

Holmes Elementary School

Student Handbook 2010-2011



426 E River St
Spring Lake, MI 49456
846-5504
www.springlakeschools.org/holmes

Mission Statement

Holmes Elementary School, in partnership with the community, will provide a challenging curriculum in a nurturing environment which enables all students to reach their potential.

Code of Conduct

As a Holmes student, I will:

1. Respect myself and others
2. Respect property
3. Practice safety
4. Be punctual, prepared, and ready to learn
5. Act responsibly and accept the consequences for my actions

Motto

SEE, BELIEVE, ACHIEVE

Mission Statement

Spring Lake Public Schools will enable all students to achieve at their highest possible academic level and become responsible citizens.

Spring Lake Public Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies: 345 Hammond St, Spring Lake

Life Skills

September	Responsibility
October	Respect
November/December	Kindness and Caring
January/February	Tolerance
March	Perseverance
April/May	Honesty

Responsibility: to do what is right and be accountable for my actions

Respect: to value yourself, others, and the world around you

Kindness and Caring: to feel concern for others

Tolerance: to recognize and respect the rights and opinions of others

Perseverance: to keep trying even when it is hard

Honesty: to be trustworthy and tell the truth

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Animals or Pets

Animals or pets may be brought to school if accompanied by an adult **and** the teacher has given prior approval. The animal or pet must be leashed and taken home after the class has had the opportunity to see it. We do not have space or facilities to keep an animal for any length of time during the school day.

Assessment / Testing

Classroom, district and state achievement tests are given to students throughout the school year. These assessments allow classroom teachers to identify students' strengths and areas needing further instruction. Classroom and district tests occur periodically throughout the year to help give a better understanding of each child's skills and abilities. Parents will be notified of the state testing schedule. If you have any questions regarding any of the tests, please call the school office.

Attendance and Absences

Success in school is closely related to good attendance. Students need to participate in all aspects of their school experience if teachers are to be able to effectively help pupils to learn. In order to enjoy that full participation, students need to be healthy, rested and ready. Parents are responsible for helping their children develop the habit and routines which support regular and punctual attendance.

We recognize that there are times when children will not be in attendance. For the good health of everyone, we expect that students who become ill will be cared for at home until they are well enough to fully participate in all school activities. Per OCHD guidelines, we also ask that a child be fever free (without medication) for 24 hours before returning to school. We also realize that some health related appointments may occur during the school day. While we encourage parents to promote healthy habits, we ask that you try to keep the amount of school time missed for such appointments to a minimum.

Family trips can be wonderful educational experiences. We ask that whenever possible these trips be scheduled during school year breaks. If a student is going to be away from class for more than a few days, parents need to make the appropriate arrangements with their child's teacher **and** the office. Teaching staff **cannot duplicate** the school learning experience for children who travel during the school year.

In the event of any absence, tardiness, or anticipated early dismissal, the school needs to be informed. Because Holmes School shares parent's concerns for the protection and well-being of our students, we have developed the following procedures to help alleviate problems:

1. If your child is going to be absent or tardy, please call the office before 9:00 a.m. and leave the message on our voice mail according to directions each day your child is absent. The information we need is your child's full name, the child's teacher and a description of the absence.
2. To assure the safety and security of our students, the school will telephone home to inform the parent that their child is not in attendance if we have not been notified.
3. Students who arrive late or who return to school following an appointment need to sign in at the office before going to class.
4. For early dismissals, teachers need a phone message or note signed by the parent before they can release a student to be signed out at the office.
5. Requested changes in end-of-day transportation plans must be made by 3:00 p.m. to assure the message is received by the student.
6. Good habits and routines in attendance help our students to be successful. If a student is absent or tardy more than 10% of the days in a trimester, the parents will receive a letter from the principal, a copy of which will remain in the student's permanent record. If the situation continues after the parents have been notified, the school will notify the Superintendent's office and the proper legal authority as indicated in the Michigan Compulsory School Attendance Law.
7. Any students arriving after 10:30 a.m. (excused or unexcused) will be considered absent for half a day. Any student leaving before 1:45 p.m. and not returning will be considered absent for half a day.
8. School begins at 8:45 a.m. The tardy bell rings at 8:50 a.m. Punctuality is an important life skill. Please help your child develop good work habits by making sure he/she arrives to school on time. Students who are chronically late miss important beginning of the day instructions. Late arrivals are a disruption to classroom routine and decrease class productivity. Students who are chronically tardy may be subject to disciplinary consequences. **Parents who transport their children need to arrive at school before 8:45 a.m.**

For their safety, students are expected to arrive at school after 8:30 a.m. They are also expected to leave the school grounds immediately after being dismissed at 3:45 p.m. **Early dismissals for half-day sessions will be at 12:00 p.m.**

Y5/and kindergarten students who attend an afternoon session should arrive at school to wait on the playground **no earlier** than 12:20 p.m.

