

Francis Scott Key Elementary

Student Handbook

2015 - 2016

www.oakparkschools.org



23400 Jerome
Oak Park, Michigan 48237

Office: 248.336.7610

Fax: 248.336.7618

School Hours: 8:25 a.m. - 3:25 p.m.

"Education - the Key to Success"

Mr. William Washington - Principal

Table of Contents

Attendance Regulations	2
Book Policy.....	2
Building Calendar	10-11
Bullying	2
Bus Transportation	2
Cell Phone and Electronic Communication Devices	3
Citizenship Codes	3
Dress Code	8
Early Dismissal Procedure.....	3
Fire Alarms	3
Fire Exit Routes	4
Grade Marking and Factors	5
Honor Roll	5
Late Arrivals to School	6
Lunch/Lunchroom.....	6
Medication Distribution.....	6
Parent/Teacher Conferences	6
Profanity.....	6
Progress Reports/Report Cards	6
Resource Coordinating Team (RCT).....	7
Student Safety.....	7
Tornado Warning Plan.....	7

ATTENDANCE REGULATIONS

Regular and punctual attendance is essential to a quality educational experience. All students are required to be in school every day and on time for school. Any absence from school longer than fifteen (15) minutes not approved by the principal or justified by a written note by a parent and/or guardian will be identified as an unexcused absence.

Truancy from school and/or class will result in any of the following student support services provided by the school:

- Phone call to parent/guardian
- Conference with the teacher
- Conference with the principal
- Referral to Oak Park Youth Assistance

Parents will be notified of chronic absenteeism and tardiness by phone, e-mail, parent-teacher conferences, progress reports and report cards. Any student who arrives late to school must report to their class immediately after their arrival. Students found loitering in the building or skipping class will be disciplined accordingly.

BOOK POLICY

Oak Park School District/Key School believes that the student is obligated to assume the responsibility for the care and safe keeping of school properties while assigned to the student's use. Students may be assessed charges for school properties — lost, damaged or stolen:

1. Charges for lost or stolen textbooks or other properties, such as library books, will be based on the cost of the book or article to the school district.
2. Charges for damaged books will be based on the age and condition of the book at the time the book was issued to the student and the condition in which it was returned.
3. Charges for other properties — lost, damaged or stolen — will be based on age and cost.
4. All fines and late fees are to be paid prior to the release of student records/report cards.

BULLYING

Bullying will not be tolerated at Key School. Any student who is involved in the bullying of other students is subject to disciplinary action as outlined in the Student Code of Conduct. If the student continues with bullying, he/she may receive a long-term suspension (up to 90 days) and/or expulsion from the Oak Park School District.

BUS TRANSPORTATION

All students who live 1 and 1/2 miles from Key are eligible to ride on school buses. Any parent wishing to receive an exemption to this policy must contact Oak Park School District's Transportation Department at (248) 336-7601.

CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES

A student may not bring to school any object that disrupts or interferes with the educational process or endangers the health, welfare or safety of student or staff. This includes, but is not limited to CD/MP3players, headphones, personal communication devices, I-pods, personal pagers and TV set, telephones and other electronic communication devices. These items may be confiscated if seen by a staff member. Effective June 14, 2004, Oak Park's Board of Education has adopted the following on cell phone and electronic communication devices:

- Students may possess a cellular telephone or electronic communication device (ECD) in school, on school property, at after school activities and at school related functions.
- Cell phones are not to be visible during the school day. They are allowed to be in a student's purse or pocket.
- In order for a cell phone/ECD to be taken, it must be on and in plain view.
- If a cell phone/ECD is taken, it must be turned over to the principal, along with the student's name.

CITIZENSHIP CODES

At the beginning of each semester, teachers are to provide clear examples of their expectations regarding appropriate behavior. All students must receive one of the following citizenship codes on their report card, each marking period:

1 = Excellent 2 = Good 3 = Fair 4 = Poor 5 = Unsatisfactory

EARLY DISMISSAL PROCEDURE

Any student leaving school before the end of the school day must be signed out in the main office. Identification is required for anyone requesting a student to be dismissed early, along with being listed on the student's emergency contact sheet. Telephone calls for early dismissal are not accepted. Parents are encouraged to remove students no later than 3:00 p.m.

FIRE ALARMS

All students are required to leave the building with their classroom teacher and report to designated safety areas:

- Leave the classroom immediately when the buzzer is sounded and move quickly out the designated exit.
- The first person out of the room should lead the group.
- Stand at least fifty (50) feet from the building and wait for the signal to return to the building.

Key Elementary School



Fire Alarms

Anytime the fire alarm sounds, the entire building must be evacuated. The signal is an interrupted buzzing of the fire alarm. The all clear signal is the ringing of bells. Teachers on their planning period or lunch are required to leave the building until the “all clear: signal is given.

