



2017-2018
Student/Family Handbook



North Sashabaw Elementary School

5290 Maybee Road, Clarkston, MI 48346

(248) 623 - 4100

(248) 623 - 4105 (fax)

Website: www.nsashabawelementary.com

North Sashabaw Elementary School

Dear Families,

Welcome to the 2017-2018 school year at North Sashabaw Elementary! What an exciting time it is to be a NSE Wildcat! Our staff has been and continues to work together toward a common goal of challenging students to be the best they can be in both academics and social opportunities. As a “Leader in Me” School, we strive as a school community: students, staff, and families to make our world a better place together!

This handbook includes helpful information for you and to share with your child(ren) regarding policies and procedures related to the safety and operation of North Sashabaw Elementary. In order for schools to operate safely and efficiently, you and your child(ren) must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook. Additionally, this handbook provides important contacts, calendars, and schedules. District information and events are also available on our district website: www.clarkston.k12.mi.us.

The North Sashabaw Elementary staff welcome and encourage your involvement. Please volunteer when you can, become an active member of PTO, or ask about other opportunities to become involved. Please feel free to contact the office staff or myself whenever we can be of assistance to you or your child. We look forward to working with you as partners in your child’s education!

Sincerely,

Mrs. Jennifer Johnson

Principal

Clarkston Community Schools Mission Statement

The mission of Clarkston Community Schools is to cultivate thinkers, learners and positive contributors in a global society.

Table of Contents

DAILY SCHEDULE	3
ARRIVAL AND DISMISSAL	4-5
ATTENDANCE	5-7
BICYCLES, SCOOTERS, WALKING TO SCHOOL	7
CLUBS AND SAFETY PATROL	7-8
CO-CURRICULAR CLASSES	8
COMMUNICABLE DISEASES/ILLNESS	8
COMMUNICATION	9-10
CONFERENCES	10
DRESS CODE	10
EMERGENCY/SAFETY DRILLS	11
GRADING/GRADING PERIODS	11
INCLEMENT WEATHER AND SCHOOL CLOSING	11
KIDS CONNECTION	12
LEADER IN ME	12
LUNCH PROGRAM	12-13
MEDICAL CONDITIONS - PLANS OF CARE, MEDICATIONS	13
NEWSLETTER	13
NON-DISCRIMINATION POLICY	13
OUTDOOR PLAY/RECESS	14
PARENT INVOLVEMENT, PARENT VOLUNTEERS	14
PETS	14
POSSESSIONS/LOST AND FOUND	14
RESPECT CODE (DISTRICT), STUDENT CONDUCT	14
STUDENT CHECKOUT	15
STUDENT AND PLAYGROUND SAFETY	15
TESTING/STATE ASSESSMENTS	15
TOYS	15
TRANSPORTATION	15
YOUTH ENRICHMENT	16
VISITORS	16
STAFF DIRECTORY	17-18
SUGGESTED SCHOOL SUPPLIES	19-20
CALENDARS	21-23

North Sashabaw Elementary School

DAILY SCHEDULE

School Hours:	8:15 a.m. - 3:30 p.m.
Doors Open	8:10 a.m.
Late Bell:	8:25 a.m.
Dismissal:	3:30 p.m.
Half Day Dismissal:	11:31 a.m.

Half Day of School for Students: (Early Dismissal for Teacher Development)

Monday, August 28, 2017
Friday, October 13, 2017
Friday, December 22, 2017
Thursday-Friday, January 18-19, 2018
Friday, February 9, 2018
Friday, March 9, 2018
Friday, April 20, 2018
Friday, May 18, 2018
Friday, June 1, 2018
Thursday, June 7, 2018
Friday, June 8, 2018

Lunch and Recess Schedule:

GRADE	Recess	Lunch
Kindergarten	11:40 a.m.-12:10 p.m.	12:15 p.m.-12:45 p.m.
1st	12:15 p.m.-12:45 p.m.	12:50 p.m.-1:20 p.m.
2nd	12:15 p.m.-12:45 p.m.	12:50 p.m.-1:20 p.m.
3rd	11:05 a.m.-11:35 a.m.	10:30 a.m.-11:00 a.m.
4th	10:30 a.m.-11:00 a.m.	11:05 a.m.-11:35 a.m.
5th	12:50 p.m.-1:20 p.m.	12:15 p.m.-12:45 p.m.

ARRIVAL AND DISMISSAL

Arrival

Doors open at 8:10 a.m. School begins at 8:15 a.m. All students enter either through the gymnasium (bus riders) or cafeteria doors (parent drop off) and proceed to their classroom line, as follows:

- K-2nd Grade line up in the Cafe
- 3rd-5th Grade line up in the Gymnasium

The tardy bell will ring at 8:25 a.m. If your child is tardy, please walk with him/her to the Main Office and sign-in.

Students Dropped Off by Parent

In order to maintain a safe and orderly student drop-off loop in our parking lot and minimize the amount of time spent in traffic waiting to drop off your children, we need your help with the following:

DO:

- Constantly watch for children!
- Follow the cones in the traffic loop through the student drop-off zone; do not divert from the established path.
- Pull as far forward as possible once you are in the drop-off zone. Stopping in the loop and not pulling as far forward as you can, dramatically slows down the traffic. It is more efficient to have multiple cars able to unload at the same time. This can be accomplished if you pull as far forward as possible. Please also make sure your child(ren) is ready to exit the car once you stop.
- Students should not exit cars until you have past by the first lamppost in the drop-off zone.
- If you would like to walk your child into school, please park in the parking spaces closest to the playground and **walk with your child to the sidewalk through the crossing zone area.**
- Have understanding and patience; it will go a long way :)

DO NOT:

- Drop off students in the *bus unloading loop*.
- **Allow your child to walk by him/herself to the sidewalk** if you have chosen to park in the lot. You must exit your vehicle and walk your child to the sidewalk, however, do not walk into or through the coned area that is part of the drop-off zone.

Students Riding the Bus

- All bus stop information is located in the Parent Vue under Student Information (Last Tab). Parent Vue is accessible under the Clarkston Schools Webpage at www.clarkston.k12.mi.us
- Students riding the bus, will exit the bus in our bus loop and will be directed to enter the gymnasium.