Bicycles/Roller Skates/Roller Blades/Scooters/Wheeled Shoes

Bicycles may be ridden to school provided they are parked in the rack and not moved until the end of the school day. It is recommended that students lock their bicycles. "Wheels" are not allowed on school grounds. Students are required to walk bikes across the street and wear helmets.

Bullying Policy

Teasing/Bullying/Violence in school is any mean word, look, sign or act that hurts a person's body, feelings or belongings. Injury or discomfort is based on how it is received, regardless of the intent.

No one is entitled to be violent in any form. No form of violence will be tolerated in school, at school activities or by anyone at this school. A record of incidences is kept in the office. Consequences of repeated acts of any bullying behavior include suspension.

Community Child Care

K-KIDS is an optional half day program for the other half of the kindergarten or young fives day. This program is housed at the middle school in room 6. Students will be shuttled by bus to/from K-KIDS.

KISS (Kids in Safe Surroundings), the before and after school child care program, is housed at the middle school in room 6 from 6:30 a.m. - 6:00 p.m. Students in KISS will be shuttled by bus to/from the middle school.

Communication

School time should be devoted to instructional purposes. We try to avoid interruptions unless absolutely necessary. Parents are welcome to contact teachers after dismissal. Any important messages will be delivered to a student through the school office. Items for students should be labeled and left at the office (including birthday treats).

Please contact the office with any changes in transportation for your child. The office will notify the teacher - **do not** leave the message on the teacher's voice mail.

The school sends out a newsletter via email called the *Holmes Happenings* which includes information on upcoming events at the school and other important dates. Please make sure to read this carefully as this is our only way of communicating this information to you. The newsletter may also be found at www.springlakeschools.org/holmes.

Notes needed from parents (school required):

- To ride another bus to someone's home
- Requests for special dismissals during school hours for dental appointments, medical appointments, etc.
- To leave school in the company of someone other than the parent or guardian. Teachers have been instructed not to excuse any child without a written or personal request from parent or guardian or to permit any child to go from the school premises with an unidentified person.

If a problem develops or a parent senses a child is having difficulty with an assignment or with an incident at school, parents are encouraged to talk with the teacher immediately to bring about increased understanding and a quick resolution. Issues which are not satisfactorily resolved with a teacher may be addressed with the principal. It is suggested parents/guardians follow the "chain of communication" in order to reach a satisfactory resolution—teacher, principal, superintendent.

Conferences

Parent-teacher conferences are scheduled twice a year. These are designed to be a two-way exchange so both parent and teacher will know and understand each child better; therefore being able to most effectively plan his or her program. At both fall and spring conferences, evenings are set aside for parents who cannot attend during the day. **Due to the large number of conferences each teacher schedules, we ask that divorced/separated parents attend the same conference.**

Crossing Guards

We have an adult crossing guard at the corner of South and Hammond both in the morning and afternoon. This person will assist safe crossing to and from the Intermediate School. The Village police provide crossing guards at Lake and River and on Savidge near St. Mary's Church.

Daily Schedule

8:45 AM	SCHOOL BEGINS
8:50	Tardy Bell
10:35 – 10:50	RECESS
11:40 – 12:15	1 st Grade Lunch
11:50 – 12:25	2 nd Grade Lunch
12:00 – 12:35	3 rd Grade Lunch
12:10 – 12:45	4 th Grade Lunch
11:55	AM Y5 & Kindergarten Dismissed
12:35 PM	PM Y5 & Kindergarten Begins
2:15 – 2:30	RECESS
2:35 – 2:50	RECESS
3:40	EARLY BUS (Shuttle)
3:45	END OF DAY

Exploratory Specials

9:00 – 9:50 AM	4 th Grade
10:00 – 10:25 AM	Kindergarten/Young Fives/ 2 nd (Greene)
10:35 – 11:25 AM	3 rd Grade
12:45 – 1:35 PM	2 nd Grade (Wright: 12:45 – 1:10)
1:40 – 2:05 PM	Kindergarten/Young Fives
3:00 – 3:25 PM	1 st Grade

Literacy Specials

9:00 – 9:25 AM	Kindergarten
9:30 – 10:30 AM	1 st Grade
10:30 – 11:30 AM	2 nd Grade
11:35 – 12:05 PM	4 th Grade
12:40 – 1:40 PM	3 rd Grade
1:45 – 2:15 PM	Interventions
2:40 – 3:10 PM	Kindergarten
3:15 – 3:35 PM	Interventions

Directory

The law requires that parents/guardians grant permission for any information printed in the family directory. Forms to opt out of the directory are provided in the first day packets. The directory is published as a service to the Holmes families by our parents club and will not be circulated for public use.

