

Daily Schedule

8:00	Teachers arrive - classroom doors open
8:15	Classes begin
10:00-10:15	Recess - Half-Day Kdgn., Kdgn. 1 st & 2 nd grades
10:15-10:30	Recess - 3 & 4 th grades
11:10-11:40	Lunch - K -2 nd grades
11:20-11:50	Lunch - 3 rd & 4 th grades
11:20	Half Day Kindergarten Bus home
1:15- 1:30	Recess - K -2 nd grades
1:30-1:45	Recess - 3 & 4 th grades
2:50	Dismissal
3:30	Teachers dismissed

INSTRUCTIONAL STAFF

Kim Mariucci	Half-Day Kindergarten	Room 204
Maria Lasater	Kindergarten	Room 203
Christine Sericati	Kindergarten	Room 205
Julie Barthels	First Grade	Room 213
Rae Anne Seat	First Grade	Room 211
Greg Johnson	Second Grade	Room 212
Roseanne Zygiel	Second Grade	Room 214
Jackie Backlund	Third Grade	Room 210
Allan Trudeau	Third Grade	Room 207
Joanne Cowell	Fourth Grade	Room 219
Mary Beth Paul	Third Grade	Room 208
Sally Swan	Fourth Grade	Room 218
Jeannette Sword	Special Education	Room 215
Katie Dahlman	Art Education	Room 220
Dawn Kranz	Vocal Music	Room 514
Carli Adams	Physical Education	Elem. Gym.

ADMINISTRATION AND SUPPORT STAFF

Brad Grayvold	Elementary Principal K-6
Louis Steigerwald	Superintendent
Sally Bray	Elementary Secretary
Lynn Opolka	Multi-purpose/Title I Aide
Susie Neuens	Social Worker
Carrie Zigman	Speech Pathologist
Gail Cavalieri	Title I Aide
Danelle Kelly	Title I Aide
Nicole Anderson	Title I Aide
Carol Skog	Title I Aide
Ashley Peterson	Title I Aide
Sherilyn Coates	Special Needs Aide
Deanna Michaud	Community Schools-Pre-School & Pre-Kindergarten Teacher
Lisa Carlson	Community Schools Aide
Bill Baciak	Building Custodian
Chuck Pellegrini	Facilities Manager

ELEMENTARY SCHOOL FLOOR PLAN

Dear Parents and Guardians,

We have developed this handbook to familiarize you with the day to day operations of our elementary school. If you have any questions after reading the information presented, please call our office at 563-9543.

We are looking forward to working cooperatively with you toward the goal of offering your children a successful and rewarding elementary experience.

It may take a lot of effort to get your child/children on track – to teach them to take responsibility for their learning and behavior. But, it will pay off.

Teaching your child/children such things as how to study, how to solve problems and how to get along with others can help them become more responsible.

As your child becomes a self-confident learner, you will have met one of your most important responsibilities. You will have taught your child/children the attitudes and skills they need to grow into responsible and capable adults.

Remember, successful students have involved parents. Norway Elementary is proud to have you as a partner in the educational process.

Mr. Brad Grayvold
Elementary Principal

MISSION STATEMENT

Norway Elementary School

The mission of Norway Elementary School is to address the academic, emotional, physical, social and cultural needs of each child and to prepare our students for the future by nurturing a life-long love of learning.

ARRIVAL TIME

Classes begin at 8:15 a.m. Any child arriving after 8:15 a.m. will be considered tardy and their parent must sign them in at the office. When children arrive at school they are to report to the playground. The only exception to this is morning students enrolled in our breakfast program. They are permitted to go directly to the cafeteria for breakfast and then outdoors.

We ask that children who **walk to school or are transported by parents arrive only ten minutes (8:00 a.m.)** before the start of classes. Our supervision schedule is designed to best accommodate our students if this request is followed.

ATTENDANCE

Please plan vacations when school is not in session.

