

Link to K-12 DISTRICT HANDBOOK: _____

2017-2018 SUPPLEMENTAL HANDBOOK

CONGRESS



TROJANS

CONGRESS ELEMENTARY SCHOOL
421 E. CONGRESS STREET
STURGIS, MI 49091
(269) 659-1565 Office
(269) 659-1567 Fax

(269) 659-1580 Attendance Line
(269) 659-1590 Transportation
Visit us on the web at sturgisps.org
Neola Board Policy:
<http://www.neola.com/sturgis-mi/>

FOREWORD

This handbook is a supplemental handbook that was developed to go along with the district handbook. The district handbook can be found at _____ and answers many of the questions that are not answered in this supplemental document.

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the first day of the school year shown on the cover. If any of the policies or administrative guidelines referenced herein are revised after the beginning of the current school year, the language in the most current policy or administrative guideline prevails.

If you have questions or concerns, please contact your child's teacher or the office to discuss this matter. Please read and discuss this handbook with your child.

CONGRESS SCHOOL MISSION STATEMENT

Together the parents, staff, and students of Congress School seek to LEAD.

Together we...

Learn by planning, listening, and believing in ourselves even when we make mistakes.

Encourage each other with kindness and respect.

Achieve to better ourselves and become lifelong learners.

Dream with courage, effort, perseverance, and character.

THE VISION OF CONGRESS SCHOOL

Our vision for Congress School:

Together we **LEAD** (Learn, Encourage, Achieve, Dream)

CONGRESS SCHOOL RULES

At Congress School, We strive to: 1) Treat People Right, 2) Do the Right Thing, and 3) Be Safe!

BELIEF STATEMENTS FOR CONGRESS SCHOOL

- * We believe that all children can learn.
- * We believe that everyone deserves to be treated with respect, and it is our job to model that behavior.
- * We believe behaviors, like academics, need to be taught.
- * We believe when children struggle or are not challenged, it is our job to change our instruction to meet their needs.

PARENT INVOLVEMENT

Parent Involvement means the participation of parents in regular two-way and meaningful communication involving student academic learning and other school activities, including:

- * Ensuring that parents are meaningfully involved in developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired outcomes.
- * Providing a mutually supportive school and home environment which encourages learning.
- * Having parents as 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.

BUILDING SCHEDULE

Adult supervision begins at the school at 7:55am, please make sure you drop students off after this time.

The school day ends at 3:25, children should be picked up promptly. We understand that parents often have children to pick up at multiple buildings. We would suggest you begin with your youngest children first. Students waiting for a parent who is delayed will be supervised at the Walker St. entrance until 3:45. If you arrive later than that, please pick your child up inside the building near the office.

Breakfast begins at 7:55 AM and ends at 8:10 AM. Please have your child at school prior to 8:10 AM to get breakfast. Bus riders will always have opportunity for breakfast no matter when bus arrives.

- Office Hours: 7:30 AM - 4:00pm
- School Day: 8:25 AM - 3:25 PM
- Half Day: 8:25 AM - 11:45 AM

INJURY AND ILLNESS

PLEASE BE SURE YOUR CHILD'S EMERGENCY CONTACT INFORMATION IS CURRENT IN THE SCHOOL OFFICE SO YOU MAY BE CONTACTED, IF NECESSARY. WE MUST HAVE AN EMERGENCY CONTACT NUMBER TO CALL.

Section 1 - GENERAL INFORMATION

Much more information can be found in the K-12 district handbook.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits in regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Director of Foodservice at (269) 659-1546.

The School participates in the National School Lunch Program and makes lunch available to all students for \$2.25. Students may also bring their own lunch to school. Milk may be purchased for 35¢. When sending money for milk, it should be put in a sealed envelope with the child's name on the outside. You may send a check, cash, or pay on the school website using Pay Schools. Breakfast will be served daily in the lunchroom starting at 7:55 a.m. at no cost to all interested students. Breakfast will not be served after 8:15 a.m. unless the student is on a late bus.

Applications for the School's Free and Reduced Price Meal Program are distributed to all students. The packet needs to be completed and returned as soon as possible to qualify for free/reduced lunches. This must be done prior to the start of the school year, each year.

EMERGENCY CLOSINGS AND DELAYS

Parents and students are responsible for knowing about emergency closings and delays. Parents should instruct their children in the following areas in case parents are unable to be home when students arrive:

- What your child should do if he/she enters the house.
- What room should your child stay in.
- What NOT to touch, such as gas, electric outlets, and appliances.
- What to do if your house is locked.
- Where to go if not to your home.

PLEASE have instructions on file in the school office for emergencies. Students will be directed to go to their usual destination unless there are other instructions should an emergency dismissal plan be put into effect.

PLEASE DO NOT CALL THE SCHOOL. Individual calls tie up the phone lines making them unavailable for emergency use.

In the event of a TORNADO WARNING or other emergency release, you may NOT

pick up children other than your own WITHOUT WRITTEN PERMISSION from the student's parents.

Please see the district handbook for more info.