Dismissal

School dismisses at 3:30 p.m.

- On half days, school dismissal is 11:31 a.m.
- Approximately once a month there will be ½ Day Dismissals on Friday's. Please review the school calendar for these specific dates.

Students Picked Up by Parent

- Kindergarten Students: Parents must come into the school and pick their child up in the cafeteria.
- 1st-5th Grade students will exit the cafe doors between 3:25-3:30 p.m.
- On full days, all students should be exited from the cafe by 3:35 p.m.
- Any students still waiting for pick-up at 3:35 p.m. will return to the Main Office, so we can contact parents.

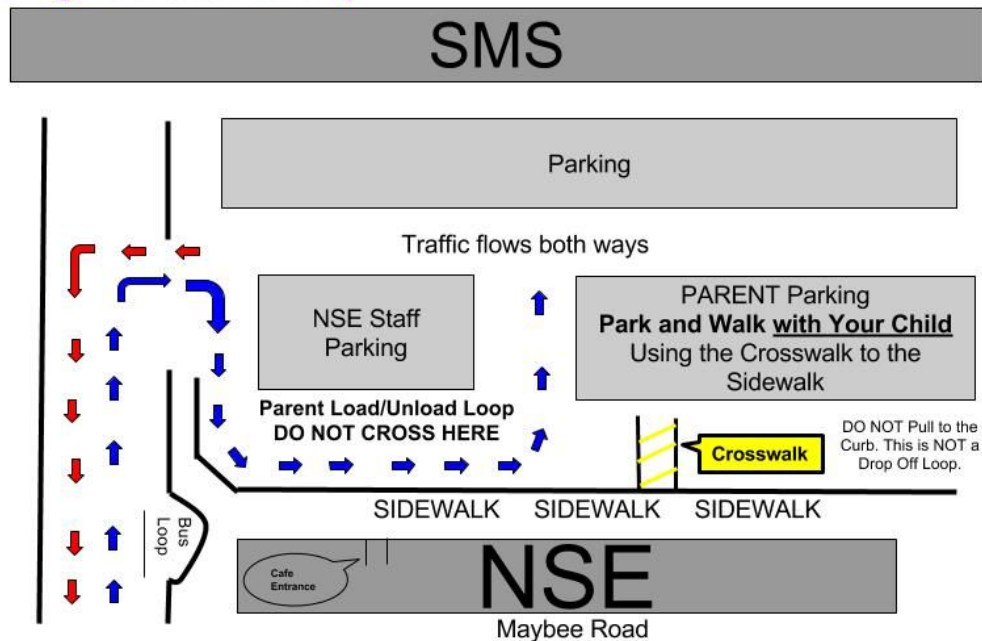
Should this become a regularly occurring practice, students will need to enroll in after-school Kid's Connection program.

Students Riding the Bus

- Students riding the bus are dismissed at 3:30 p.m. to the bus.
- If your child will be riding the bus to/from school, please have him/her ride the bus the first day of school so the transportation department can establish accurate schedules and procedures. If you have transportation questions, please call (248) 623-8040

*Please note: You can expect that bus times will vary during the first couple weeks of school as we are establishing routines and procedures and also during inclement weather.

NSE Parking Lot Traffic Flow Map



ATTENDANCE:

The Compulsory School Attendance Policy under the Michigan Revised School Code states that,

“Every parent, guardian, or other person, in the State of Michigan, who has control and charge of any child between the ages of six and sixteen years, shall be required to send such child to the public school during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.”

Building a Strong Foundation for Success in School - Regular Attendance

Attending school regularly helps children feel better about school—and themselves. Start building this habit in Kindergarten so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

Excessive absenteeism often establishes a pattern that is difficult to change. There is a demonstrated connection between school absences and learning difficulties. Although teachers can provide assignments and materials for students to make up work when absent, completing an assignment at home just does not compare with being present in the classroom. An absent student misses valuable teacher instruction and class discussion.

Excessive absenteeism is defined as total absences exceeding ten percent of scheduled days in a school year, which means being absent 18 or more days per school year. Consistent daily attendance is important and parents play an important role in ensuring their child attends school regularly. Please note that both appointments and vacations do count as absences. Should your child accrue an excessive amount of absences, you will receive contact from the school notifying you of the of concern and reaching out to offer support in order to correct your child's absenteeism.

You can access your child's attendance, including absences, via the Parentvue in the Student Information System. Specific instructions for how to do this are detailed in the Communication section of this handbook.

If your child reaches the point of having excessive absences, a doctor's note will need to be provided if/when your child is sick.

If at any time there becomes an issue or situation that is causing difficulty for your child to attend school, the best thing you can do is to communicate with the school either via your child's teacher or with the principal.

- **TARDY:** *Students who arrive to school between 8:25 a.m. and 10:30 a.m. are considered TARDY. Students who are late MUST BE signed in at the Main Office by an adult.*
- **A.M./P.M. ABSENCE:** *Students who arrive to school between 10:31 a.m. or after are marked A.M. ABSENCE. Students who leave school between 2:00 p.m. are marked P.M. ABSENCE.*
- **EARLY DISMISSAL:** *Students who leave school between 2:01 p.m. and 3:29 p.m. are marked EARLY DISMISSAL.*
- **NOTIFICATION OF ABSENCE:** *If a student is going to be absent, parents/guardians should contact the school's attendance line at (248) 623-4190 or your child's teacher to provide an explanation for the absence. When calling the attendance line, please include the date, your child's name, nature of their absence. and teacher's name.*
- **VACATIONS DURING THE SCHOOL YEAR:** *Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with their child's teacher to make necessary arrangements. Some assignments may be available that can be completed during the trip.*
- **MAKE UP TESTS AND OTHER SCHOOL WORK:** *Students who are absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student/parent should contact the teacher as soon as possible to obtain assignments. Make up work due to suspension must be completed within the same number of days as the*

suspension after returning to school. Students will be given the number of days of a documented absence within which to make up work.