It is important that all children attend school regularly. If a child is not to participate in physical education or recess you **must provide the school with a written doctor's excuse.** However, if your child is ill, please keep him/her at home and follow the absence reporting procedure below:

ABSENCE REPORTING POLICY

- A. Report all absences by telephone to the Principal's office by 9:00 a.m. **(563-9543)**
- B. Call each day of consecutive absences.
- C. In the event that no phone call is received from a parent/guardian, a call shall be attempted from the Principal's office to the home, inquiring as to the student's whereabouts.

This procedure is followed in the spirit of parental concern for the safety and well being of students once they leave home for the school day. In the event that a student left home, presumably for school, and did not arrive here, the time lapse between the home and school becoming aware and acting immediately in just one case of impending danger or delinquency, the effort by the school and parents to follow this procedure will be well worth it. **Excessive absences and tardiness will be reported to the DIISD where legal action may take place.**

ACCIDENT CARE

The playground supervisor and teachers report all playground and school accidents to the office. An accident report is filled out and parents called when necessary. If the situation requires professional medical attention, you will be asked to pick up your child.

BIRTHDAYS

Birthday treats are permissible if you would like to send them. Please keep the treats simple and inexpensive. **Do not send cakes.** If your child has a summer birthday and you would like to send a treat, please make plans with the teacher. Also, **do not send flowers or balloons to your child at school.** **Birthday invitations are not to be distributed in school. Student names/addresses will not be given out.**

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch will be served at the following rates:

- a. K-4 student lunch 1 week - \$10.00
- b. K-4 student breakfast 1 week - \$5.00
- c. Student milk for those with cold lunch 1 week - \$1.50
- d. Family plan (4) children -\$32.00/wk \$1.60/day (5) children - \$40.00/wk \$1.60/day (6) children-\$48.00/wk \$1.60/day

Please send all money in an envelope with your child's name, teacher's name and the amount of money enclosed. Parents are encouraged to buy in advance, using PaySchool Information on this program will be sent home the first week of school.

A family that is applying for free or reduced meals must complete the application supplied by the school district. After the application has been processed, notification will be given as to eligibility for the program. Until such time that eligibility is granted, ***the family is responsible for paying the full price of a breakfast or lunch ticket.***

CALENDAR 2011-2012 SCHOOL YEAR

Wednesday, August 31	Teacher In-Service
Thursday, September 1	Teacher In-Service
Tuesday, September 6	First Day of School for Students
Tuesday, November 15	Deer Holiday
Thurs. / Fri., Nov. 24th & 25th	Thanksgiving Vacation
Thursday, December 22	Winter Vacation Begins
Tuesday, January 3, 2012	Classes Resume
Friday, February 24	Mid-Winter Break
Monday, April 6	Spring Vacation
Monday, April 16	Classes Resume
Friday, April 22	Good Friday – No School
Monday, May 28	Memorial Day – No School
Friday, June 8	Last Day of School

COMMUNICATIONS

A number of techniques are used to keep you informed of your child's progress and the educational activities affecting you in the school community. Teachers and the principal use parent-teacher conferences, report cards, list serve, and hot line (467-0173), telephone calls and classroom and school newsletters for most of the communication. The Annual Report, containing important information about the school district, is available at www.norway.k12.mi.us.

COMMUNICATIONS CONT.

Our local newspaper, The Current, also covers school news extensively and is a valuable source of accurate information. As important as our communication is to you, so is communication to us about your child. Remember we are partners in your child's education. You are encouraged to contact the school with questions, concerns, or comments.

Here are several suggestions to help improve communication:

- Get to know the principal, teachers, and other school employees. Attend school open houses, PTO meetings, and Parent-Teacher conferences. Learn what is going on in the classroom and what is expected from students.
- Communicate with the staff member or administrator closest to the situation.
- Communicate with the appropriate person by telephone or letter. Be sure to provide sufficient details so the situation can be dealt with effectively.
- Be aware that answers or solutions may not come right away. Sometimes follow-up activities or research is required to obtain all the information before a question of concern can be answered.
- Let your child's teacher or principal know when you are pleased about something.
- Please understand school officials cannot guarantee that each question will be answered or a situation adjusted to everyone's satisfaction. However, sincere attempts will be made to treat each situation fairly and reasonably.

