

Kingston Elementary  
2017-18  
Student Handbook



**This handbook is for the 2017-2018 school year.**

**Please keep this book for further reference, and as a guideline to activities scheduled throughout the school year. There is also a copy available on the Kingston Elementary School Website.**

**Please send page 23 of this book back to the elementary office as soon as possible**

**(Please note that a Calendar of important dates is at the back of this handbook.**

**The Mission Statement for Kingston Elementary School is as follows:**

*“The staff, students, and parents of Kingston Elementary School are committed to effective teaching and the development of responsible students.*

*Teachers will challenge students to help them achieve their maximum potential. Each teacher will work towards making each student a productive person.”*

**Board of Education**

<b>President</b>	<b>Mr. David Kolacz</b>
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**Administration**

<b>Superintendent</b>	<b>Mr. Matt Drake</b>
<b>High School Principal</b>	<b>Mr. Matt Drake</b>
<b>Elementary Principal</b>	<b>Mr. Justin Diegel</b>
<b>Transportation</b>	<b>Mr. Matt Drake</b>
<b>School Liaison</b>	<b>Mrs. Lori Thomas</b>
<b>Technology Coordinator</b>	<b>Mrs. Renee VanAllen</b>

**Elementary Teaching Staff**

<b>Kindergarten</b>	<b>Mrs. Colleen Hood</b> <b>Mrs. Sarah Lester</b>
<b>First Grade</b>	<b>Mrs. Beth Marshall</b> <b>Miss Kayla Rienstra</b>
<b>Second Grade</b>	<b>Mrs. Jodi Haubenstricker</b> <b>Mrs. Julie Ruggles</b>
<b>Third Grade</b>	<b>Mrs. Christine Zorlak</b> <b>Mr. Joseph Peet</b>
<b>Fourth Grade</b>	<b>Mrs. Andrea Goward</b> <b>Mr. Josh Campbell</b>
<b>Fifth Grade</b>	<b>Ms. Lisa Kolacz</b> <b>Mrs. Sarah Green</b>
<b>Sixth Grade</b>	<b>Mrs. Hahn</b> <b>Ms. Grigg</b>
<b>Special Education Director</b>	<b>Mrs. Holly Main</b>
<b>Special Education Teacher</b>	<b>Mrs. Deb Woodard</b>
<b>Band</b>	<b>Mr. Rob Wagnitz</b>
<b>Physical Education</b>	<b>Mr. Matt Kiley</b>

**Technology**

**Mrs. Cassy Calahan**  
**Support Staff**

**Administrative Assistant**  
**Administrative Assistant**  
**Library Paraprofessional**  
**Paraprofessionals**

**Mrs. Melissa DeLong**  
**Mrs. Carol Nicol**  
**Mrs. Tracy Williams**  
**Mrs. Rochelle Jocham**  
**Mrs. Traci Powell**  
**Mrs. Michelle Hanby**

**SRC Room**  
**Head Cook**  
**Cafeteria Helpers**

**Mr. Brent Darling**  
**Ms. Sue Nemeth**  
**Mrs. Kari Anger**  
**Mrs. Holly Skinner**

**Maintenance**  
**Custodial**

**Mr. Jeff Mallory**  
**Mr. Roy McAlpine**

**Bus Drivers**

**TBD**  
**Mrs. Tammy Brzezinski**  
**Mrs. Marilyn Cox**  
**Mrs. MaryAnne Hartsell**  
**Mrs. Joan Hull**  
**Mrs. Arlene Smith**  
**Mr. Mark Schwarck**  
**Mrs. Jaime Hobson**

**Cardinal Center**

**Director**  
**Caregiver**  
**Caregiver**  
**Caregiver**  
**Caregiver**  
**Caregiver**

**Nora Greve**  
**Jessica LaBlanc**  
**Nancy Mason**  
**Emily Mason**  
**Samantha DeLong**  
**Alex Mallory**

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## ATTENDANCE AND ADMITTANCE

Cafeteria doors open at 7:30 a.m., all students should be in cafeteria if arriving early. Those students who arrive after 8:00 a.m. (except in the case of a late bus) are considered tardy and must report to the office with a written excuse from their parent. Those students who arrive between 8:15-11:25 are absent ½ day. Those students who leave between 11:25-2:40 are absent ½ day. Students arriving after 8:00 or leaving before 2:55 MUST be signed in/out by a parent/guardian in the office. The elementary school day is 7:55 a.m. to 3:00 p.m.

Students who are absent must bring a note to the office on the day of their return stating the reason for the absence.

## ATTENDANCE GUIDELINES

### NOTIFICATION OF STUDENT ABSENCE

If your child is absent due to sickness or any other reason, it is important to call the school to let the office know that your child will not be in school or when your child returns to school, send a note to school explaining the reason for the absence. If your child is late coming to school, he/she should report to the office first with a written note from you stating the reason for being late. If your child needs to be released early from school, send a note with him/her indicating the need for early dismissal. This is considered a pre-arranged leaving.

### EXCUSED ABSENCES

Excused absences are given in such cases as illness, death in the family, and other conditions, uncontrolled by the student such as doctor or dentist appointments. If students have any of the conditions listed above, their parents should contact the office by phone, in person, or by note as soon as they become aware of the need for an absence or immediately following the absence. In order for the absence to be considered excused, the student is to bring a note from their parent, doctor, dentist, upon returning to school, or within 5 days, which explains the reason for the absence. Excused absences will still show up on the report card.

### UNEXCUSED ABSENCES

It is important for students to learn as much as possible during their elementary school years. This can only occur if they attend school on a regular and consistent basis. Regular attendance at school promotes achievement, success, and responsibility. All absences, where the student or parent did not contact the school, will be considered unexcused unless communication from a parent or guardian is received by the office stating an excusable absence exists.

The following has been established for excessive absences during each semester.

1. If your child misses five (5) days per semester, a formal letter will be sent to you by the office.
2. If your child misses more than ten (10) days per semester, you will be requested to come to the office to discuss this matter. If the parent or guardian refuses to cooperate in this effort, all further absences of the student will be unexcused whether the absences are documented or undocumented.
3. The Tuscola Intermediate attendance officer will be contacted when seven (7) days have been accumulated in a semester.