- **EXCESSIVE ABSENCES OR TARDIES:** Our school monitors each student's attendance and tardiness patterns throughout the school year using a prorated formula. Parents will receive written notifications regarding any concerns.
 - Attendance/Tardy concerns will be monitored for improvement.
 - If there is no improvement, a parent will receive a second letter/notice.
 - If absences and tardies continue to be a problem, one or more of the following will occur:
 1. Referral to Clarkston Youth Assistance
 2. Referral to Oakland Schools Truancy Office
 3. Referral to Police Liaison Officer
 4. Referral to Protective Service

BICYCLES, SCOOTERS & WALKING TO SCHOOL

NSE is located on a very busy road, for safety reasons, students are not permitted to ride a bike or scooter to school or walk to school without a parent unless the office receives a signed parent note granting student permission.

CLUBS AND SAFETY PATROL

Homework Club began in 2014 to support the academic and social needs of students in grades 3-5. Partnered with Mt. Zion Church and the Clarkston Farm and Garden Club, students receive assistance with homework and create connections with mentors in the community. Homework Club meets every Tuesday and Thursday after school from 3:30-4:30 p.m. in our library. Snacks and supplies are supplied through the generous funding from the Clarkston Area Optimist Club. We are excited to continue the growth and learning of our NSE leaders through this after-school club experience.

Look for information to come home during the first month of school indicating when Homework Club will begin. Parents/Guardians must complete a sign-up form available on our webpage or in the Main Office.

Alpha Club is a service learning club that provides students with opportunities to help their community. Part of the Junior Optimist International organization, our Alpha Club is sponsored by the Clarkston Area Optimist Club. Open to students in grades 4-5, NSE Alpha Club members participate in a variety of fundraisers, activities, and learning opportunities such as: organizing and hosting the American Red Cross Blood Drive, raising money for the Leukemia and Lymphoma Society, and sponsoring Teacher Appreciation Week! As part of this club, students also gain experience with teamwork, communication, self-esteem, and citizenship. Students in grades 4-5 interested in joining NSE's Alpha Club will receive additional information and documentation for parent approval at the beginning of the school year. Lastly, we ask that when a student joins Alpha Club, they commit to coming to each biweekly meeting. A set schedule of meetings will be provided.

The Safety Patrol is a select group of 5th graders that are committed to providing a safe school environment for all students at North Sashabaw Elementary. A Safety Patrol member should be

responsible, respectful, cooperative, and helpful. They should always model leadership by using the 7 Habits. Members of the Safety Patrol must remain in good academic standing in all subject areas and model good behavioral choices. Discipline referrals will result in dismissal from safety patrol. 5th grade students who are interested will need to fill out an application and write a short essay describing why they want to be a part of Safety Patrol and what qualities they have that makes them a good Safety Patrol member. The student must also have a parent or guardian and their teacher sign the application. Teachers will sign the student's application based on their dependability, good behavior, consistency in academics and leadership. After the application has been submitted, the student will be interviewed.

Duties include:

- Hallway monitoring
- Assisting students as they exit cars during arrival time
- Helping students get to class or designated areas without running
- Assisting/working cooperatively with adults in assigned areas (gym, cafeteria)
- Greeting families as they enter the building each morning
- Morning duties begin promptly at 8:00 a.m. and afternoon duties at 3:30 p.m. daily.
- You must wear the yellow belt while on duty
- Leave your backpack in the designated area
- Be sure all belts are stored properly at the end of duty
- Please do not switch assignments without permission and always stay at your assigned post

CO-CURRICULAR CLASSES

All students, Kindergarten-5th Grade will attend each of the Co-Curricular classes once a week for 45 minutes. The Co-Curricular classes being offered this year at NSE include: Art, Spanish, Music and Physical Education. In Clarkston, students are expected to wear a shirt with their name that can fit over their clothes for their Co-Curricular classes. Students that attended NSE last year will have their shirt waiting for them when they return to school. Our PTO orders T-shirts for any students that need a new one. *The cost of the shirt is \$5.00.* Order forms are sent home at the beginning of the school year.

COMMUNICABLE DISEASES/ILLNESS

We follow the guidelines established by the Michigan Department of Health and Human Services, Divisions of Communicable Disease & Immunization. When making the decision to keep your child home due to illness, these are general guidelines to follow:

- Fever: A child has a temperature of 100.4°F taken by mouth or 99.4°F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
- Diarrhea: A child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
- Vomiting: The child should have no vomiting episodes for 24 hours prior to returning to school.
- Rash: The child develops a rash. The child should not return to school until the rash subsides or until a healthcare provider has determined it is not infectious.
- Certain communicable diseases: Children diagnosed with certain communicable diseases may have to be excluded for a certain period of time. We consult with the Oakland County Health Division.

COMMUNICATION

Regular and open communication is the key to any successful partnership. We want our families to be connected to what is going in our school at-large as well as at the classroom level. This includes the ongoing communication we strive to establish regarding your child(ren)'s growth and progress. Here are some ways for you to connect and receive regular communications from NSE:

School and District E-blasts

Sign up to receive email notices (e-blasts) specific to NSE families and/or our district e-blasts. Here's how:

1. Go to our district webpage: www.clarkston.k12.mi.us
2. Choose the RESOURCES tab
3. Under PARENTS, select CALENDAR
4. Choose the CLARKSTON COMMUNITY CALENDAR link
5. Select the EMAIL REMINDERS tab
6. Enter the email address you would like to use to receive information and select NEXT
7. Choose CCS - CLARKSTON COMMUNITY SCHOOLS and select NEXT at the bottom
8. Choose NSE and NSEPTO (You will receive e-blasts from the school and our PTO)
9. Choose SUBMIT at the bottom of the page

Remind - Receive Text Updates from the School

Here's how:

To receive messages via text:

1. Send a text to **81010**
2. Enter the message **@nsef** and send

*You can opt out of messages at anytime by replying "unsubscribe @nsef"

*If you have trouble using 81010, trying texting to **(248) 667-7646** and enter the message **@nsef**

To receive messages via email:

1. Send an email to nsef@mail.remind.com

*To unsubscribe, reply with "unsubscribe" in the subject line.

Remind is a free, safe, and simple messaging tool that helps educators share important updates and reminders with families. All personal information is kept private. Using this tool, my phone number will not be directly shared and neither will yours. You will not be able to reply to messages.