COMPUTERS

In this rapidly changing technological world we live in, we feel it is a necessity for our students to be introduced to computers as early as kindergarten. With this in mind, we have computers and printers available for all students to use in the classroom and in our computer lab. **(Please refer to the Acceptable Use Guidelines for Computer Use at the end of this handbook).**

COMMUNICABLE DISEASES

Michigan law requires that all children must be immunized against mumps, measles, diphtheria, tetanus, whooping cough, rubella, and polio, HEP B, and Varicella. In addition, each student enrolling in kindergarten must have passed a vision screening test or have a signed statement by a doctor that the child has had his/her eyes examined after the age of 3 and prior to initial school entrance.

If your child is unable to participate in recess or physical education because of illness or injury you must supply the school with written notification from your physician.

There are times when you're not sure it is necessary to keep your child home from school. Here are some symptoms that may mean your child is sick.

- Fever
- Chills
- Running or inflamed eyes or nose
- Rash
- Abdominal pain
- Vomiting
- Diarrhea
- Sore throat
- Enlarged glands
- Excessive coughing

A child should remain at home at least 24 hours with no fever, diarrhea, or vomiting following an illness. Notify the school that your child will be absent. By following these guidelines, you will protect not only the health of your child, but the health of his classmates and school staff as well! **(Please refer to the Communicable Disease Reference Chart at the end of this handbook.)**

DAY CARE

We have an excellent community schools run day care in our building directed by Mrs. Deanna Michaud, professionally certified in early childhood education. The day care is staffed by trained school personnel. It is open to all children age three and over whom is toilet trained. Day care hours run from 6:30 a.m. to 5:30 p.m. year-round including vacations. Lunch may be purchased on site or you may send a cold lunch. The cost for the day care is \$2.75 per hour. (\$2.50 for each additional sibling)
Call 563-5638.

DRESS AND APPEARANCE

Students are expected to be clean and neatly dressed. Good habits of cleanliness and health dictate that all students wear proper clothing at all times at school. The school is an institution that has, among its many objectives, the responsibilities to prepare youth for proficiency and advancement in their chosen vocation. Personal appearance is associated with habitual experiences and it is, therefore, necessary to expect reasonable rules and regulations in student dress to accomplish these objectives.

The guidelines for student dress and appearance are as follows:

1. Display of patches, signs, pins, mottoes, slogans on clothing or body adornments that advertise alcohol, drugs, sex, tobacco, lack of patriotism, or other material deemed inappropriate are not allowed. Students are requested not to wear tattoos, body glitter, makeup, and body piercing other than earrings, which would call undue attention to the wearer and thus disrupt the educational process, as determined by the administration.
2. Apparel must be worn so that no under clothing shows when standing or sitting.
3. Clothing must be clean, neat and must not endanger the health and safety of students.
4. All students are to remove hats before entering the building.
5. Students in violation of the above rules will be disciplined.

In the event of a special dress-up occasion such as Halloween, students will adhere to the guidelines sent home by the administration for appropriate dress. The primary purpose of the school is the education of the students, and costumes that are deemed inappropriate or disruptive will not be allowed.

Clothing should be simple enough that it is possible for your child to dress him/herself, attend to toilet needs alone and get into outdoor things easily. When purchasing winter coats, please keep in mind that he/she will be expected to put his/her coat on and fasten it by him/herself when at school. Boots should be purchased large enough so that your child can put them on alone.

During the cold, wet winter month's boots and snow pants are a must!

All outer clothing should be labeled with your child's full name. This means sweaters, coats, boots, hats, and mittens. By labeling everything, you can prevent losing them or receiving someone else's clothing.

Due to the fluctuations in the weather, please check the weather conditions before allowing your child to wear shorts to school.

