 – 3:40) without the permission of school personnel. Students who choose to bring cell phones or other personal communication devices to school must have their devices turned off or muted. Students may store their devices in their pockets (as long as the devices are out of view), in their locker, or with their child's teacher. Please note that if your child chooses to bring a device to school, the school is not responsible or liable for lost, stolen, traded, damaged or broken items.

Any student who is found to be using or having their phone out of their pockets may have it removed and stored in the office. The first time the phone may be picked up by the student at the end of day. Parents may be contacted after the second offense. Finally, students are not allowed to take pictures, use audio or visual equipment to record during the school day, on the bus, or at a school-sponsored event without permission from their teacher or an administrator.

Classroom Snack

Classrooms schedule a snack break into their daily routine so that students have the necessary energy to be successful. Although specific routines differ by classroom (and will be communicated by classroom teachers), we ask for your support in providing your student with a healthy and nutritious snack for these designated times. Although many options exist, we ask that you avoid sending students to school with candy, soda pop, and/or chips for their snack.

Clothing

In general, any clothing, jewelry, hair cuts/colors that are deemed disruptive to the learning environment are prohibited. Shirts containing questionable language or that have slogans or messages promoting products that are not appropriate are not permitted in school. Shorts and skirts should be of appropriate length (at least longer than fingertip length when your arms are at your side). No tube tops or midriff shirts are to be worn. Spaghetti straps are not allowed. Tank top straps must be three fingers wide. Any clothing, dress, grooming, symbols, or colors that imply gang affiliation, drug or alcohol references, or implies innuendos against the school, student groups, individual students, employees, or minority groups are prohibited. Parents will be notified if gang identification is suspected of their child. Parents will be contacted for students who violate the dress code and will be asked to bring alternative clothing for their child.

Winter Weather

We communicate to students that we expect them to wear a coat when temperatures are below 45 degrees. In addition, a mix of frost in the morning and rain/snow combinations in the afternoon on various days leave our fields very muddy. Students who want to play in the fields will be required to wear boots. Snow pants are also good to send as they will not only help kids stay warm, but they will help them stay clean and dry (as we have very few clothing items available to students who get muddy at recess). Parents can assist with this process by watching local weather as well as sending students to school with necessary items. Thank you in advance for your support with this.

Hats/ Kerchiefs

All children are expected to remove their hats and kerchiefs when entering the school building. No hats/kerchiefs are allowed in school unless on a designated spirit day.

Shoes

Tennis shoes are required in order to participate in gym class. Please wear white soled shoes as they do not leave marks on the floor. Students lacking tennis shoes will sit out.

Toys

The school strongly discourages students from bringing toys and or electronic devices such as Ipods, MP3, portable game devices etc. and personal possessions to school. **The school will not be responsible or liable for lost, stolen, traded, damaged or broken items.**

Playground

Be Safe, Be Responsible, Be respectful

Supervision

Adult supervision is provided any time that students are on the playground during the school day. During scheduled recess times, a teacher and/or building aide is assigned to this responsibility. During the Noon hour, aides are assigned to supervision of the lunchroom, hallways, and playground.

Expectations

Supervisors who monitor the playground will provide a tour for classrooms to explain and discuss the playground rules to ensure safety and respect. In addition, individual teachers will review the process with their students. The Appleview staff has been trained in “Capturing Kids’ Hearts” and PBIS. This system provides consequences for inappropriate choices.

Rules to keep you safe!

Upon arrival at school, students who are not participating in the breakfast program are to go to the playground without entering school. When the bell rings/whistle blows, students are to stop play and immediately line up.
Weather permitting, students must be outdoors on the playground until the bell rings/whistle blows. They are not to play in the parking lot, on the front walks, in the halls, entrance areas, or around the building windows.
Students are to respect the rights of other students and adults on the playground; showing kindness, helpfulness, and listening to what others have to say. Students will follow instructions given by playground supervisors.
If a problem arises between students, they are to tell a playground supervisor.
Students will play only in the designated playground areas. Students must get permission and a pass from a playground supervisor before re-entering the school during recess. Students are asked to use restrooms before going to lunch.

INDOOR RECESS

Computers are not to be used without teacher supervision and/or permission. Students who misbehave will be given time-out in the hallway for a minimum of five minutes. Continued misbehavior or seriously disruptive behavior will result in that student being sent to the office.