Our School Webpage

Here's how to find us:

1. Go to www.nsashabawelementary.com

NOTE: The school district is currently updating their website platform. We expect to transition to this new platform during the 2017-2018 school year. At that point, you can go to www.clarkston.k12.mi.us and navigate to find us via the SCHOOLS tab.

Parent Vue - Student Information System

The ParentVue portal is an important part of our Student Information System. In this portal parents can view their child's attendance, transportation information, academic progress, and update important student information like phone numbers, emergency contacts, etc. As we continue to work toward paperless communications, please plan to use ParentVue regularly.

It is important that you take the time to set up and activate your account if you have not already done so. You will need an activation key to do this. Here's how:

Email SynergySupport@clarkston.k12.mi.us to request an activation key. Provide the following information in your email:

- Your Name, Your Student(s) Name, Your Student(s) Date of Birth, Your Home Address, Your Phone Number

Also, please make sure to take some time to review the information in Parent Vue and make sure that we have the most accurate and updated information, particularly phone numbers and emergency contacts. To access ParentVue (once you have activated your account):

1. Go to the Clarkston Schools' webpage www.clarkston.k12.mi.us
2. Choose the Resources tab and then select ParentVue

Follow NSE Smore - Our Online Newsletter

Here's how:

1. Go to this link: <https://www.smores.com/uh54x>
2. Click on FOLLOW SMORE NSE
3. Enter your name and email address.

We will also e-blast links to our newsletters, post on our webpage and send via Remind, if you do not want to subscribe directly to SMORE.

Follow our School on Twitter



@nsewildcats

CONFERENCES

Parent-Teacher conferences are scheduled twice a year. All parents will be invited to a conference concerning their child. At any other time, conferences may be scheduled with a teacher or principal by calling the school office and requesting an appointment.

DRESS CODE

Appropriate dress is a necessary component to providing an optimal learning environment. Types of clothing that are prohibited at school include but are not limited to: Clothing or accessories bearing messages that contain inappropriate/obscene statements/language/pictures or statements advocating immoral, sexually explicit or illegal behavior or that portray violence or encourage hate or alcohol and/or tobacco, drugs and statements of disrespect directed against the school, law or other reasonable authority. Additionally, clothing that does not cover the shoulders, midriff and chest, clothing that does not cover undergarments, and undergarments that are worn as outer garments, are all examples of dress that is not appropriate for school. Students who wear such clothing will be required to change clothes. Types and amounts of clothing worn should be appropriate for weather forecasts. Since students will have time daily on the playground (weather permitting), they will need a coat, hat, and gloves/mittens; snow pants are also recommended. Students will not be allowed into snowy areas without snow pants. Hats and caps must be removed inside the building. Sweaters, jackets, snow pants, boots, hats, and gloves/mittens should be labeled with the student's name. Gym shoes are needed for safety when participating in physical education activities.

EMERGENCY/SAFETY DRILLS

A series of fire, tornado, lockdown and other emergency drills are practiced so that children know what is expected of them in the event that an emergency should ever occur. Calling the school during an emergency situation loads our phone lines and makes it very difficult for us to follow through with our designated procedures. If school were to be closed early/late as the result of weather conditions, the fan-out and broadcasting stations listed would pass this information along to you.

GRADING

Clarkston Community Schools has a grading procedure of **S**-Secure, **D**-Developing, and **B**-Beginning for grades K-5 as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GRADING PERIODS

Students in grades K-5 shall receive a learning feedback document at the end of each semester indicating their progress for each course of study for that portion of the academic term.

INCLEMENT WEATHER & SCHOOL CLOSING

During the winter months, some severe weather may occur. Roads are checked each morning by the transportation office to determine driving conditions. In addition, the Michigan Road Commission and the U.S. Weather Service are consulted. In the event that conditions are determined to be unsafe for the busing of students, a decision to close school is normally made by 6 a.m. and announced on selected radio and television stations during regular news programs. School closing announcements are also made via the district's automated phone system and website.

Should severe conditions occur after classes are in session, our general policy will be to keep bus students in their building until we can safely operate the buses. Students will be released only to their parents, to approved adults or phoned parental authorization. In the case of **early dismissal**, please instruct your child **NOW** as to what procedure he/she is to follow. If you make arrangements with family members or friends, please make sure those individuals are also aware and they have been listed on your child's emergency card/student information as an individual that your child is able to be released to. **Please keep your child's emergency information updated by accessing ParentVue on the Clarkston Community Schools webpage** (see the Communication section of this handbook).

The following AM radio stations will carry school closing announcements:

WWJ (950)

WJR (760)

CKLW (800)

also area TV channels and the District website: www.clarkston.12.mi.us

Other radio stations in this area will not accept direct calls from school officials. These stations will only receive the closing announcement from the Law Enforcement Information Network and the National Oceanic and Atmospheric Administration. The School District has no control as to when the time closing announcements will be broadcast via these systems.

KIDS CONNECTION (BEFORE & AFTER-SCHOOL CHILDCARE)

Kids Connection is available before and after a FULL day of school. The hours are 6:45 a.m. until the start of the school day, and after school until 6:00 p.m. The program is housed in the cafeteria and is available for grades K-5. Families may use the program on an “as needed” basis and billing is calculated accordingly. Prices are \$4.00-\$10.00 per session depending on what time your child is dropped off or picked up. You MUST be registered to utilize this program. Registration packets are available at the Early Childhood Office or for download on our website. Registration packets/ registration fees must be submitted to the Early Childhood office. For more information call the Early Childhood office at 248-623-4350.

LEADER IN ME

North Sashabaw Elementary is a "Leader in Me" School! This means *that we believe* every child possesses unique strengths, gifts, and talents and therefore, everyone has the ability to be a leader. The Leader in Me is a whole-school transformation model and process—developed in partnership with educators—that empowers students with the leadership and life skills they need to thrive in the 21st century. It is based on secular principles and practices of personal, interpersonal, and organizational effectiveness, particularly 7 Habits of Highly Effective People. As a “Leader in Me” school, we strive to help students learn how to become self-reliant, take initiative, plan ahead, set and track goals, prioritize their time, manage their emotions, be considerate of others, express their viewpoints persuasively, resolve conflicts productively, find creative solutions, value differences, and live a balanced healthy life. Here are the 7 Habits we will learn about:

Habit 1: Be Proactive (You’re in Charge): I am a responsible person. I take initiative. I choose my actions and attitude. I do the right thing, without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind (Have a Plan): I plan ahead and set goals. I am an important part of my classroom and contribute to my school’s mission and vision, and look for ways to be a good citizen.

