ALBERT EINSTEIN ELEMENTARY SCHOOL

STUDENT HANDBOOK

2010 - 2011

www.oakparkschools.org

14001 Northend
Oak Park, Michigan
48237

Office: (248) 336-7640
Fax: (248) 967-1209

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

“We shine at Einstein!!”

Dr. Joann Wright, Principal
Dear Parents and Students:

As the principal of Key School, I am committed to the education of all Key children. In addition, the Key staff and I will make sure we provide the best possible educational instruction and experiences for your child.

At Key School, we provide many opportunities for student enrichment, for students to improve their academic skills as well as participate in our many school activities. Our students will have available to them a variety of experiences that will help their growth as an individual and better prepare them for success at their next grade level and/or as a middle school student.

To this end, every student is responsible for the content of this student handbook. Please take time to review this document with your child.

I look forward to working with you and your child this school year. Please feel free to contact me if there are any concerns or questions you may have.

Again, welcome to Francis Scott Key Elementary School for the 2010 – 2011 school year!!

Educationally yours,

Dr. Joann Wright, Principal
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/Einstein School believes that a 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 Einstein 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 ½ miles from Einstein 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

Anytime the fire alarm sounds, the entire building must be evacuated. The signal is an interrupted buzzing of the fire alarm. The clear signal is the ringing of the bells. 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.
FIRE EXIT ROUTES

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Exit Routes</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 - 115</td>
<td>Exit out Northeast doors</td>
</tr>
<tr>
<td>120 - 124</td>
<td>Exit out South doors</td>
</tr>
<tr>
<td>130 – 135</td>
<td>Exit out Southeast doors</td>
</tr>
<tr>
<td>140 – 145</td>
<td>Exit out Northwest doors</td>
</tr>
<tr>
<td>150 – 155</td>
<td>Exit out South doors</td>
</tr>
<tr>
<td>Gym, Lunchroom</td>
<td>Exit out Front doors</td>
</tr>
<tr>
<td>160 - 167</td>
<td>Exit out North doors</td>
</tr>
<tr>
<td>Media Center</td>
<td>Exit out Northwest doors</td>
</tr>
</tbody>
</table>

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 Einstein school’s honor roll each card marking. All students who achieve this status will be recognized in Einstein’s academic recognition assembly.
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. Any student who arrives after fifteen minutes will be marked absent.

LUNCH/LUNCHROOM

The basic cost of lunch for students is $3.00. Free and reduced lunch is available for students who qualify. Parents of any student wishing to receive free or reduced lunch must submit a new application each year. Applications are located in the school’s main office.

The appearance of our school is a reflection of how our students care about Einstein. 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. Students are expected to clear their eating area. 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

Einstein 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 is not and will not be tolerated. Any student who uses profanity will receive a one - day suspension for each word used.

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)

RCT 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 Einstein’s Title 1 teacher, for more specific information and/or details.

STUDENT SAFETY

Einstein 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 visits Einstein School and speaks to students regarding safety throughout the school year.

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 Einstein, 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.
Dress Code

Elementary Schools – Permitted Apparel

- All elementary students will wear blue bottoms and solid, white turtle neck/collard shirts.
- PBS T-shirts or school paraphernalia can be worn for special activities/trips and to promote school spirit (with principal approval).
- Girls may wear knee length skirts, without slits.
- Neck ties are optional for males and females.
- Closed-toe shoes or boots must be worn.
- Shorts, skorts or jumpers must be knee.
- All sweaters, vests and blazers must be the appropriate solid color and the appropriate solid, collard shirt for your school.

Students Are Not Allowed to Wear the Following Items:

- Jeans, denim or denim-like fabrics of any type or style are not allowed. Students can NOT wear black, blue, khaki, or any other colored denim/jeans of any kind.
- Skin tight, baggy, saggy or oversized items of clothing or over exposed clothing will not be permitted.
- No leggings or stretch pants.
- Team jerseys, T-shirts, sweatshirts, tank tops/spaghetti straps, strapless or halter tops, sheer/see-through blouses, inappropriate shorts, or bare midriffs are not allowed.
- No sweat suits, jogging attire or fleece attire.
- No sandals, flip-flops, slippers, open-toe shoes or gym shoes with wheels.
- No headgear or any kind, including hats, caps, headbands, scarves, do-rags, stocking caps, bandana hats and baseball caps.
- No gang paraphernalia (i.e. jewelry, clothing, symbols or other objects).
- No dark shaded/sunglasses or designer brand stitched leather outer jackets.
- No pajamas, sleepwear or outer loungewear.
- Outer clothing/garments such as gloves, jackets and overcoats are not be worn in school.
- Any type of garment, jewelry or accessory with profanity, inappropriate words/pictures or implied messages that are inappropriate will not be permitted.

***Any loss or theft of any of the prohibited items will not be investigated by administration***
Positive Behavior Support at Einstein School

At Einstein school, it is important for our students to be safe, respectful and responsible at all times. All students and staff practice positive behavior. Students are rewarded for demonstrating their positive behavior in all areas of the building.

Staff members encourage students who demonstrate PBS by giving them PBS tickets for being Safe, being Respectful and being Responsible. Tickets are placed in a container in our main office and 10 tickets are drawn at random each week and each student whose name is drawn receives a prize/reward.

We also have a punch card system, in which once a student has received 20 punches on his/her card; they receive a prize/reward as well. Throughout the school year, PBS assemblies are held where students who have more than one punch card receive a bigger prize/reward. Our showcase located by the main entrance hallway is filled with the various prizes students can receive.

Staff members are also eligible for rewards/incentives. Those staff members who continue to model PBS expectations and review them with students are recognized on a bi-weekly basis.

All students are taught by staff our PBS expectations at the beginning of the school year. Staff models the appropriate PBS expectations for all areas of the building: hallways, lunchroom, bathrooms, medic center, office, etc. Modeling is also done for students on the expected behaviors at: assemblies, entering and exiting the building and waiting for the bus. These expectations are reviewed with students throughout the school year.

Students that do not demonstrate our expectations for being safe, being respectful and being responsible, are made aware of the consequences for their negative behaviors. Oak Park School District's Student Code of Conduct defines the behaviors that are not acceptable and the discipline that can be given to a student who violates these rules. All students receive a copy of the Code of Conduct and it is reviewed in school-wide assemblies.

In addition, all students are taught conflict resolution skills. We feel it is important that students know and understand how to use non-violent solutions so that a conflict doesn’t escalate and Einstein school is maintained as a safe place for everyone.

Please review the next pages. They contain specific PBS expectations in areas of our building that all students are required to follow.

Educationally yours,

Dr. Joann Wright, Principal
Table of Contents

Attendance Regulations/Book Policy/ Bullying ................................................................. 2
Bus Transportation ........................................................................................................... 2
Cell Phone and Electronic Communication Devices ....................................................... 3
Citizenship Codes ........................................................................................................... 3
Dress Code .................................................................................................................... 9
Early Dismissal Procedure/Fire Alarms ......................................................................... 3
Fire Exit Routes/Grade Marking and Factors ................................................................. 4
Grade Marking and Factors .......................................................................................... 4
Honor Roll/Late Arrivals to School .............................................................................. 5
Lunch/Lunchroom/Medication Distribution .................................................................. 5
Parent/Teacher Conferences ......................................................................................... 5
Positive Behavior Support Expectations ....................................................................... 10
Profanity/Progress Reports/Report Cards .................................................................... 5
Resource Coordinating Team (RCT) ............................................................................ 6
Student Safety ............................................................................................................... 6
Tornado Warning Plan/Tutoring ..................................................................................... 6