Dress and Grooming

It is important that parents take the time to check their children's attire before sending your child off to school. **Be aware of the weather forecast for the day and whether or not it is gym day for your child's class.**

Girls' tops may be sleeveless but not spaghetti straps. Midriiffs must be covered and shorts reaching mid thigh for a child to be appropriately dressed for school.

No hats or other head gear should be worn in the building. Flip flops are not recommended for the playground and gym.

Student Drop-off and Pick-up

Holmes students are to be dropped off and picked up at the front of the school (River Street) only. Busses and Intermediate School drop off and pick up is at the rear of the building (South and Hammond).

Parents are encouraged to use the "Kiss and Go" lane for drop offs. Please pull all the way up to the east end of the drive and instruct your children to proceed to the playground where they will enter the building with their class when the bell rings. Please allow enough time for your child to line up with his/her classroom before the bell rings.

If you wish to park and enter the school with your child, use the parking lot to the west of the school or street parking. If you wish to wait inside the school at the end of the day, please wait for your child in the foyer by the office.

Morning kindergarten busses use the drop-off lane to pick up students for the ride home.

A staff person is assigned to supervise the dismissal of students at the front of the building. Teaching staff supervise the bus loading area in back at dismissal time.

Electronic Devices & Trading Cards

Electronic toys and equipment such as cell phones do not belong at school. The school is not responsible for lost or stolen articles. If a student is asked to carry a cell phone to and from school by a parent, it must be turned off and not used during the school day.

Trading cards (i.e. Yugioh, Pokémon) are not allowed at school.

Emergency Information

Parents are required to fill out an emergency information sheet each school year. Please fill this sheet out completely and return it within five school days. This sheet is used in case of an accident, illness or any other emergency. Notify us of any changes during the school year.

Emergency School Closings

Arrangements have been made to notify the general public by radio whenever schools are to be closed because of severe weather conditions. The announcements will be broadcast intermittently over radio stations WGHN, WGRD, WKLQ, WLAV, WLHT, WMUS, WOOD and WODJ, WSNX, AND WHTC. Television stations WZZM-13, WWMT-3, WXM-117, and WOOD-8 will carry closing broadcasts from 7:00 a.m. throughout the morning. If you do not hear any announcements, you can assume that the school will be open. Holmes voice mail #3 will also inform you of school closings or delays.

In an extremely unusual situation where an emergency develops after the pupils reach school, announcements will be broadcast. In these situations the school would not be able to notify you that your child was being sent home. **Therefore, we urge all parents to discuss this matter with their children. You should give directions to your children should they go home and find no one there.**

Enrichment Classes

Students in grades 1-4 have a special class for 50 minutes every day. The classes are physical education, computer lab, music and art. Each class meets on a four-day rotation. The special class teachers will provide instruction in their areas in addition to integrating their curriculum with that of the regular class. Young Fives and kindergarten students will receive 25 minutes of enrichment classes each day.

Entrances

To relieve crowding at certain doors, we require the following procedure when entering the building in the morning. When the bell rings at 8:45 a.m. classes will enter at their assigned entrance and proceed to their lockers. Students may NOT enter their classrooms without a teacher present.

Young 5's, Kindergarten	line up at southeast entrance
Grades 1, 2	line up at southeast entrance
Grade 3	line up at south central entrance
Grade 4	line up at south entrance

Field Trips

Holmes classes usually enjoy at least two (performing arts or science/nature related) educational field trips during the school year. All students must have a signed permission slip on file for trips. Teachers will notify parents in advance of each trip. A complete list of students and chaperones is submitted to the office before departure.

Occasionally parents volunteer to drive students on local field trips. Drivers must fill out a "Volunteer Driver Information Sheet" as well as provide proof of current insurance and a copy of their drivers' license. These are kept on file at central office and must be updated as needed.

It is understood that young elementary children not ride in the front seat for safety reasons. Also, current law dictates that students must use a booster seat until they are 8 years old or 4'9".