AFTER SCHOOL

At dismissal time, students should leave school promptly. Those wishing to play on the playground after school can do so by checking in at home first and then returning to the playground.

PLAYGROUND RULES

If a student chooses to ignore a playground rule, they will be sent to a bench or the timeout wall.

· Climbing fences is not permitted.
· Notify a playground supervisor if a ball goes over a fence.
· No food, candy or gum on the playground.
· No throwing sand, wood chips, rocks or other dangerous objects.
· Baseballs, bats, pogo sticks, and skateboards are not to be used on the playground.
· Soccer and touch football games are to be played in designated areas. A ball clearly marked with the student's name may be brought from home.
· Rough games that involve kicking, pretend kicking, wrestling or tackling are not permitted. Students are to keep their hands and feet to themselves. No unacceptable language or put downs in the school or on the playground will be permitted.
· Snowball throwing is not allowed on school property.
· A roll-up sled that is clearly marked with the student's name may be brought from home. No other types of sleds or objects may be used for sliding. No body sliding is allowed.
· Sliding on patches of ice is not permitted.
· The school is not responsible for personal items brought onto the playground.
· Knives, bean-shooters, toy guns, slingshots, squirt guns, and other potentially dangerous objects are not to be brought to school, under any circumstance.

MISBEHAVIOR PROCEDURE

1. Verbal warning.
2. Time out in designated place (bench/wall) until given permission to rejoin playground activities.
3. If a student does not accept consequences respectfully, the student will be sent to the office immediately.

Automatic trip to office:

1. Fighting
2. Disrespectful behavior towards playground supervisor
3. Serious offense such as:
   · causing physical harm
   · destroying property
   · possession of illegal substance or look alikes
   · spitting
   · throwing objects at others (snowballs, rocks)

HANDS/FEET/MOUTH RULE

Keep "hands, feet, and mouth" to yourself

· Hands ~ No pushing, shoving, slapping, loser sign, throwing sand, wood chips, snow, stones, etc. at other students
· Feet ~ No kicking, tripping, kicking wood chips, sand, snow, stones, etc. at other students
· Mouth ~ No name calling, teasing, putdowns, biting, spitting or unacceptable language

NOT ALLOWED ON THE PLAYGROUND

· Items not allowed ~ personal audio equipment, cell phones, personal communication devices, healies, roller blades, food, candy, gum, knives, toy guns, slingshots, squirt guns, laser, or other potentially dangerous objects (baseballs, tennis rackets).

· NO ROUGH HOUSING ~ games involving kicking, pretending kicking, wrestling, tackling, etc.
· Frisbees/balls (excluding baseballs) are allowed in designated areas only.

4 SQUARE RULES

NO OTHER RULES APPLY

· All hits are two-handed and underhanded.
· If you carry the ball, double tap the ball, or hold the ball, you are out.
· If you have the ball and it lands on the line, or bounces off someone's foot, you are out.
· No re-do's.
· No crazy hits, whipping, footsies, etc.

TETHERBALL RULES

· All spectators are to stand in the grass behind the playing area and remain quiet.
· Serve – 2 players take positions on the opposite sides. Next person in line taps the ball onto the pole gently. Whichever way the ball goes – that player gets the first hit (open handed hitting only) and the game is in motion. When the ball is wrapped around the pole or the bystanders count to 100 the game is over. If the game is settled by reaching 100 both people are out and a new game starts.
· After 2 wins the winner rotates to the end of the line.
· Game disqualifications:
    · Player touches pole
    · Player stops, catches, or grabs the ball or string
    · Rope wraps around player's arm
    · Double hitting
    · Poor sportsmanship

SLEDDING RULES

Students are welcome to bring roll up sleds to school for use during recess and/or classroom parties, when we have sufficient snow. Any other sleds brought in must be transported by a parent (not on the bus) and must be "soft sided". Roll up sleds are to be kept under a student's locker or combined with the building's sled collection, to be used by everyone.

· Please write your student's name on the sled in permanent marker.
· Sitting position only. No standing on a sled. No sliding on the hill without a sled.
· Before starting down the hill, make sure the coast is clear.
· When your sled stops at the bottom of the hill, quickly go to the side of the hill and walk uphill away from the sleds coming down.
· Share sleds.

MISCELLANEOUS

SCHOOL SUPPLIES

School supply lists are available in the school office and posted on our website, at www.spartaschools.org/APPLEVIEW/APPLEVIEV/SUPPLY-LIST/.