### SKIPPING SCHOOL

Skipping school is defined as not arriving at school or leaving school without permission. Skipping school may result in a three (3) day suspension.

### TARDY

If a student arrives to their class after 8:00 a.m., late from recess, lunch, or specials they will be considered tardy for class. The following system and penalties will be followed for unexcused tardies: 1<sup>st</sup> Tardy – Verbal Warning and entered in SDS, 2<sup>nd</sup> Tardy – Lunch Detention and recorded in SDS, 3<sup>rd</sup> Tardy – Two (2) detentions, entered in SDS, and parent contact. Excessive tardies will be handled at the discretion of the administration/truancy officer.

### MAKE-UP WORK

Following an absence, a student will have one (1) day plus the number of days absent to complete all work missed during the absence unless other arrangements are made with the teacher. For example, if a student misses two (2) days of school, he/she will have three (3) days to make up the work missed. Students must make up the work they missed while suspended from school. Work will be given upon return unless a request is made prior to the absence or the morning of the absence.

## ASSESSMENT PLAN

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) - Used three times during each school year in grades kindergarten through sixth. This measurement helps track students' progression in the areas of phonemic awareness, alphabetic principle, accuracy and fluency with connected text, reading comprehension, and vocabulary. Kingston Elementary uses the data gathered from this assessment to place students in reading interventions and track overall progress.

MAP (Measure of Academic Progress) Assessment from NWEA (Northwest Evaluation Association) - The MAP Assessment is given twice during the school year to students in grades kindergarten through sixth and is a computer based adaptive assessment. Data gathered from this assessment is used to identify strengths and weaknesses of students in the subjects of reading, English Language Arts, and math. This information assists in placing students in appropriate interventions and tracking overall progress.

MSTEP (Michigan Student Test of Educational Progress) is an assessment given in the spring of each school year to students in grades third through sixth. The MSTEP provides an important snapshot of student progress at a state, district, and building level.

**ENROLLMENT & EMERGENCY INFORMATION**

At the time of registration, parents were asked to complete enrollment and emergency information. This enrollment and emergency information card provides the school with valuable information. This provides us a way to contact you in the event of an emergency. If any change regarding this information occurs during the school year, please notify the school. We would appreciate your efforts in keeping us up-to-date on current phone numbers, addresses, etc.

Working parents- Please discuss with your child alternative plans as to where the child can go in the event of an emergency school closing or a snow day, so that the child knows what to do in case of an emergency. Fill out an emergency form during registration so school personnel will know where they should go. The school may not be able to contact each and every parent; hence the child needs to know your wishes regarding where they should go.

**BREAKFAST**

All students will be provided free breakfast in their classroom each morning. Breakfast will be finished at 8:10. Students arriving after 8:10 may miss breakfast.

**LUNCH AND RECESS SCHEDULE**

GRADES	Kindergarten	First	Second	Third	Fourth	Fifth	Sixth
Recess	10:45-11:00	11:00-11:15	11:10-11:25	11:20-11:35	11:30-11:45	11:40-11:55	11:50-12:05
Regular Dismissal							
12:10 early dismissal	10:25-10:40	10:35-10:50	10:45-11:00	10:55-11:10	11:05-11:20	11:10-11:25	11:20-11:35
Lockers/Sanitizer/ Lunch Line/ Eating Lunch	11:00-11:25	11:15-11:40	11:25-11:50	11:35-12:00	11:45-12:10	11:55-12:20	12:05-12:30
Regular Dismissal							
12:10 early dismissal	10:40-11:05	10:50-11:15	11:00-11:20	11:10-11:30	11:20-11:40	11:30-11:50	11:40-12:00
Line up/Walk Back	11:25-11:30	11:40-11:45	11:50-11:55	12:00-12:05	12:10-12:15	12:20-12:25	12:30-12:35
Regular Dismissal							
12:10 early dismissal	11:05-11:10	11:15-11:20	11:20-11:25	11:30-11:35	11:40-11:45	11:50-11:55	12:00-12:05

**Lunch Prices (subject to change)**

- Lunch Prices:** Per Day - \$2.35, Per Week - \$11.75
- Milk Prices:** Per Day - \$ .50, Per Week - \$2.50
- Reduced Prices:** Per Day- \$ .40, Per Week- \$2.00

\*Red ticket lunch is a lunch served due to your account being in the negative and the computer can no longer charge the account. It consists of a peanut butter sandwich, fruit & white milk.

\*The U.S. Dept. of Agriculture (USDA) and the State of Michigan prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age, disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-Wm Whitten Building, 14<sup>th</sup> and Independence Ave. SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). The USDA and the State of Michigan are equal opportunity providers and employers.

**FREE OR REDUCED LUNCH**

Several school funding opportunities by the State and Federal government are based on the number of children receiving free or reduced meals. It may be financially beneficial for our school to have all the children that qualify for the program apply for free or reduced meals. If you receive food stamps or benefits from Family Independence Program (FIP) your child may receive free meals. For your child to receive free or reduced meals you must complete an application and return it to the school office. Your involvement in this program could help Kingston Schools.

### **KINGSTON COMMUNITY SCHOOLS- MEAL CHARGE POLICY**

The Kingston Community School District has a meal charge policy that applies at all schools for students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may forget meal money to “charge” the cost of meals to be paid back at a later date subject to the terms of this policy.