VOLUNTEER INFORMATION

We welcome and encourage volunteer help at Congress Elementary! Classroom teachers can always use an extra hand and students love to have the adult interaction in their room. Volunteers for one (1) day and short term resource service projects may be contacted and scheduled by the teacher desiring service. The teacher will then notify the Principal of all volunteers. Parents working at school or on field trips with children that aren't their own will need to complete a background check. These forms are available in the office.

Teachers often invite parents to accompany the class for activities as chaperones if space allows. Parents help us by supervising children under the direction of the teacher. We are NOT allowed to have children who are not students at Sturgis on field trips. Since a field trip is considered an extension of school, SMOKING IS ABSOLUTELY PROHIBITED.

REPORT CARDS and PARENT TEACHER CONFERENCES

Parents are always anxious to learn how their children are doing in school. Like most schools, our primary method of communicating this information is through the report card. We issue report cards two times a year. Teachers will contact you at other times as needed to keep you informed. If parents have concerns that need to be addressed please send your child's teacher an email or call the office and the teacher will return your call as soon as possible.

Congress Elementary uses a developmental grading key. At the end of the 1st quarter, we hold parent teacher conferences. Teachers will schedule every family in grades K-2 with an appointment during this time.

A time is also provided for conferences at the end of the 3rd quarter. These conferences will be scheduled at the teacher or parent's request.

RECESS

We encourage all children to participate in recess. If a child is too sick to go outside for recess, then we feel he/she should be kept home. We discourage children from staying inside. However, in rare circumstances such as returning from an extended illness, the student will be allowed to stay in for up to 2 days with a note from home. After 2 days, we would require a doctor's slip to allow a child to stay inside.

We are very sensitive to the weather conditions. We watch the temperatures and wind chill in the winter. Rainy conditions also mean we will be inside for recesses.

It is important for your child/children to be adequately dressed for the conditions when he/she comes to school. Children spend time outside everyday for recess and additionally for some PE activities if weather permits.

STUDENT PHOTOS

Your child's picture may be taken at school individually, or as part of a group. The pictures would be used for displays at school, in the yearbook, newsletters, the newspaper, flyers or for display on a school webpage. If you do not want your child's picture taken and displayed, please send a letter in writing to the principal.

VIDEO SURVEILLANCE

Video cameras have been installed on school grounds for the protection of our students, staff, etc. Video recordings may be used as evidence of misbehavior, criminal activity, etc. and will be viewed and used in accordance with Federal law.

Section 2 - ACADEMICS

FIELD TRIPS

Throughout the school year there may be multiple field trips that your child's class will participate in through school. These trips are based on curriculum, fine arts, special events and end of the year activities. The family data sheet has a permission section for field trips that is completed at the beginning of the school year. Notification and details of the trips to parents will be communicated through school notices, teacher letters, a class newsletter and/or the school newsletter.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria: current level of achievement; potential for success at the next level and; emotional, physical, social maturity.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the district.

Section 3: Student Activities

All information applicable to this section can be found in the K-12 District Handbook.

Section 4 - STUDENT CONDUCT

SEE THE K-12 District Handbook for infraction definitions and board policies

CONGRESS SCHOOL EXPECTATIONS FOR STUDENT BEHAVIOR

We believe that children want and need guidance for behavior. We also believe that learning will be enhanced when students are behaving appropriately. Verbal praise, notes sent home and other classroom activities will be used to recognize good behavior. Congress School has implemented Tiered levels of Intervention regarding behavior as part of a positive behavior support model for all students.

The Congress Behavior Model includes the following components:

Clearly defined expectations for student behavior;
Incentives that reward appropriate student behavior;
Consequences that discourage continuing misbehavior.

Each situation involving a child will be dealt with based on the circumstance brought about by that situation. The school always seeks out ways in which to teach lessons around behavior, both positive and negative.

Section 5 - TRANSPORTATION

Refer to the K-12 handbook for information regarding transportation.

2017-2018 HANDBOOK
CONGRESS ELEMENTARY SCHOOL STAFF:

Nick Herblet, Principal
Kim Flowers, Secretary

TEACHERS

<u>GRADE</u>	<u>NAME</u>
K	Jeri Tetzloff
K	Karen Mullins
K	Kalyn Pulling
1st	Amy Claar
1st	Stephanie Zingaretti
1st	Stacey Yunker
2nd	Gretchen Cropsey
2nd	Stephanie Walley
Title	Lesley Starkey
Special Ed.	Amanda Feyes
Special Ed.	Lauren Cypher
Art	Gail Suess-Brandow
Music	Sue Cropsey
P.E.	Carol Brooks

EDUCATIONAL ASSISTANTS:

Deb Casault
Sherry Grant
Patti Jernagan
Karen St. Germain
Precious Smiley
KayLynn Loveless
Julie Meyer

ESL:

Maritza Melendez

OFFICE HOURS
7:45 A.M. - 4:15 P.M.

SCHOOL HOURS
8:25 A.M. - 3:25 P.M.