Habit 3: Put First Things First (Work First, Then Play): I spend my time on the things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win (Everyone Can Win): I balance courage for getting what I want with consideration for what others want. I make deposits in others’ Emotional Bank Account.

Habit 5: Seek First to Understand, Then to Be Understood (Listen Before You Talk): I listen to other people’s ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize (Together is Better): I value other people’s strengths and learn from them. I get along well with others, even people who are different from me.

Habit 7: Sharpen the Saw (Balance Feels Best): I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

LUNCH PROGRAM

The school participates in the National Lunch Program and makes lunches available to students for a fee of \$2.75. Breakfast is \$1.50. Ala Carte items are available on some days for \$.50. Kindergarten milk is \$20 per semester; \$40 per year. Students may also bring their own lunch to school to be eaten in the school cafeteria. Please do not send pop or candy as part of your child’s lunch. Free and reduced-price lunch applications are distributed to each student and should be turned in to the office

ASAP. In order to have free and reduced lunch benefits continue, you must apply each year. You can also apply online at www.lunchapp.com.

The lunch program uses a debit card system which requires all students to prepay for their lunches. You can make deposits and access your child's account through www.lunchdeposit.com (obtain student number from school office). By using the web site, you are also able to view your child's account history and see items they have purchased. Students will not be permitted to charge lunches if they do not have money in their account. They will be offered a "replacement lunch" (usually a cheese sandwich) if they do not have money. If your student will be coming to school after 9:30 a.m., please be sure that the office has their lunch order made prior to 9:30 a.m. If not, your student may not be able to receive their A,B, or C choice.

MEDICAL CONDITIONS - PLAN OF CARE

If your child requires management and/or support with a medical condition, such as allergies, asthma, bee stings, diabetes, etc., you will need to have your child's physician complete one of our "Plan of Care" forms and then return to our school as soon as possible. These forms are available in our Main Office or on our webpage.

MEDICATION

If it is necessary for your child to take medication, either prescription or over-the-counter, during the school hours, an authorization form with instructions must be completed and signed by a physician (for prescription medication). These forms are available our Main Office and our webpage. Medicine must be in the original prescription container with the student's name on it. **Any medication must be brought to school and picked up by an adult, not the student. Students are not allowed to self-carry medication, unless a specific Plan of Care is outlined.**

NEWSLETTER

The NSE News is our monthly school newsletter. A paper copy will be sent home, shared via Remind (see Communication section of this handbook), and also viewable on our webpage.

NON-DISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Genetic Information Nondiscrimination Act, it is the policy of the Clarkston Community School District that the Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

For information, contact:

Executive Director of Human Resources

For information regarding ADA contact:

Deputy Superintendent

Clarkston Community Schools

6389 Clarkston Road

P.O. Box 1050

Clarkston, MI 48347-1050

(248) 623-5400

OUTDOOR PLAY/RECESS

Outdoor play and physical exercise help children develop strong, healthy bodies. We urge all children to go out at recess, weather permitting. On cold days, children should be sent to school with warm clothing. On days when the ground is wet, children should wear appropriate waterproof footwear. In case of severe cold, rain or other extreme weather conditions, the children will be kept inside. Students will have indoor recess when temperatures (wind chill) are below zero degrees. **Requests for students to be excused from recess must be in writing from a physician.**

PARENT INVOLVEMENT

Through active participation, parents can become better acquainted with their neighbors, gain valuable insight into school policies and procedures, and can support the school PTO activities. The PTO gives you a vehicle for giving your support to your school and your child's education. We strongly encourage and appreciate your participation in this worthwhile organization.

PARENT VOLUNTEERS

Parents contribute a great deal to the success of many programs at school. An invitation is extended for parents to serve as volunteers in one of a number of areas of their choosing. If you would like to donate time each week, please contact your child's teacher. It is important that a volunteer background check/form has been turned into the school office before volunteering in the classroom or attending a classroom field trip.

PETS

As a school situated within a neighborhood, we understand that it can be convenient to walk to and from school with your pet to drop off/pick up your child when the weather is nice. However, we ask that pets only be allowed on school grounds when you are driving to/from school and your pet is secured safely inside your vehicle at all times. Otherwise, your pet(s) should remain off school grounds during school hours, unless approved by the principal, either as a Service Animal or as part of a classroom curricular presentation.

POSSESSIONS/LOST & FOUND

Clothing, footwear, books, etc. should be marked with the child's first and last name. This is especially important in the primary grades as many children have identical clothing and boots. It would also help to have the student's name on lunches and backpacks. We have a Lost & Found located near the beginning of the K-2 section of our building. Please check or ask your child to look there if an item is lost.

RESPECT CODE (DISTRICT)

Mutual Respect among all members of our school community is the cornerstone of our interaction and behavior. We acknowledge the dignity and worth of one another. We strive to create a welcoming atmosphere by our courtesy to others and our conduct.

Students and staff at Clarkston Community Schools have the

Right to be physically safe and the

Responsibility not to harm other people or their belongings.

Responsibility to value the school property and help maintain a clean and safe environment.

Right to be emotionally safe and the

Responsibility to promote acceptance of self and others.

Responsibility to consider and be sensitive to the needs and feelings of others.

Right to communicate your needs and feelings, and the

Responsibility to express yourself in a constructive, non-threatening manner.

Responsibility to make amends when you offend others.

STUDENT CONDUCT

The staff and administration have established guidelines for student conduct. Staff members will discuss unacceptable behavior with students, and if necessary take disciplinary action. If the behavior is repeated or is serious enough, parents/guardians will be notified.

1. Respect for self and others.
2. Practice safe and courteous behavior.
3. Cooperate with students, staff and other adults.
4. Use equipment and materials appropriately.
5. Wear appropriate clothing to school.