Food Services is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of Food Service to support itself.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policies for meal charges. Following the administrative guidelines from MDE and NSLP, Kingston Community Schools will adhere to the following meal charge policy:

1. A staff or student (including reduced) may charge up to three (3) meals maximum (one charge per meal).
2. If a student has a charge balance, the school must provide a meal when the student is using money to pay for the current day’s meal or future meals.
3. Schools may offer alternate meals to students who have used their three charges.
  - a. Schools will offer an alternate meal that is not eligible for reimbursement, for example, a cheese sandwich and milk. In a case where a student has 3 charged meals, the student will need to be able to purchase meals and if not, at lunch a child will be provided with a cheese sandwich (2 slices of bread or tortilla shell and cheese) and milk. In the situation of a student who is lactose intolerant, then a peanut butter sandwich as an alternative will be provided, if medically appropriate.
4. It is permissible for schools to serve only one (1) particular set of food items to children whose parents owe the school money, as long as the food items comprise a reimbursable meal.
5. A staff or student who has charged a meal may not charge or purchase “ala carte” item(s), including extra main entrees.
6. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.
7. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
8. The food service director will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
9. If cafeteria services staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
10. All accounts must be settled at the end of a school year.
  - a. For Students: Letters will be sent home approximately 2 weeks before the last day of school to students who have any negative balances. Negative balances not paid in full by June 30th will be turned over to the principal’s office, and the money will be added to the student’s obligations
  - b. For Staff: A written notice will be given approximately 2 weeks before the last day of school to an employee who has a negative balance. Any negative balance not paid in full by the last day of school will be deducted from the employee’s last pay in June.
11. The district cannot go on indefinitely feeding students or staff for free. Unlimited “charged” meals would not be fair to the vast majority of students/parents and staff who are paying for their lunches. Unpaid lunches would ultimately affect lunch prices.

### **KINGSTON COMMUNITY SCHOOLS BAD DEBT POLICY**

The Kingston Community School District has a bad debt charge policy that applies at all schools for students and staff. Bad debt incurred through the inability to collect lunch payment from students and/or staff is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. As of June 30th any uncollectable/delinquent debt will be removed from the food service lunch account and placed in the Business office for collection. The negative balance will be added to the student’s fine record until paid in full.

### **VISITORS/VOLUNTEERS**

**WHEN YOU ARRIVE IN THE BUILDING FOR ANY REASON, YOU MUST REPORT TO THE OFFICE FIRST.** We invite visitors to the elementary building at any time; however, it is important for each visitor to remember that instructional time is not to be used for the discussion of a particular student. If you wish to visit a particular classroom, please make contact with the teacher to arrange a convenient time. If you wish to meet with Mr. Diegel, it is best to make an appointment to be sure that he is in the building at the time you wish to see him.

If you are working with students in any way, you will be asked to fill out an ICHAT (internet criminal history access tool) form. This will give the school the information needed to do a background check. It is Kingston Elementary's ultimate goal to keep students safe, and this is one step we are taking to ensure your child's safety.

### IMMUNIZATIONS

All kindergarten children and any other student enrolling in a school for the first time shall submit proof of the following immunizations prior to official entry. (The school has the authority to deny entrance to children not meeting the immunization requirements.) The parent who, because of religious or other convictions, does not want the child protected from these diseases, must submit a signed statement to that effect.

IMMUNIZATIONS	AGES 4-6	AGES 7-18
Diphtheria not Tetanus & Pertussis	4 doses are required. If a dose was not given on or after the 4 <sup>th</sup> birthday, a booster dose is required. Most children will have 5 doses.	4 doses required. If a dose was given in the last 10 years, a booster dose of Td is required.
Polio	4 doses are required. If the third dose was given on or after the 4 <sup>th</sup> birthday, a booster dose is required. most children will have 4 doses.	3 are required.
Measles Mumps & Rubella	2 doses are required. The 1 <sup>st</sup> dose must be given on or after the 1 <sup>st</sup> birthday. The 2 <sup>nd</sup> dose must be given at least 28 days from the 1 <sup>st</sup> dose and at or after 15 months of age.	2 doses are required. The 1 <sup>st</sup> dose must be given on or after the 1 <sup>st</sup> birthday. The 2 <sup>nd</sup> dose must be given at least 28 days from the 1 <sup>st</sup> dose and at or after 15 months of age.
Hepatitis B	3 doses are required.	3 doses are required.
Meningococcal	None	1 dose for children 11-18 years of age
Varicella (Chicken Pox)	2 doses of varicella at or after 12 months of age.	

Children who have not received immunizations **WILL BE EXCLUDED** from school until parents provide proof that all required immunizations have been given.

### COMMUNICABLE DISEASES

We would like to give parents a practical guide to follow for the common communicable diseases. This is based on the ruling of the health departments.

Children who have had the following may return to school:

Chicken Pox – when the skin is clear of active lesions, but for not less than seven (7) days, and not more than ten (10) days from the appearance of the first crop of vesicles.

Red Measles – upon recovery with a minimum of seven (7) days.

**Whooping Cough** – upon recovery with a minimum of twenty-one (21) days after development of whooping cough.

**German Measles** – upon recovery with minimum of 4 days.

**Mumps** – when swelling disappears, but not earlier than 1 week from onset of illness.

**Scarlet Fever** – when authorized by doctor.

**Streptococcal Sore Throat** – when authorized by doctor.

**Fifth Disease** – a viral infection sometimes accompanied by a temperature and rash.

**Common Cold** – remain out of school for at least three (3) days.

A child will be excluded from school if he/she has any of the following:

A temperature of 99.6 or over, discharging nose and/or eyes, cough, sore throat, ear ache, headache, skin eruptions or rash.

### **STUDENT SAFETY**

Kingston has taken necessary safety precautions; however, the possibility of accidents still exists. Students who have been injured can receive attention in the office.

Safety is an important concern to everyone. Students are asked to exercise good judgement in matters concerning safety at all times. If an accident occurs, the student must notify the teacher immediately.

In the event that a serious injury should occur, the student's parents will be contacted as to the best course of action. In cases where immediate hospital treatment is necessary, transportation will be arranged by the school principal.

The cost of emergency services by non-school agencies will be the responsibility of the parent/guardian.

### **MEDICATIONS**

These procedures will be followed when the elementary school is asked to administer any medication to students. Medication includes Tylenol and cough medicine, as well as any other over the counter drugs.

1. The parent **MUST** submit a note giving written permission to the school to administer medication, signed and dated by the doctor.
2. All medication is to be in its original container with the label intact.
3. The parent is to specify in writing the directions for giving the medication: dosage, time of day, and length of time medication is to be administered.
4. The written permission slips and medications will be kept in the office.
5. All medications will be administered in the presence of another adult.
6. Child and adult will initial the log to indicate that medication was given as directed.

(A form to administer medication is included at the back of this handbook. Please contact the elementary office for additional forms.)