DISMISSAL DURING SCHOOL HOUR

There are occasions when it is necessary to take your child out of school for a scheduled appointment. **A parent or guardian must report to the office to sign him/her out. If your child is returning to school you must report to the office to sign them back in. Report to the office to drop off lunches, etc.**

INTERMEDIATE SCHOOL DISTRICT (ISD)

The D.I.I.S.D. in cooperation with Norway-Vulcan Area Schools provides many services for the students and parents of our schools, including:

1. Testing Services – to help determine placement in special classes or programs.
2. School Psychologists
3. Social Worker
4. Physical and Occupational Therapy
5. Services for hearing, vision, emotionally and educationally impaired.

For more information on these and other services of the D.I.I.S.D., parents can contact their school principal (563-9543).

ITEMS YOUR CHILD NEEDS AT SCHOOL

1 pair of tennis shoes for physical education (to be left at school).

Each teacher may have special items for their classroom of which they will inform you. School supply lists will be available at all local department stores.

LIBRARY

Elementary students utilize our district's K-12 media center, which features materials for all reading levels. Students are instructed in the proper use of the library and helped when selecting books. The media center is also used for meetings and other special events (PTO meetings, etc.).

MEDICATION

Students who need to take medication during school hours must have on file a "**School Medication Permission and Instruction**" form properly completed and signed by a parent and physician. The medication should be in a standard prescription bottle and identified as to the nature of the prescription, the dosage, and the student's name. Your pharmacy can give you a duplicate container if needed.

Students may be given Tylenol, etc. at school if the permission slip is signed by the parent. You will find that information on the back of the emergency card.

PARENT CONFERENCES

Parent-Teacher conferences are held twice during the school year. You will be notified of conference dates in advance. Feel free to call the school if you should have a question and/or concern at anytime during the school year.

PARENT RESOURCE CENTER

The Parent Resource Center is now open for you and your child to use. Stop in and check out the latest parent resources and other educational and fun items.

PARTIES

Holiday parties are scheduled throughout the year. Parents will be contacted by the homeroom teacher if they feel that assistance is needed for that event. Drinks provided for parties must be clear, to help avoid stains.

PTO

The Norway Elementary PTO is very active in supporting our school. Parents will be notified of meetings. Many PTO sponsored activities are held throughout the year. Parental involvement can be a factor in your child's academic success. **Get involved - join PTO!**

PTO OFFICERS

Chairman
Vice-Chairman
Treasurer

Wendy Mattia
Mona Servia
Stacey LeGrave

PUBLICITY

On occasion, we have the opportunity to utilize the local newspapers and TV coverage and like to use pictures of our students doing special activities or events. If you don't want your child's picture used in such a way, please call the Norway Elementary School and let us know.

REPRODUCTIVE HEALTH

In April 1993 the Norway-Vulcan Board of Education adopted a Reproductive Health Curriculum for grades one through four. The curriculum contains lessons that deal with an important issue for the age group, sexual abuse. HIV/AIDS education is part of the Michigan Model for Comprehensive Health education included for Norway Elementary School.

According to district policy, you have the right to review these lessons. Copies are available in the principal's office throughout the year. If you wish, please contact the Norway Elementary School office to make arrangements to review these lessons.

SCHOOL CLOSURE OR DELAY

When weather is questionable, listen to your local radio stations for possible school closings, or call the elementary school office ***hot line at 467-0173.***

If at any time school is closed or delayed it will be announced by school name. If there is a 2-hour delay, buses will run two hours later than normal.

SCHOOL VISITATION

When you visit the school during the course of a regular school day, you must first report to the school office. The teacher will then be contacted and arrangements will be made for you to see your child, deliver a forgotten item, speak with the teacher, etc. ***Our policy requires that all visitors first report to the school office.***

SPECIAL NEEDS

Our school offers to students with special needs services such as: speech therapy, learning disabilities services, remedial reading, and other special classes. In most cases, a referral from a teacher or parents is needed to begin the procedure to determine if a student is eligible for a special class.

STUDENT MEAL ACCOUNTS

All Norway-Vulcan Area School students are issued identification badges that operate with our student meal account system embedded in them. It is expected that the parents/guardians of students who use their identification badge to maintain an account balance for the purpose of paying for school meals will keep their student(s)' accounts in good financial standing, with no balance owed on them. Our student database, Power School, does send out e-mail messages to parents when an account is low or at a zero balance.