Specific guidelines and policies can be found in our District Policies and Student Codes of Conduct handbook. Copies are available in our Main Office or on the school district's webpage: www.clarkston.k12.mi.us

STUDENT CHECKOUT

Parents must sign out their child in the office when picking their child up before dismissal. Office personnel will call the student to the office or accompany him/her from his/her classroom. Parents/Visitors **may not** go to the classroom during instructional hours without signing in at the office and receiving administrative authorization.

STUDENT AND PLAYGROUND SAFETY

The playground area is supervised by staff members during all outdoor activities.

- Be respectful of others and their personal property.
- Use appropriate language. (No swearing)
- Be safe. Use equipment appropriately.
- Line up quietly and immediately after the signal.
- Stay within playground boundaries.
- Follow directions the first time given.

TESTING/STATE ASSESSMENTS

All students in grades 3, 4, and 5 take the M-STEP Test in the spring. This test is a measure of how well students perform on selected criteria in reading, math, science and writing. Third grade students are given the reading and mathematics tests, fourth grade students are given reading, writing, science, and mathematics test and fifth grade students receive the social studies, reading and math assessments. Additional information will be provided closer to the assessment dates.

TOYS

Our focus at school is learning. Toys can be a major disruption to learning. Please do not bring toys, electronic equipment, trading cards or any valuables to school. In the event of a special classroom activity, the teacher will notify you. Skateboards, scooters, and shoes with wheels are not allowed at school or on the bus for safety reasons.

TRANSPORTATION

Students who are riding to and from school on transportation provided by the school are required to follow some basic rules. This applies to school-owned buses as well as any contracted transportation for field trips. *(Please refer to the District handbook for rules and procedures.)*

For their safety and protection, all students will be expected to ride their bus, unless the teacher receives written notification indicating a variation from their usual procedure. If questions arise concerning transportation please contact the bus driver and/or the transportation supervisor at the Bus Garage (248-623-8040).

YOUTH ENRICHMENT

Clarkston Community Education would like to invite students in elementary and middle school to enroll in after-school youth enrichment activities, which are offered throughout the year. Children remain after school to participate in Enrichment Classes. A variety of subjects are explored in one-hour sessions. Languages, arts and crafts, drama and mime, science, and computers are just a few of the classes offered each term. Parents should watch for the Youth Enrichment brochure distributed several times throughout the school year. You can also find information on our district webpage: www.clarkston.k12.mi.us. Choose the District tab and then locate Community Education under the Departments heading.

VISITORS

Visitors, particularly parents, are welcome at our school. In order to properly monitor the safety of students and staff, each visitor and volunteer must report to the office, sign in, and put on a visitor's badge. If you wish to volunteer in a classroom, an Applicant Authorization (I-Chat)/Volunteer Background Check form must be completed and on file prior to volunteering. **If a person wishes to confer with a member of the staff, he/she should call to schedule an appointment.**

NORTH SASHABAW ELEMENTARY STAFF DIRECTORY

Main Line: **623-4100** Office Fax: **623-4105** Attendance: **623-4190**

LAST NAME	FIRST NAME	EXT	EMAIL	TITLE
		Dial (248) 623-ext	Enter staff initials/name, then @clarkston.k12.mi.us	
Andary	Kylie	4123	kmandary	4th Grade Teacher
Atherton	Julie	4119	jeatherton	Cafeteria
Blankenship	Jamie	4137	jmbblankenship	2nd Grade Teacher
Breen	Kevin	4130	kpbreen	Art Teacher
Burr	Nancy	4145	nmburr	Speech/Language Pathologist
Cadreau	Laura	4135	lkcadreau	Media Specialist
Carrillo	Monica	4110	mmcarrillo	ESL Parent Liaison
Crist	Julie	4116	jacrist	Level 3 Support Teacher
Diebold	Denise	4100	dmdiebold	Secretary
Dudek	Nicole	4136	nmdudek	2nd Grade Teacher
Gann	Jodie	4115	jlgann	LRC Teacher
Hart	Anne Marie	4114	amhart	Kindergarten Teacher
Haverkate	Brian	4132	bdhaverkate	Music Teacher
Heilig	Kristi	4138	kmheilig	2nd Grade Teacher
Henmueller	Megan	4106	mlhenmueller	School Psychologist
Herula	Alexandria	4143	abmitchell	1st Grade Teacher
Hothem	Molly	4142	mchothem	1st Grade Teacher
Jacob	Heather	4130	hmjacob	Art Teacher
Johns	Cameron	4112	csjohns	Spanish Teacher
Johnson	Jennifer	4100	jejohnson	Principal
Keeler	Michael	4120	mbkeeler	Physical Education Teacher
Kirkwood	Essence	4141	ebkirkwood	1st Grade Teacher
Klosterman	Colleen	4160	cmklosterman	Occupational Therapist
Kuhn	Erin	4135	eakuhn	Literacy Coach
Lackie	Allison	4122	amlackie	4th Grade Teacher
Larkins	Sandra	4121	sllarkins	3rd Grade Teacher
McCall	Brett	4100	bamccall	Instructional Technologist
Mendieta	Marcie	4126	mamendieta	5th Grade Teacher
Parker	Kayle	4107	keparker	Social Worker
Phillips	Mitch	4124	mdphillips	5th Grade Teacher

Post	Heather	4110	hspost	ESL Support
Randolph	Amy	4129	amrandolph	3rd Grade Teacher
Reinelt	Adriane	4125	amreinelt	5th Grade Teacher
Skorupski	Mary	4128	mmskorupski	3rd Grade Teacher
Spencer	Madeline	4140	maspencer	Kindergarten Teacher
St. Aubin	Abbey	4139	anstaubin	Kindergarten Teacher
Stewart	Maggie	4133	mzstewart	LRC Teacher
Thorpe	Joy		jmthorpe	Math Specialist
Weir	Brenda	4127	bkweir	4th Grade Teacher
Winer	Molly	4170		Reading Specialist
		4181		Student Support Coach
		4150		Easter Seals Office
		4350		Kids Connection
		4131		Media Technician

NORTH SASHABAW ELEMENTARY SUGGESTED STUDENT SUPPLIES

*Please note that individual teachers may request specific items not listed on these grade level lists.