Fire alarm procedures ensure the evacuation of the building. The following rules apply:

Fire Exit Routes

Rooms

Exit Routes

124-127

Exit out door closest to 127 (3rd Grade Entrance)

130-132

Exit out of front

133-136

Exit out doors closest to 136 (back entrance)

Gym & Media Center

Exit out front doors

120-123 Main Office

Exit out front doors

Lunchroom

Exit out East side doors

107-111

Exit out North side doors (4th grade entrance)

112-118

Exit out East side doors (5/6 grade entrance)

100-106

Exit out west side doors (near playground)

GRADING

All students will be evaluated using letter grades. At the beginning of each semester, all teachers will explain the grading policy they use

GRADE MARKING AND FACTORS

Three factors are normally considered in determining student's grades: achievement, attendance and effort. Effort will be considered in grading for all students. Effort as a factor in grades should be indicated by a letter grade that is figured into the report card grade. The following factors should be considered in determining an effort grade:

- Uses class time productively
- Comes prepared
- Has a positive or improved attitude
- Shows respect for and cooperates with students and teachers
- Hands in work on time
- Takes pride in work
- Participates in class
- Asks for/accepts extra help when needed
- Is respectful in use of materials and/or equipment
- Shows initiative

HONOR ROLL

Students who achieve a 3.0 grade point average or above for each marking period are placed on Key school's honor roll each card marking. All students who achieve this status will be recognized in Key's academic recognition assembly. All students receiving a 4.0 (Principal's List) will have a special lunch with the principal shortly after the card marking.

LATE ARRIVALS TO SCHOOL

Students who arrive late to school should report to their appropriate class when they arrive. Any student who arrives within the first fifteen minutes will be marked tardy.

LUNCH/LUNCHROOM

We are pleased to inform you that all students attending OPSD will receive a healthy breakfast and lunch at no cost. Please complete the survey found in your child's information folder and return to the office of the school building your child attends. A **new form MUST be filled out each year!**

The appearance of our school is a reflection of how our students care about Key. A clean, bright and well-kept school indicates the pride taken in our school. Garbage and litter in

and around our school is not acceptable. All food purchases in the cafeteria must be consumed there. Lunch line cutting is not permitted.

MEDICATION DISTRIBUTION

Any student required to take medication during the school day must have a Medication form (completed by the parent and physician) on file with the main office. All medications are to be kept in the main office, with the exception of an inhaler that should be kept on the student.

PARENT/TEACHER CONFERENCES

Key School holds two (2) parent/teacher conferences each year — in the fall and in the spring. Parents and students are welcomed to attend these conferences and dialogue with their child's teacher.

PROFANITY

The use of profanity will not be tolerated. Any student who uses profanity will receive a one - day suspension.

PROGRESS REPORTS/REPORT CARDS

Progress reports are issued halfway through each marking period. Report cards are issued each marking period, for a total of four (4) report cards each year. Report cards include grades earned in each course, attendance (absences and tardies), comments from the teacher, as well as a citizenship mark for each class. Report cards are mailed home at the end of each semester (January and June). All others are distributed to students

RESOURCE COORDINATING TEAM (RCT)

ROT tries to assist teachers and school staff with intervention strategies to support the academic and social-emotional behavior needs of students. The team also works to decrease inappropriate referrals to special education, as well as utilize positive behavioral interventions. See Mrs. Toler, Title 1 Teacher, for more specific information and/or details.

STUDENT SAFETY

Key School cannot stress student safety enough. Many times as children leave their neighborhoods and travel to school, they forget to obey traffic signs and crossing at the light. Students: please be mindful that safe travel to and from school occurs when you cross streets in a safe manner. Oak Park Public Safety will visit Key and speak to students regarding safety throughout the school year.

All students being dismissed early from school must be signed out by an adult in the office.

TORNADO WARNING PLAN

Classes will be conducted as usual during a TORNADO WATCH. Students will be dismissed at the end of the school day as usual. In the event of a Tornado landing, students and teachers will be asked to station themselves with teachers in various areas of the building which are considered to be the best available against high winds. The following areas should be used:

Rooms 130 to 136	Report to the gym
Rooms 120 to 127	Report to the gym
Main Office	Report to the Main Office Conference Room
Cafeteria, 100—111	Report to the Media Center
Rooms 112 to 118	Report to hallway outside your classrooms

It is important to stay away from large expanses of glass. Class bells will be rung when it is safe to return to classrooms.

TUTORING

Tutorial assistance is available to every student throughout the school year. At Key, students are grouped by ability and are supported with group and/or individual instruction by a certified teacher in the needed subject area. See your child's classroom teacher for more specific information.

Francis Scott Key Elementary School

Dress Code

GIRLS/BOYS

- Navy Blue or Black solid slacks
- Belts may be worn by girls and boys
- Girls may wear skirts or jumpers in the above colors - May not be shorter than two (2) inches above the knee and should not have long slits
- Light blue, white or navy solid shirts/blouses or polo shirts
- Shirts/blouses may be tucked inside pants
- Cardigan knit sweaters or jackets are needed for cooler days (*in the above colors*)
- Any type of shoe may be worn. (Gym shoes with rubber soles should be worn on Physical Education days for gym classes)

STUDENTS ARE NOT ALLOWED TO WEAR THE FOLLOWING ITEMS:

- Tight fitting clothing
- Clothing exposing stomach/back area
- Short shorts
- Stocking caps
- Bandanas
- Do-rags
- Sunglasses
- Flip flops/open toe sandals
- Garments with inappropriate words/pictures
- No Tennis shoes with wheels

THE FOLLOWING APPLIES TO JEWELRY:

- Earrings, medallions, pendants, charms, crosses, lockets, or any similar item that hangs may not be larger than an American Quarter. Necklaces are not encouraged.
- Any jewelry worn to school should remain on the child unless it is a violation of our class code and staff will hold item until the end of the day, in most cases.