Field trip chaperones are entrusted with the supervision of Holmes students. Other arrangements need to be made for younger siblings when a parent chaperones a field trip.

Food Service

Breakfast is served every day beginning at 8:15 a.m. Students have several options. Cost is \$1.25 for paid students. Free and reduced breakfasts are available for those who qualify.

Lunch includes three options every day. Monthly menus go home before the first of each month. Choice A, B or C also includes the fruit and vegetable bar and white or chocolate milk. The price is \$2.00 for paid students. Free and reduced lunches are available for those who qualify.

P-Link (Parent Link) is a web based link allowing parents to view not only balances and deposits in their child's lunch account, but they can also see what their child has eaten even before they get home from school! To obtain access, click on the Food Service link located on the district website.

Homework

Homework during the elementary school years is used to practice newly acquired skills or extend the learning that occurs in the classroom. Many times it reinforces the school-home partnership by including family projects. National guidelines are to not exceed the following recommended times:

K, 1 st	10 minutes
2 nd	20 minutes
3 rd	30 minutes
4 th	40 minutes

Regular homework helps establish responsibility and develops good study habits.

It is not necessary for parents to request homework when your child is absent. Homework can be made up after the student returns to school. Generally, the number of days absent, the number of days given to make up the work.

Injuries

Student safety is a priority at Holmes. Accidents do occasionally occur, however. School staff dispenses ice and band aids when needed. Student injuries, which receive a call to parents, include any trauma to the head, cut requiring medical attention or suspected bone injury. As a rule of thumb, the office will call if we think the child will look different when returning home.

Internet Policies

Spring Lake schools has a board approved Internet Usage Policy.

Lost and Found

A mountain of mittens, scarves shirts, boots, etc. is left in the school. Three times a year (Christmas Break, Spring Conferences and after school is out in June) any articles not picked up are given to one of the various charitable organizations in the area. The school is not responsible for personal equipment brought to school. All items should be marked with your child's name.

Medication

If your son or daughter will be taking any type of medication, prescription or non-prescription, **there must be a *Parent Permission for Student Medication* on file in the office and the medication must be supplied by the parent/guardian in its original container.** The school cannot give out any type of non-prescription medication, i.e. Tylenol, Ibuprofen, cough drops, eye drops, that has not been supplied by the parent/guardian. New forms must be completed every year.

If your son or daughter is asthmatic or a diabetic, a management plan also needs to be on file. These forms are available in the school office.

Parents Club

The Holmes Parents Club meets monthly. The committee sponsors kindergarten orientation, family nights, popcorn Fridays, field trip scholarships, spring carnival, holiday workshop and special classroom activities. All parents are members and welcome to participate.

Parties

Three classroom parties are usually scheduled during the school year. These typically are connected to holidays or special events. Teachers and our school may also plan other celebrations of learning or accomplishment.

Invitations for private parties through the school classrooms will not be allowed unless the entire classroom is invited. This eliminates hurt feelings.

Pictures

School pictures are offered in the fall of the year.

Pictures of our students appear in the media (local newspapers) and on the Holmes School web page. Students are not identified by name on any internet publication.

Playground Boundaries

- quiet area (outdoor classroom) for quiet activities
- bushes and grassy area near classrooms is off limits
- the play space set aside for Y5's, kindergarten and primary grades is off limits to others

Playground Rules

- Play in assigned areas
- Use appropriate language and respect each other
- Use the playground safely (sit on slides, no jumping off swings)
- Obey and respect the recess and noon hour staff
- Do nothing that could hurt yourself or others physically or emotionally
- Throwing snowballs or pea gravel results in a loss of recess
- Hardballs are not allowed at school
- Play fair and have fun

Playground Supervision

School staff will supervise the playground during the morning, noon and afternoon recesses. The playground is not supervised before and after school unless parent volunteers are scheduled.

Promotions and Placements

Promotion depends upon social, emotional and physical growth as well as academic achievement. Each student's promotion or retention is based on his or her individual progress. Parents are involved in these decisions. The first year retention is recommended by the school staff. Parents may reject the recommendation and request that the child be placed at the next grade level.

Promotion implies successful completion of requirements for a grade level. A student is placed at the next grade level if these requirements are not met.

Parent requests for teachers for the next year must be made in writing by the designated date each school year. Request forms are available in the school office. Parent requests are not a guarantee of special placements but will be considered by the staff.

Recess

We have a daily recess that is 15 minutes in length. Recess time is a break in the day for elementary students. Children are expected to play outside during the recess and noon hour.