<u>Kindergarten</u>	
<p>Individual Supply List</p> <ul style="list-style-type: none"> ● Regular sized backpack ● Small blanket and small pillow ● (1) XL Ziploc storage bag to fit blanket/pillow ● Pair of gym shoes (Velcro if your child cannot yet tie shoelaces) ● Change of clothes (to be kept in locker; store in gallon size ziploc bag) ● Water bottle with a no spill lid <p>Also, donations of buttons, cardboard tubes, colored masking tape, popsicle sticks, ribbon, sequins, pom-poms, multi-purpose glue, rubber bands, playdough, clay, and aluminum foil are always appreciated.</p>	<p>Shared Supply List</p> <ul style="list-style-type: none"> ● 2 packs of glue sticks ● 1 bottle of Elmer’s glue ● 1 pair of child scissors ● 1 box of tissues ● 24 pack Crayola crayons ● 1 box of gallon, quart or sandwich size plastic bags ● 1 bottle of hand sanitizer ● 1 container of disinfectant wipes ● 1 pack of dry erase markers ● 1 box of Washable Markers
<u>1st Grade</u>	
<ul style="list-style-type: none"> ● 2 packs of sticky “post-it” notes ● 1 box of colored pencils - Twistable ● Anti-bacterial wipes ● #2 Pencils ● 1 box Washable Markers ● 2 boxes of Kleenex <p>Optional items: 1 box of bandaids, hand sanitizer, plastic forks/spoons, plates, plastic bags, and any recycled materials.</p>	<ul style="list-style-type: none"> ● Ziploc bags (all sizes) ● 2 Spiral notebooks ● 1 pack of glue sticks ● 1 Flashlight - (dollar store) ● 24 pack Crayola Crayons ● 1 pack of dry-erase markers ● Scissors
<u>2nd Grade</u>	
<ul style="list-style-type: none"> ● 2 boxes of Kleenex ● 2 packs of Glue sticks ● 1 box of 24 Crayola Crayons ● Pencils (pre-sharpened if possible) ● 4 packages of Post-its ● 4 spiral Notebooks ● 1 binder (½ inch) ● 1 of each: blue, red, green and yellow Duo-tang pocket folders (fasteners recommended) 	<ul style="list-style-type: none"> ● 1 package of Dry-erase markers ● Anti-Bacterial cleaning wipes ● erasers <p>Your child’s teacher will send home a list of items specific to their classroom.</p> <p>Optional items: 1 box of bandaids, hand sanitizer, markers, colored pencils, Ziplock Bags (sandwich & gallon), plastic forks/spoons, plates, napkins</p>

3rd Grade

- Colored Pencils & Crayons (24 count)
- 4 composition notebooks
- 1 of each (red, green, yellow and blue) duotang folders
- Erasers - large pink & pencil top
- Expo markers (thin tip)
- Glue sticks
- Highlighters

- 3 Boxes of Kleenex
- Baby/Clorox Wipes
- #2 pencils
- Pencil bag/Pencil box
- Pencil sharpener with collection cap
- Pens (6-8) – blue or black
- Scissors
- Sticky notes – 1 inch
- Washable markers

4th Grade

- 3 Boxes of Kleenex
- Highlighters
- #2 pencils
- Glue Sticks
- Washable markers
- Pencil Bag/Box
- Ruler (cm/in.)
- 1 Composition Notebook
- Expo Markers

- 6 Spiral Notebooks (red, blue, green, yellow, purple, and orange)
- Colored Pencils or Crayons
- 2 pkgs. of sticky notes
- Scissors
- 6 pocket folders (red, blue, green, yellow, purple, and orange)
- Gym shoes
- Zip Lock bags (big or small)
- Pkg. of Wipes
- Hand Sanitizer

5th Grade

- Scissors
- One pack of markers
- One pack of colored pencils
- One pack of #2 pencils
- Erasers (pencil top or regular pink)
- One composition notebook
- One composition **graphing** notebook (for Math)
- 2 packs of sticky notes

Your child's teacher will send home a list of items specific to their classroom.

- Three regular glue sticks
- Two boxes of Kleenex
- Pkg. of wipes
- Regular-sized pencil box/pouch
- One pack of thin-line dry erase markers (for mini-whiteboards)
- Three college ruled notebooks (1 red, 1 green, 1 blue)
- Five pocket folders (1 red, 1 green, 1 blue, 2 others)

NORTH SASHABAW ELEMENTARY 2017-2018 CALENDAR

August 2017

Student Placement/Welcome Letters Sent	Friday, August 18th
Meet-the-Teacher	Friday, August 25th from 2:30-3:30 p.m.
First Day of School	Monday, August 28th; ½ Day
	➤ Doors open at 8:10 a.m. School begins at 8:15 a.m.
	➤ Dismissal @11:31 a.m. for Grades 1-5
	➤ Kindergarten: Attend 8:15 a.m. - 10:00 a.m. Parents attend with their child

September 2017

Labor Day - No School	Friday, September 1st and Monday, September 4th
PTO Meeting	Wednesday, September 20th at 7:30 p.m.
Partnership Night	Thursday, September 21st from 5:00-8:00 p.m.
	➤ A schedule of specific Grade Level times for this evening will be sent home.
PTO Fun Run	Friday, September 29th

October 2017

Walk to School Day	Wednesday, October 4th
Picture Day	Thursday, October 5th
½ Day for Students	Friday, October 13th; dismissal at 11:31 a.m.
	➤ Professional Development Day for Staff in p.m.
Classroom Halloween Parties	Friday, October 27th from 2:00-3:00 p.m.
PTO Monster Mash Dance	Friday, October 27th from 6:00-8:00 p.m.