In the event a student meal account should have a negative balance, the following steps will be taken to notify parents/guardians to take action to bring the account into good financial standing:

- 1) When an account has a negative balance of \$10, a letter will be sent home and a phone call may be made home asking the parent/guardian to take action to reconcile the account.
- 2) When an account has a negative balance of \$20 or more, another letter will be sent home, a phone call will be made home and the student with a negative account will only be offered a peanut butter and jelly sandwich, a piece of fruit, and milk at lunch. Until the account is reconciled the student will not have the option of purchasing any other meal in the lunch cafeteria.

It is important for parents to know that the application for free and reduced lunches may be filled out any time there is a change in the financial status of a household. Parents who find they have a need for the free and reduced lunch program should call their school's office and attain an application.

If there is a question or a concern regarding school accounts and meals, please contact our cafeteria supervisor, Chris VanEynde at: (906) 563-9552, ext. 29.

TITLE I SERVICE

The Title I Program is a federally funded program designed to provide additional support and services to students who are failing to meet, or are at increased risk of failing to meet, curriculum standards in the areas of Reading, Mathematics, Science or Social Studies. Parents may request their child not receive Title I services.

VALUABLES

Parents are reminded that students should not bring money or valuables to school. Money for lunch, milk, pictures, or other school items should be given to the teachers as soon as school begins. There are no facilities for students to keep valuables in school and the school is not responsible for loss or damage. **Students are not to bring any electronic equipment (game boys, etc.), cell phones, tape/CD players, or trading/novelty (pokemon, yugioh, etc. cards) to school.**

VOLUNTEERS

There are ample opportunities for parents, grandparents, and friends to share their time and talents with us. If you are interested in assisting, please contact the school or your child's teacher.

STUDENT CONDUCT ON SCHOOL BUSES/ PROCEDURE FOR STUDENT DISCIPLINE (KEACC)

1. Routine student discipline problems on school buses are to be handled by the driver. This includes advising students concerning rules and regulations, assigning seats, encouraging and praising good behavior and other generally accepted means of maintaining and developing constructive pupil-school relationships.
2. The following steps will be taken in cases involving student misbehavior:
 - a. The student will be warned verbally by the driver to correct his behavior.
 - b. In the event of a second violation, whether on the same day or on a different day, the driver shall bring a written slip to the principal of the school where the student attends. The principal will hold a conference with the driver and the student. The parent shall be informed in writing by the principal the same day. The parent must sign the form, agreeing to improve student behavior, and return the form to the driver with the student if the student is to ride the bus the next day.
 - c. In the event of a third violation, the driver will bring a written slip to the principal who will suspend the student from the bus for three days and notify the parents immediately. This will be followed by a conference with the driver, student, parent and principal to try to resolve the problem.
 - d. In the event of further violations, the driver will bring a written slip to the principal who may deny the student bus service for the remainder of the school year. The principal will notify the parents immediately and in writing. If parents wish to appeal, they may use the same procedure as in a suspension from school.

In **EXTREME CASES** (where the driver judges that future misconduct may endanger lives) the driver may refuse to pick up the student on the next trip. However, the driver must notify both parents and principal immediately. A parent-student-driver-principal conference will then be held before further action is taken.

In **Extreme Cases**, the above procedures may be eliminated and the student removed from the bus for three days or the remainder of the school year.

3. The parent shall be responsible for the transportation of the pupil during the effective time of any suspension of the pupil's riding privilege.

BUS TRANSFERS

If your child needs to take a different bus home at the end of the day, notice must be given ***in writing*** to the teacher. **Make these arrangements with your child before he/she leaves for school.** **Emergency** bus transfers will be accepted over the phone. **Unless** the office receives notification the child will be sent home on his/her regular bus. We cannot stress enough how important this is for the welfare of your child for them to know where they are to go after school. It is very stressful for a child not knowing where they are to go at the end of the day.