### **ALLERGIC REACTIONS**

It is very important that you communicate to the school office each year if your child may incur an allergic reaction to insect bites, food or other substances. If your child requires an Epi Pen, the school will need (2) on hand for your child.

### **HEAD LICE**

For the protection of all children, periodic head checks will be completed. If a child is identified with lice or lice eggs (nits), during periodic checks, the parent may be called to remove the child from school. Students will be denied bus transportation to and from school until a "Return to school Clearance" is administered by the School Liaison or designee. A variety of natural methods to remove and/or control head lice may be undertaken by the School Liaison.

Repeated cases of head lice may be referred to the Health Department or the Family Independence Agency. Kingston Elementary is in compliance with the Michigan Head Lice Manual from MDE.

### **SCREENINGS**

Throughout the year, as the teachers become more and more acquainted with your child, they may develop some concerns. These concerns may involve hearing difficulties, attention difficulties, motor delays, language delays or difficulty producing certain sounds. We would like you to be aware that the teachers may request a screening in one or more of those areas during the school year. These screenings may be conducted without contacting you for consent. If these screenings reveal any significant difficulties, you will be contacted to discuss possible remediation options. If you do not wish your child to be screened in any of these areas without your verbal or written consent, please call the school and someone will contact you prior to any screenings should concerns arise.

## SIGNING STUDENTS IN AND OUT

Students who are picked up during the school day, for any reason, must be signed out in the front office. If you are asking someone else to pick up the student, please send a note with your signature, or call the office to alert us to this change. Students **WILL NOT BE RELEASED TO ANYONE EXCEPT PARENTS AND PERSONS LISTED ON THE CHILD'S EMERGENCY CARD** without a note or a phone call from the parent. These precautions are for the protection of your children.

## RIDING A DIFFERENT BUS

If a child needs to ride a different bus somewhere other than to the normal drop off point, a note signed by the parent **MUST BE SENT THAT MORNING** to the office. **PLEASE LIMIT LAST MINUTE CALLS TO EMERGENCY SITUATIONS.** To ensure that your child is delivered to the correct address, please do not make changes to the delivery schedule after 1:00 P.M. \*PLEASE KEEP BUS CHANGES TO A MINIMUM.

## FIELD TRIPS

Throughout the school year, a teacher may desire to provide their students with a field trip experience. Field trips are an opportunity to teach important educational concepts to children through experience-based learning. Part of a field trip experience involves the transportation to and from the educational site. Parents who want to take their child(ren) home must fill out a Non-bus Transportation Form. This form must be turned in and approved at least 24 hours prior to the field trip.

Children who receive 5-7 "write ups" (school or bus discipline referrals) or (1) suspension from school, must have a parent accompany them on the field trip. Teachers may request that a parent accompany their child for less than 5 "write ups". Children who receive 8 or more "write ups", or have more than (1) suspension from school, will not be allowed to attend any field trips. This may be waived per administrative decision. This policy includes trips for academic awards and achievements.

When parents come to their child's school activity as a chaperone, the parent MUST leave their younger children with another caregiver.

End of year Honor Roll Trip will be only for those students who make the Honor Roll 2 out of 3 Marking Periods.

## ANNUAL PARENT/TEACHER CONFERENCES

Annual Parent/Teacher Conferences are an opportunity to meet with your child's teacher to discuss the curriculum your child will be working with, as well as, discuss any background information that would help the teacher work with your child. We encourage all parents to take this opportunity to communicate with their child/children's teacher. All conferences will be scheduled through the office. **IF YOU WISH TO TALK WITH YOUR CHILD'S TEACHER PLEASE MAKE AN APPOINTMENT.**

## TOYS AND OTHER OBJECTS

Please remind your children to leave their toys at home, as they are distracting in the classroom and cause problems of ownership. School personnel will **NOT** spend time on ownership issues. Items brought to the office that are disruptive to the classroom need to be picked up by a parent within one week or they will be disposed of. Toys include baseballs, footballs, and all kinds of trading cards. Occasionally, students in 4<sup>th</sup> -6<sup>th</sup> grades will want to bring in a basketball or football to supplement the elementary equipment. Students and parents must realize that they do so at their own risk. Cell phones, MP3 players, video games are not allowed to be on or used in school without permission from school personnel. Students may keep them in their lockers but they are responsible for damages or theft.

## REPORT CARDS

The school year is divided into four marking periods. Report cards will be given out at a parent/teacher conference or sent home with the student.

## REMAINING AFTER SCHOOL

Students are **NOT** to remain after school to wait for older brothers and sisters who participate in junior or senior high activities, or to watch other activities held at the school. Students must either be picked up by the parents, walk home, or ride the bus home, directly following the school day. If students are to remain after school for a scheduled weekly activity, one note at the beginning of the year will be acceptable. The school's responsibility ends at the time the buses leave.

## LIBRARY FINES

Kindergarten and first grade will receive a bag to bring their library book safely to and from the library. Replacement bags will cost the student 75 cents. Second through sixth grades will be charged 5 cents per day for library books returned late. Please make a note of your child's library days, and help build responsibility by reminding them to return their books on the appropriate day.

Students are responsible for damage or loss of library books or textbooks assigned to their care. New books can be ordered as soon as the lost/damaged book fee is paid. Once the book fee is paid, the student's library privileges will be reinstated. After a parent pays for a lost book and then finds the book, a refund will gladly be issued.

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

### **STUDENT FUNDRAISING ACTIVITIES**

Each year Kingston Elementary conducts a fall and spring fundraiser. The profits from these fundraisers go towards the purchase of monthly character awards, assemblies, fitness awards, and other special events throughout the school year. All of the funds go directly to the students and help make Kingston Elementary School a successful and exciting place to learn.

### **ATHLETIC GAMES ADMISSION**

The cost for Athletic passes for the 2017-2018 school year is: Family pass - \$100, Adult - \$50, and Student - \$25. Varsity games: Adults \$4.00 and Kingston Students \$2.00. Junior High games: Adults \$4.00 and students \$2.00.

### **PLACEMENT/RETENTION POLICY**

Every effort will be made to communicate with the parents through weekly reports, report cards, conferences, phone calls, etc. throughout the year on the progress of each child. Meetings will be held to involve the parents in the consideration of placement in Title I services and other alternative instruction methods before retention is suggested at a meeting in late May.