LOST AND FOUND

We urge you to mark with a permanent marker every item of clothing that is worn to school by your child. We encourage parents to check the lost and found box periodically throughout the year for lost items. Unclaimed items will be donated to charity at the end of the school year.

TEXTBOOKS

Students are issued textbooks for school use. A child is expected to use it carefully. If a child loses or damages a textbook, a fine or total replacement cost may be required. The same holds true for books from our Media Center. Please encourage your child/children to place the books in a safe location when not being used.

LOCKERS

Lockers are the property of the school. It is the students' responsibility to maintain the lockers in a neat and orderly fashion. Students may not adhere anything to the front of the lockers and may only use magnets inside the locker. No sticky substances such as tape, putty, glue, gum, post it notes, rubber cement, adhesive spray, mounting tabs, etc., are allowed.

STUDENT ASSIGNMENTS

During the month of May the staff will meet by grade levels to help create student schedules for the following school year. Instructors will be given a list of components to consider and will be asked to assess the students in their current assignment. We have asked that by a designated date in APRIL, parents with specific concerns write down characteristics of their child and/or ideal instructional style. Additionally, families who have had a previous child go through Appleview can request the same teacher through the Family Plan on the form provided. These lists will then be **reviewed and finalized by the principal** taking into account any student/instructor information and characteristics submitted by the parents and/or guardians.

TORNADO PROCEDURE

School will remain open and in session during a tornado watch. In the event of a **TORNADO WARNING,** students and staff will take cover. School Policy states that **no** student will be allowed to leave the building during a **TORNADO WARNING.**

Homework Corner Tips

Research shows that children need routines and procedures outlined for them. To help your child find continual success, we ask that you as a family, prior to school starting, establish homework routines and procedures. Children who complete their homework on a regular basis are more likely to succeed in school. To help your child, please do the following:

· Communicate your beliefs that homework is an important part of their daily routine.
· Establish a routine and location to complete daily homework. Please know that it is okay to give your child choices while doing their homework as long as it does not disrupt the learning process. For example, some children need or prefer a desk or a table to work at to complete their homework, while others prefer a soft chair or a beanbag. The location is not as important as long as it is free from distractions and allows the child to successfully complete the assigned task or daily reading.
· Prepare a "homework kit" for your child that includes the needed materials such as pencils, paper, pens, colored pencils, ruler, scissors, glue, dictionary, etc. When this kit is left in the homework center it will allow your child to focus on their learning task instead of spending time searching for the necessary materials to complete the assignment.
· Communicate that homework is the child's responsibility, not yours. We ask that the child try the assignment independently before reviewing the completed assignment with you as the parent. This helps teach the important life skills of responsibility and perseverance.
· Establish a routine of immediately placing the completed homework back in the child's backpack to eliminate any chances of forgetting the homework during the morning rush.

Appleview Elementary has developed specific guidelines at each grade level for teachers and families regarding homework. Students will have daily math homework from our math program (Math Expressions). The homework sheet is titled “Homework and Remembering” and students should complete this daily. Additionally, students should read independently each night and complete any other homework as assigned by the teacher (word work, science, SS, etc.) Below are the daily homework time expectations for all Appleview Elementary students. Please communicate with your child’s teacher(s) if he/she is struggling to complete their homework within these guidelines.

- Sustained homework time:
  - 3rd grade: 30 minutes
  - 4th grade: 40 minutes
  - 5th grade: 50 minutes

Drop Off & Pick Up Areas

Students can be dropped off at Appleview starting at 8:30 am. We ask that students report to class on their own in order to maintain a safe and secure school. We ask that parents drop their students off on the sidewalk along the pickup/dropoff lane in front of the school. We ask that you pull all the way forward so that several cars can drop off students at once. Pickup/drop off sites are for “loading and unloading” only (just like at the airport).

Parents who need to come into the building (to drop something off, attend a meeting, etc.) are asked to park in one of the designated spots in the main parking lot (west parking lot). The North Lot (nearest to the baseball fields) at Appleview is for staff parking and busses only. We ask that parents do not drop off/pick up or park in this lot.

Students who are walkers or are being picked up at the end of the school day will be dismissed at 3:40 pm. Parents can meet their child(ren) along the drop off/pick up loop at the end of the day, or parents can park in the main lot and wait in the main entryway outside the main office.