Notes requesting that a child stay in from any outdoor activity will be honored for one (1) day. A doctor's excuse is required for extended periods of indoor recess. However, as a rule of thumb, if a child is too ill to play outside, he/she should be at home recuperating.

Safety Drills

Each year there are at least 6 fire drills, 2 tornado/severe weather drills, and 2 lockdown/intruder drills conducted for the safety of our students.

Student Conduct/Discipline

Holmes students are expected to demonstrate responsibility and good citizenship. Respect for others, for property and for self provides the cornerstone of our discipline policy. The life skills and conflict resolution strategies create a climate of common language and shared expectations. Student safety is the primary objective of the discipline code. Physical aggression, bullying, harassment and teasing are not tolerated.

Students whose behavior requires more than a verbal warning may have a discipline notice "**yellow slip**" sent home for parent signature. Consequences include time out at the office or playground wall, missed recess or in-school suspension. Parents are notified via phone call, note or yellow slip.

Students are advised by the principal, counselor, or classroom teacher to consider the choice they made, the consequences of that choice and what might be a better choice if the same situation occurs in the future.

If a student receives more than two yellow slips in a 12 week marking period, he/she will receive a phone call home and a half-day in-school (office) suspension.

Student Council

The Holmes School Student Council is a leadership opportunity for students. Representatives are chosen from grades 3 and 4. They operate the Holmes Student Store, emcee at the annual variety show, and sponsor several charitable activities each year.

Student Records

If you would like to check your child's cumulative records, you may make an appointment to view them. We will have them available in the office.

Substitute Teachers

Every student will periodically be taught by a certified substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be courteous to guest teachers.

Textbook Policy

Students are responsible for the care and safe keeping of school books. Students will be fined for lost or damaged books.

Transportation Policies

In order to achieve the one-hour route time and on-time arrival at school, it will be essential that we maintain the time integrity of routes. **Students will be required to be at their bus stops 5 minutes prior to their pick-up time.** Should they not be at their stop, the driver will not wait for them, nor will they return to pick up students. If your child misses the bus, you will need to bring your child to school. Do not chase down the bus on foot or by vehicle as this creates many safety issues.

Young 5's and Kindergarten Parents – On the noon pick up and drop off we attempt to do address stops as much as possible; however, there are stops where this is not possible. **You must meet your child at the bus stop. If the parent or designee is not at the bus stop to receive the Young 5's or Kindergarten student, the child will be taken back to school at the end of the route.** For your child's safety, if he/she returns home on the afternoon elementary route, the parent or designee must also meet the child unless an older sibling is riding the bus.

Please be aware that we do everything possible to maintain the time integrity of a route; however, there are circumstances out of our control that may cause the bus to be delayed. If your bus is more than 10 minutes delayed, do not hesitate to call us and we will check into the situation. Please understand that in order to maintain safe, quality service for all students, we may not be able to accommodate all special requests.

Other items to be aware of include a reminder that any articles that your child(ren) bring on the bus must fit on their lap. We ask that you remember this as school projects begin and as shipments from fundraisers arrive at your school. We would like to add, even though we are very fond of them in transportation, **NO CRITTERS** are allowed on the bus, i.e. bugs, snakes, fish or the furry variety to mention a few.

All school offices issue a formal Spring Lake Bus Pass to any student who will be taking an alternative bus home or are to get off at a different stop. If you need your child to go home with another student they must also have a bus pass. Parents will need to write a note that is to be given to the school office, or notify the school by phone. The school will then issue a pass that the student will present to the bus driver. No students will be allowed to get off at an alternate stop or be on another bus without this pass.

Visitors & Volunteers

Volunteers and visitors are welcome at Holmes School. All adults who enter the building are asked to first report to the office to sign in and receive a visitor's badge. Visitor parking is available in the school parking lot. Classroom visitations require advance notice and permission from your child's teacher. If you are volunteering, please make daycare arrangements for any children not in school.

Weather

During inclement weather the students are allowed to come inside prior to the first bell. If it is raining or below zero temperature the indoor recess flag is displayed by the office. . During the winter months the temperature is checked daily. On extremely cold (Zero degrees or below wind chill) or rainy days, indoor recess is always the policy. **Dress children appropriately for outdoor play every day.**

Outerwear Guide: Every spring students are eager to shed their winter outerwear. We have adopted the following policy:

- Below 50 degrees, must wear coat
- 50-60 degrees, must wear long sleeves, fleece, sweatshirt, or coat
- Above 60 degrees, coats are optional unless parents say you must