Students may be lifted to the next grade with special circumstances after a faculty review and approval of the building Principal.

### **AWARDS ASSEMBLIES**

Award assemblies will be held periodically to recognize students who received honor roll status, students who brought up their grades, perfect attendance, etc. Exact time will be announced, and parents are encouraged to attend all assemblies.

Perfect and outstanding attendance awards are issued to students who earn the award. For example: a child with a one day excused absence will receive an outstanding attendance award.

### **LOST AND FOUND**

Parents are urged to mark all personal belongings with the child's name in permanent ink, name tag or tape. The school maintains a lost and found area where children may claim their articles. Many times, items presumed to have been "taken" are located in our lost and found.

### **EARLY CHILDHOOD PROGRAM**

MSRP/B-4-K offers four-year-olds a preschool experience that provides a play-oriented curriculum through which children learn socialization, language, pre-reading, pre-math, and large and small motor skills. A typical day includes stories, songs, games, art activities and learning centers. Additional enrichment includes computer activities, cooking experiences and occasional field trips. The children attend classes Monday thru Thursday.

The program is staffed with a certified teacher and an aide. A grant from the Department of Education provides primary funding for the program making it free for children who qualify. In addition, a limited number of tuition students are accepted.

### **CARDINAL CENTER**

Kingston Elementary School offers an all day school child care center. Specific details about the cost, time and place may be obtained by contacting the Cardinal Center at 683-3194. A separate handbook describing the program is available.

### **SPEECH PATHOLOGIST**

The speech pathologist works with many types of speech disorders including:

1. Articulation
2. Stuttering
3. Hearing Impaired Children
4. Individuals with Cerebral Palsy
5. Language – both receptive and expressive
6. Voice Disorders – both organic and functional
7. Cleft Palate children

### **SCHOOL PSYCHOLOGIST**

A school psychologist evaluates students to help the teacher discover more effective methods for teaching particular students. The testing often indicates reasons why a student is having a problem in school, identifies specific strengths and weaknesses, and recommends ways to alleviate the problems. The psychologist is available to discuss the evaluation with the child's parents and teacher, explain the results, and answer any questions they may have. This service is available through the Tuscola Intermediate School District.

### **SCHOOL LIAISON**

The role of a school/community Liaison in the elementary school is varied in that the Liaison works not only with the students, but also the teachers, parents, other "helping" professionals, and various city, county, and state agencies that can offer assistance to the schools.

The School/Community Liaison acts as a friend, helper, consultant, and coordinator to students, teachers, parents, and outside agencies.

The School/Community Liaison is concerned with the overall development of a student's academic, emotional, social, and vocational well-being.

### **DRESS CODE**

Kingston Elementary is definitely concerned with the appearance of its students. The way a student looks and dresses has an effect on his or her attitude and behavior. Each student should be attired for school in such a way as to reflect credit to himself, his family, and his school. Any appearance which is extreme or inappropriate for school will not be permitted. Parents will be contacted to bring a change of clothing to the school. Specific restrictions are:

1. No bare midriffs.
2. No articles of clothing advertising or supporting alcoholic beverages, drugs, improper language, cigarettes or gangs.
3. Shorts with a 5" inseam may be worn at school.
4. Hats are permitted outdoors only or on special days designated by the Principal.
5. Shirts are to be of a solid material without open spaces where the skin is exposed.
6. Flip flop shoes are not allowed.
7. Dangling chains are prohibited.
8. Absolutely no halters, tube tops, spaghetti straps, or cut-off shirts are to be worn. Tank tops and muscle shirts must be close cut around the arm opening. All blouses and tops must meet pant line.
9. Skirts and dresses must not be shorter than the top of the knee.

### **DRESS FOR THE WEATHER**

Students will go outside for lunch and afternoon recess unless it is raining or too cold (per administrative decision). Please be sure your child is dressed for the weather. Remember, the playground is on a hill and relatively unprotected from the wind; therefore, it may be colder on the playground than at home. Even if it is too cold to go outside, children should be bundled up due to the possibility of bus trouble to or from school.

### **CHARACTER COUNTS**

Kingston Elementary administration and staff believe that a person of character is a good person, someone to look up to and admire. Someone who knows the difference between right and wrong and always tries to do what is right. A person of character lives according to the “Six Pillars of Character”: TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, CITIZENSHIP.

Promoting positive character is very important and many classroom lessons incorporate the “Six Pillars of Character” in them.

### **THE SIX PILLARS OF CHARACTER**

**TRUSTWORTHINESS:** Be honest. Don’t deceive, cheat or steal. Be reliable- do what you say you’ll do. Have the courage to do the right thing. Build good reputation. Be loyal-stand by your family, friends and country.

**RESPECT:** Treat others with respect; follow the golden rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of others. Don’t threaten, hit or hurt anyone. Deal peacefully with anger, insults and disagreements.

**RESPONSIBILITY:** Do what you are supposed to do. Persevere: keep on trying! Always do your best. Use self control. Be self-disciplined. Think before you act-consider the consequences. Be accountable for your choices.

**FAIRNESS:** Play by the rules. Take turns and share. Be open minded; listen to others. Don’t take advantage of others. Don’t blame others carelessly.

**CARING:** Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help people in need.

**CITIZENSHIP:** Do your share to make your school and community better. Cooperate. Stay informed. Vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

### **GUIDELINES**

#### **Breakfast Guidelines:**

Free breakfast will be provided to each student every morning in their classroom.

#### **Cafeteria Guidelines:**

Students must talk in conversational tones.

Students are to clean up their own area when they are through eating.

Students are to use proper table manners.

Students are not to remove any food or drink from the cafeteria.

#### **Hallway Guidelines:**

Students are to keep their hands to themselves.

Students are to walk quietly and in an orderly manner, using conversational voices in talking to friends.

Hats are to be worn in the hall going to and from the playground and buses only.

#### **General Guidelines:**

Students will not be allowed to run in any part of the building except during gym time in the gymnasium.

The staff room is for staff only. Students with a question or a concern are to go to the office, NOT search for staff members in the staff room.