November 2017

Parent-Teacher Conferences	Monday, November 6th from 4:30-7:30 p.m. Wednesday, November 8th from 4:30-7:30 p.m.
Picture Re-take Day	Monday, November 6th
Veteran's Day Assembly	Friday, November 10th
Thanksgiving Break- No School	Wednesday, November 22nd - Friday, November 24th

December 2017

Classroom Holiday Parties	Thursday, December 21st
	➤ Holiday Sing Along from 2:00-3:00 p.m.
½ Day for Students	Friday, December 22nd; dismissal at 11:31 a.m.
	➤ Professional Development Day for Staff in p.m.
Winter Break - No School	Monday, December 25th - Friday, January 5th

January 2018

Professional Development Day - No School	Monday, January 15th
PTO Meeting	Wednesday, January 17th at 7:30 p.m.
½ Days for Students	Thursday, January 18th; dismissal at 11:31 a.m. Friday, January 19th; dismissal at 11:31 a.m.
Family Game Night	Friday, January 19th from 6:00 - 8:00 p.m.

February 2018

Global Day of Play
½ Day for Students

Wednesday, February 7th

Friday, February 9th; dismissal at 11:31 a.m.

- Professional Development Day for Staff in p.m.

Classroom Valentine Parties

Wednesday, February 14th from 2:00-3:00 p.m.

Mid-Winter Break - No School

Monday, February 19th and Tuesday, February 20th

½ Day for Students

Friday, February 9th; dismissal at 11:31 a.m.

March 2018

½ Day for Students

Friday, March 9th; dismissal at 11:31 a.m.

- Professional Development Day for Staff in p.m.

Talent Show

Thursday, March 15th

- Time TBD

PTO Movie Night

Friday, March 16th from 6:00-8:00 p.m.

Parent-Teacher Conferences

Tuesday, March 20th from 4:30-7:30 p.m.

Thursday, March 22nd from 4:30-7:30 p.m.

PTO Meeting

Wednesday, March 21st at 7:30 p.m.

Spring Break - No School

Friday, March 30th-Friday, April 6th

April 2018

Family Night

Thursday, April 12th from 5:30 - 7:30 p.m.

½ Day for Students

Friday, April 20th; dismissal at 11:31 a.m.

- Professional Development Day for Staff in p.m.
-

May 2018

ACES Day

Wednesday, May 2nd

- All Children Exercising Simultaneously Day

Teacher Appreciation Week

Monday, May 7th-Friday, May 11th

½ Day for Students

Friday, May 18th; dismissal at 11:31 a.m.

- Professional Development Day for Staff in p.m.

Volunteer Appreciation Breakfast

Friday, May 25th

- Times TBD

Memorial Day - No School

Monday, May 28th

Field Day

Thursday, May 31st

June 2018

5th Grade Celebration

Friday June 1st

½ Day for Students

Friday, June 1st; dismissal at 11:31 a.m.

- Professional Development Day for Staff in p.m.

PTO Meeting

Wednesday, June 6th at 7:30 p.m.

½ Days of School for Students

Thursday, June 7th and Friday June 8th

- Dismissal at 11:31 a.m.

- June 8th is the last day of school

Dates for Kindergarten Orientation, Grade Level Field Trips, and End-of-the-Year Picnic are yet to be determined. Look for information to come home about these events.

DISTRICT 2017-2018 CALENDAR

August 28	First ½ Day of School for Students
September 1-4	No School for Students/Labor Day Recess
September 5	School Resumes
October 13	½ Day-Teacher Development Day 11:46 Dismissal
November 22-24	Thanksgiving Recess-No School
December 22	½ Day-Teacher Records Day 11:46 Dismissal
December 25-January 5	Winter Recess-No School
January 8	School Resumes
January 15	No School for Students/Teacher Development Day
January 18-19	½ Day (Exams/Teacher Records)
February 9	½ Day - Early Dismissal for Teacher Development
February 19-20	Mid-Winter Recess - No School
March 9	½ Day - Early Dismissal for Teacher Development
March 30	No School (Holiday)
April 2-6	Spring Recess - No School
April 9	School Resumes
April 20	½ Day - Early Dismissal for Teacher Development
May 18	½ Day - Early Dismissal for Teacher Development
May 28	No School (Holiday)
June 1	½ Day - Early Dismissal for Teacher Development
June 7-8	½ Days (Exams/Teacher Records)
June 8	Last ½ Day of School

**CLARKSTON COMMUNITY SCHOOLS
DISTRICT INFORMATION**

BOARD OF EDUCATION

Elizabeth Egan, President.....933-4621
Kellie Horst, Vice President.....755-0375
Gregory Need, Treasurer.....625-8416
Steven Hyer, Secretary.....922-0170
Susan Boatman, Trustee.....391-1961
Cheryl McGinnis, Trustee.....620-6430
Andrea Catalina, Trustee.....

Administrative Offices

6389 Clarkston Road
P.O. Box 1050
Clarkston, MI 48346-1050
248-623-5400

Central Office Administration

Rod Rock, Superintendent.....623-5408
Shawn Ryan, Deputy Superintendent.....623-5413
Kathryn Christopher, Director
Student Support Services.....623-8080
Mary Beth Rogers, Executive Director
Business and Financial Services.....623-5410
Angela Harrison, Technology Lead/Network Administrator
Information and Technology Services.....623-5412
John Lucido, Executive Director
Human Resources.....623-5419

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

NORTH SASHABAW ELEMENTARY
HANDBOOK SIGNATURE PAGE
2017-2018

Student's Name _____ Grade: _____

Dear Students and Parent(s)/Guardian(s):

The North Sashabaw Elementary School Student and Family Handbook serves as a guide for students and parents to reference for school procedures and expectations. The handbook includes school safety information, various procedures to be followed on campus, and helpful information about our school. Please take a moment to read through the information contained in this handbook and review it with your child.

This handbook is aligned to and supplements CCS District Policies and Student Codes of Conduct Guide. The North Sashabaw Elementary Student and Family Handbook is located on our website at www.nsashabawelementary.com. We provided this copy of the handbook for you to review and sign this page as evidence that you were informed of this handbook and are aware of North Sashabaw Elementary School's policies and procedures.

Please return this signature page to your child's classroom teacher. Additional paper copies of the Parent/Student Handbook are available in the office as needed upon request.

I have been informed of the North Sashabaw Elementary Student and Family Handbook and its location. I have read and understand the content that is provided in the Student and Family handbook regarding North Sashabaw Elementary School's policies and procedures.

Signature of Parent/Guardian

Date

Signature of Student

Date