PREPARATION FOR BEING A GOOD BUS RIDER

If your child will ride a bus to and from school he or she should:

1. Know his/her way to and from the bus stop.
2. Know his/her bus number and driver's name.
3. Obey all the rules of the driver.
4. Know where to go after school.
5. Never to talk to or accept rides from strangers while waiting at the bus stop.

NORWAY ELEMENTARY SCHOOL RULES

1. **LISTEN AND FOLLOW DIRECTIONS THE FIRST TIME THEY ARE GIVEN**
Purpose of the Rule: To keep order in the building and on the playground.
Example of Misbehavior: Not following instructions given by the teacher, the Principal, or other adults in school or on the playground.
2. **BE CONSIDERATE, COURTEOUS, AND RESPECTFUL OF OTHERS**
Purpose of the Rule: So that every student may feel good about him or herself, and use good manners.
Example of misbehavior: Name calling, teasing, put downs, impolite gestures swearing, and wearing hats in the building.
3. **TALK IN A CONVERSATIONAL TONE AND WALK TO THE RIGHT OF HALLWAYS AND STAIRS**
Purpose of the Rule: To keep noise down and prevent distractions in the classroom, and to keep order in the halls.
Example of Misbehavior: Running, yelling, pushing, or shoving.
4. **KEEP HANDS, FEET, AND ALL OTHER OBJECTS TO YOURSELF**
Purpose of the Rule: To keep students from hurting each other or themselves.
Example of Misbehavior: Punching, tripping, kicking, biting, or throwing things.
5. **RESPECT SCHOOL AND PERSONAL PROPERTY**
Purpose of the Rule: To prevent damage or loss of school property or student's belongings.
Example of Misbehavior: Writing on or scratching desks, walls, books, buses, or other fixtures; taking things without permission.
6. **PLAY SAFELY IN THE BUILDING AND ON THE PLAYGROUND**
Purpose of the Rule: To prevent accidents and injuries to our students.
Example of Misbehavior: Throwing snowballs, tackle games or other rough play will not be tolerated.
7. **FOOD AND DRINKS ARE NOT ALLOWED IN THE HALLS, PLAYGROUND OR COMMON SCHOOL AREAS**
Purpose of the Rule: To keep the school and school grounds clean.
Example of Misbehavior: Eating candy, chewing gum, littering, or taking food out of the lunchroom.

ELEMENTARY SCHOOL CONSEQUENCES

Failure to follow the school rules or instructions in the school building or on the general school grounds will have the following **consequences**:

- First Time - Warning is given (verbal or written).

- Second Time - One recess lost

- Third Time - Two recesses lost and parent contact will be made by the teacher by telephone.

- Fourth Time - A.M. detention - The principal will notify the parent that the child has reached the fourth step and will receive an a.m. (7:30 to 8:10) detention. **It will be the responsibility of the parent to make sure the child is at school by 7:30 A.M.**

- Fifth Time - All Day In-School Suspension

Students will be sent immediately to the office to see the principal for **up to 3 days out of school suspension** for the following severe infractions:

1. Fighting on the school grounds or in the building;
2. Swearing, vulgar language, or obscene signs and gestures on clothing or body adornments;
3. Possession of matches, knives, shells, guns, or other dangerous articles;
4. Malicious action hurting yourself, another person, or damaging school property;
5. Smoking, gambling, possession or consumption of alcohol
6. Any other behavior felt dangerous or inappropriate.

A conference with the principal is required upon the student's return to school.

We are very proud of our students. We know that most of them obey the school rules and contribute to making our school a place where learning is the top priority.

Norway Elementary School Computer Agreement

1. I will use the computer for school work and appropriate learning activities.
2. When using the computer, I will:
 - a. Use good manners
 - b. Use appropriate language
3. I will be careful with all hardware and software.
4. I will share the computer.
5. If I do not know how to use any or part of the computer system, I will ask for help.
6. I will not share personal information about myself or anyone else on the Internet. This includes full name, address, phone number, or photograph.
7. I understand that my work on the computer is not private.
8. I will not write bad words on the computer.
9. I will keep my passwords private.
10. I will not use copyrighted material or plagiarize published documents.