#### **Grading Policy:**

- Assignments due by 7:55 am the following day
- 1-day late results in ½ credit for the assignment
- Anything more than 1 day late (two days total) will not be accepted
- School-wide policy grades 3-6
- Absent work per handbook

### **STUDENT CONDUCT**

The school is a community and the rules and regulations of the school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibility of citizenship. A basic responsibility of those who enjoy the right of citizenship is to respect the laws of that community.

In order to maintain effective learning conditions, it may be necessary to deny certain students educational participation. Denial of participation may be made, within the limitations of the Michigan General School Laws, for reason of persistent disobedience, or gross misdemeanor. “Gross misdemeanor” means a willful or malicious act of detriment to the school. The misconduct is more than a petty or trivial offense against the school rules. “Persistent disobedience” means recurring cases in instances or refusal to obey school officials or to comply with school rules and regulations.

A student may also be suspended from school for a definite period of time by the principal or his duly authorized agent for persistent disobedience, gross misdemeanor, or habits detrimental to the school after receiving due process.

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct (while a student is under the jurisdiction of the school and/or engaged in school connected activities) as those, which may result in disciplinary action at Kingston Elementary School. The categories are general in nature and are not deemed to be all-inclusive. The following disciplinary actions refer to a first offense. Subsequent infractions may be dealt with more severely. Children in Kindergarten – Second grades may receive special consideration due to their age.

**INSUBORDINATION:** The failure to respond or carry out a reasonable and lawful request by authorized school personnel. (2 detentions)

**LITTERING:** The act of willfully littering on school property or on private property to and from school in an extreme or repetitious manner. (1 detention)

**DISRUPTIVE BEHAVIOR:** To be repeatedly involved in behavior which disrupts the educational process of the other students in the class. (2 detentions)

**VIOLATION OF CHARACTER PILLARS:** The failure of carrying out any of the six pillars (Responsibility, Respect, Caring, Fairness, Trustworthiness, and Citizenship). (1-3 detentions depending on severity of offense)

**LYING/CHEATING:** The act of intentionally lying to school personnel or cheating on school related work. (Zero grade on work plus 2 detentions to 1 suspension)

**FALSE REPORTS:** The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel, which would affect the welfare of others. (3 detentions)

**FORGERY:** The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms. (2 detentions)

**OBSCENITY:** The act of using obscene or profuse language in verbal or written form. This includes pictures, caricatures, or obscene gestures on any school property and will include references to God or Jesus Christ in a derogatory manner. Classroom rules may also address inappropriate words or conduct undesirable in a specific classroom setting. (2 detentions)

**PHYSICAL ATTACK/ASSAULT:** As defined by MCL 380.1311a (12)(B), the act of physically assaulting a person in school or while going to or from school or while in any activity under board sponsorship. (5 days Suspension/Expulsion)

**VANDALISM:** The act of willful destruction of property belonging to others. This shall also include tampering with and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property. (Restitution plus 2 days suspension)

**WEAPONS:** The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury. This also includes look alike toys. State law will apply when applicable. (10 days Suspension/Expulsion)

**STEALING:** The act of taking or acquiring the property of others without their consent. (Restitution plus 1-2 days suspension)

**INAPPROPRIATE CONTACT:** No kissing; no inappropriate touching or any other actions deemed objectionable for public display in an elementary school building. (1 detention)

**SEXUAL MISCONDUCT:** The act of physically touching inappropriately or other sexually inappropriate acts, or the act of verbally harassing in a sexual manner (1 –10 days suspension depending on severity of misconduct) or expelled.

**ARSON:** The willful and malicious burning of or attempt to burn any building or part of any property of the school district, bringing to school or playing with matches/lighters. (1-5 days Suspension/Expulsion)

**UNLAWFUL DRUGS, NARCOTICS, ALCOHOLIC BEVERAGES:** Possession, being under the influence of, use or transfer of narcotic drugs, hallucinogens, marijuana, alcoholic beverages or other similar substances. (5-10 day suspension notification of police)

**FIREWORKS OR EXPLOSIVES:** The act of possessing, using, or threatening to use any fireworks, fireworks explosives, smoke bombs or other such instruments, capable of inflicting bodily injury. (1-10 day suspension/notification of police)

**INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE:** To take the role of leadership or give overt encouragement to demonstrations or protests which disrupt the normal educational process of the school. (2 days suspension)

**SHAKE DOWN AND/OR STRONG ARM:** The act of extortion or borrowing or attempting to borrow money or things of value from a person in the school (unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat) (2 days suspension)

**FALSE ALARMS:** The willful act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause. (1-10 days suspension or expulsion depending on circumstances)

**FIGHTING:** The act of involving hostile bodily contact/punching on school property or going to or from school, including any activity under school sponsorship (e.g. dance, games) (1-3 days suspension)

**INDECENCY IN BEHAVIOR OR DRESS:** The act of offending against commonly recognized standards of propriety, health or safety that are disruptive to the educational process. (1 day suspension)

**THREATENING OR INTIMIDATING ACTS:** The act of verbally or by gesture, threatening the well-being, health or safety of any person on school property or in route to or from school. (detention/1 day suspension)

**TRUANCY:** The act of unauthorized absence from classes for any period of time.

1<sup>st</sup> offense: 1 day suspension

2<sup>nd</sup> offense: 2 days suspension

3<sup>rd</sup> offense: 5 days suspension

**SMOKING/CHEWING TOBACCO:** The act of possessing or smoking/chewing tobacco on school property or at any school activity. Smoking is defined as having tobacco in hand or mouth (lighted or unlighted) or any evidence of tobacco use. (2 days suspension/Notification of police)

**DISRESPECT:** To insult, call derogatory names, dishonor, slander, or in any other manner verbally abuse any member of the school staff. (3 detentions - 1 day suspension)

**DEFACING PROPERTY:** The misuse of books, materials, equipment or school facility. (1 detention – 2 days suspension depending on the severity of offense)

**ANY UNLAWFUL ACT COMMITTED ON SCHOOL PROPERTY:** The above examples are not the only acts or conditions for which discipline is warranted, nor do they in any way limit the Code of Student Conduct. There may be additional classroom rules issued in writing by teachers concerning student conduct within their classroom.

#### **DEFINITIONS:**

*Lunch Time-out* is a 30 minute time session served during lunch at a separate location.

*Second Recess Time-out* is a 15 minute time session served in the office or classroom.

*In School Suspension* - the student is separated from their class for the day to do school work supervised by an adult.

*Suspension* - the student is sent home and denied the right to attend school or take part in any school function for 1-10 days.

*Long Term Suspension* is a denial to a student of the right to attend school and to take part in any school function for any period of time in excess of 10 days.

*Expulsion from School* is a denial to a student of the right to attend school and take part in any school function for a period of 1-180 days.

The Board of Education approves the preceding minimums for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to vary or exceed these minimums. In addition, any violation of state or local law may be promptly reported to the appropriate law enforcement authorities.

Suspension may be considered for a period of one to ten days after thorough investigation has taken place. Violence of standards at the school or during events sponsored by the school will generally be dealt with in a step process. The school administration, however, reserves the right and discretion to deviate from a step process and impose any of the previously set forth disciplinary measures or any other available disciplinary measure without first imposing a less severe type of discipline.

Students and parents are reminded these regulations governing student conduct include, but are not limited to, types of misconduct set forth herein, and results of disciplinary action are cumulative within and across categories of any such conduct and other improper behavior.

### **DANGEROUS WEAPONS**

The Board of Education is continually concerned about the safety and welfare of district students and staff, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety. In compliance with the State law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon – free school zone or commits either arson or criminal sexual conduct in a district building or on district property, including school buses and other school transportation. For purposes of this policy, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns, BB guns, pellet guns, explosive devices. The term “firearm” is defined as; a) any weapon (including a starter gun) which will or is designed to or may be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device.

Any individual, who threatens another student or staff member with a weapon described in this policy, shall be brought before the board for an expulsion hearing. Replicas of dangerous weapons and/or toy weapons shall not be brought to school. The Administration shall confiscate any such items. On the first occurrence, the student will be warned. Subsequent instances may result in suspension or expulsion. Parent or guardians will be notified of every instance related to weapons and replicas. Replicas and toys will be turned over to the parents or guardians, or appropriate authorities. Use of replicas of dangerous weapons or non-weapon items to threaten or injure others may result in suspension or expulsion.

The board does not need to expel if the student can establish to the satisfaction of the board that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the weapon was not knowingly possessed;
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a district administrator or the police.

## ASSAULTS COMMITTED BY STUDENTS

### Assaults Committed Against School Personnel

**Physical Assaults:** The board shall permanently expel a student in grade 6 or above if the student commits a physical assault. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”, against a district employee or against a person engaged as a volunteer, as defined by board policy, or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

**Verbal Assaults:** Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer, as defined by board policy, or contractor for the district shall be expelled by the board for up to 180 days. The board may modify the expulsion period on a case-by-case basis. For purposes of this policy, “verbal assault” shall be defined as any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

### Physical Assault Committed Against Other Students

The board shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by “intentionally causing or attempting to cause physical harm to another through force or violence”, against another student on school property, on a school bus or other school related vehicles, or at a school-sponsored activity or event. The board may modify the expulsion period on a case-by-case basis.

### Reinstatement

The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student, may petition the Board for reinstatement. The Board shall provide all due process rights to reinstatement as outlined in state law. The individual may initiate petition for reinstatement at any time after the expiration of 150 school days after the date of expulsion.

## BULLYING POLICY

The Kingston School District is in compliance with Matt’s Safe School Law (PA 241; MCL 380.1310b).

The Kingston School District is committed to providing all students with a safe and supportive school environment. To that end, teaching basic respect for each other, and tolerance of our differences and different ideas is top priority. Members of the school community are expected to treat each other respectfully. Teachers and other staff members are expected to teach and demonstrate by example that all members of the community are entitled to respect as human beings.

Harassment is a form of Bullying. The bullying of a member of the school community by another member of the community is a violation of school policy. For the purposes of this policy, bullying (and harassment) is defined as: The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional harm, or through attacks on the property of another that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. This includes (but is not limited to) bullying and/or harassment based on race, religion, national origin, marital status, gender, sexual orientation, gender identity, or disability. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs (including ethnically-based or gender-based verbal put-downs), extortion of money or possessions, and exclusion from peer groups within school. Bullying also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en-route to or from school are subject to disciplinary action, up to and including suspension or expulsion.

### **ANTI-SEXUAL HARASSMENT POLICY**

Sexual harassment of a member of the school community by another member of the school community is a violation of school policy. Sexual harassment includes an unwelcome sexual advance or sexual behavior, including verbal behavior (1) that is tied to a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being; or (2) that substantially interferes with a student's educational benefits, opportunities, or performance, or a student's physical or psychological well-being; or (3) that is intimidating.

The first response of any staff member to an act of sexual harassment should be to teach why harassment is wrong and tolerance and respect are essential to a free society. Serious or repeated violations of school policy may require more intense counseling and/or appropriate discipline.

### **SNOW DAYS AND EMERGENCY CLOSINGS**

When school must be closed because of snow, ice, or other emergencies tune in to local TV stations. All school closings, for any reason, will be reported by local TV stations. Please **DO NOT** call the school in order to keep phone lines open for emergencies. Working parents should make all necessary arrangements for the welfare of their children in the case of an early closing of school due to an emergency.

School closing due to winter storms will be announced on the following radio and TV stations:

WNEM, TV5, Saginaw

WJRT, TV12, Flint

WEYL, TV25, Saginaw

Kingston Elementary School utilizes Remind101 to keep families up to date on school closings and delays. Please pick up information to sign up for Remind101 in the office.

Kingston Community Schools, in cooperation with the Tuscola County Advertiser and [www.tuscolatoday.com](http://www.tuscolatoday.com), continues to use the Kingston Schools e-Alert for contacting parents and staff in the event of an emergency or school closing. Please visit [www.tuscolatoday.com](http://www.tuscolatoday.com) to get signed up.

Within minutes, school officials can use e-Alert to deliver a single, clear message to students, parents, guardians and staff members by cell phone and/or e-mail. This system will be used to announce emergencies, delayed openings and school closings in addition to TV5, TV12, and TV25.

Parents and students become a member of [www.tuscolatoday.com](http://www.tuscolatoday.com). When you become a member, sign up for the Kingston Schools e-Alert system. This is a free service. Please see our web-site for more details.

### **EMERGENCY DRILLS**

Fire drills are conducted once each month, severe weather drills once a semester and building safety evacuations will be conducted as necessary. Detailed escape plans are posted inside the door of each classroom. A specific plan to ensure the safety of all students and staff in the event of a threat to the school or persons in the school is in place. Children are moved to designated areas in less than two minutes, in a safe, quiet, and orderly manner. Drills occur at any time or weather condition, to ensure the reality of the drills. Your own home procedures for these emergencies will reinforce our efforts.

### **TEACHER AVAILABILITY**

Teachers are available from 7:40 -7:55 a.m. and from 3:00 – 3:15pm to talk with parents on the phone. The teachers will be in class from 7:55-3:00 p.m. If you need to contact a teacher during that time, you may call the office at 683-2284 and a message will be taken. The teacher will return your call as soon as possible. Thanks for your cooperation in this matter! Let's work together for the benefit of the students! Keep in touch! (A personal conference may be arranged by calling or writing your classroom teacher to set up a scheduled meeting.)

### **KINGSTON SCHOOL TRANSPORTATION POLICY**

#### **A. TRANSPORTATION DISCIPLINE POLICY**

Bus riding is a state supported school privilege. This privilege will be taken away from students that exhibit the following behavior:

1. Fighting
2. Gross insubordination to the bus driver
6. Foul language - swearing
7. Throwing objects.

- |  |                                  |
|--|----------------------------------|
| 3. Destruction of property                         | 8. Eating on the bus.            |
| 4. Being noisy                                     | 9. Not staying in assigned seat. |
| 5. Creating disturbances (no radios, knives, etc.) |                                  |

- 1<sup>st</sup> Offense – warning
- 2<sup>nd</sup> Offense – 1-day suspension
- 3<sup>rd</sup> Offense – 3-day suspension
- 4<sup>th</sup> Offense – 5-day suspension
- 5<sup>th</sup> Offense – 7-day suspension
- 6<sup>th</sup> Offense – 10 day (or administrative decision)
- 7<sup>th</sup> Offense – Administrative decision

These steps may be accelerated depending on the severity of the offense.

Video cameras may be used to monitor student behavior.

**B. RESPONSIBILITY OF THE BUS DRIVER WHO TRANSPORTS STUDENTS TO KINGSTON COMMUNITY SCHOOL SYSTEM.**

- 1. To follow the school district bus safety code.
- 2. Be physically and mentally alert to existing conditions.
- 3. Be courteous, patient and understanding within reason.
- 4. Assign seats to students whenever necessary.
- 5. To warn, correct, direct, or recommend discharge of a student or students (at the end of route) from the bus, who fails to cooperate.
- 6. Refuse to board unauthorized persons onto the bus.
- 7. Discipline referrals are to be written up in duplicate copies and one copy submitted to the transportation supervisor.
- 8. Notify the Transportation Supervisor and the building principal of any student problems.
- 9. Notify the student when a referral is written.

**C. RESPONSIBILITY OF PARENTS WHOSE CHILDREN ARE TRANSPORTED BY THE KINGSTON COMMUNITY SCHOOL BUSES.**

- 1. To ascertain and insure that their children are waiting at the bus stop on time in the morning.
- 2. To provide necessary protection of their children when going to and from the bus stop.
- 3. Accept joint responsibility with the school authorities for proper conduct of their children.
- 4. To read and sign student transportation riding agreement.
- 5. If a student does lose the privilege to ride the bus, it is the parents' responsibility to transport the child to and from school.
- 6. Whenever possible, conferences between parents, students, and the Transportation Director/Principal will be held to discuss problems or developing situations which may lead to disciplinary actions.

(When dropping off kindergarten and B-4-K children, an adult MUST meet the school bus. It is your responsibility to ensure you are visible to the driver. Please meet the bus and wave to the driver to ensure you can be seen. Standing inside at a window makes it difficult to be seen by the driver. If we cannot verify the presence of someone at the home, we will bring your child back to the school)

**D. RESPONSIBILITY OF STUDENTS TRANSPORTED BY THE KINGSTON COMMUNITY SCHOOL BUSES.**

- 1. To occupy the seat assignment by the driver and to refrain at all times from moving around while the bus is in motion.
- 2. To observe classroom conduct (except ordinary conversation) while getting on, off and while riding the bus.
- 3. To obey the driver and to report promptly to the school office when instructed to do so by the driver.
- 4. To warn the driver of approaching danger if there is reason to believe the driver is not aware of danger.
- 5. To be in the designated place both morning and evening ready to board the bus at the scheduled time. The bus driver is responsible for the maintenance of this schedule and cannot wait for tardy students.
- 6. To leave the bus only at the consent of the driver.
- 7. Food and beverages shall not be consumed on the bus.
- 8. Seating is limited to a maximum of three students per seat.
- 9. Talking shall be confined to people in nearby seats in a normal tone of voice.
- 10. Pushing, hitting, fighting, gambling, smoking or chewing tobacco or possession of intoxicants or drugs on the bus or at the bus stop shall not be permitted.
- 11. The use of profane or improper language shall not be tolerated.
- 12. Any acts of vandalism will be corrected by, or restitution made by the student or the student's parents.

13. Students are to pass 10 feet in front of the bus at all times when crossing the road. Wait for the driver to signal with the yellow paddle.
14. Students are not to put any part of their body out of the bus windows.
15. Students are to keep the bus clean, sanitary, and orderly.
16. Weapons are not permitted on the bus.
17. Animals shall not be permitted on the bus.
18. In case of an emergency, students shall remain seated in their seat unless given specific instructions by the bus driver.
19. If a student is suspended from school or a bus, the student may not ride any school bus.
20. Verbal warning must be acknowledged and followed by the student.
21. Enter or leave only at the front door after the bus has come to a complete stop, except in the case of an emergency.
22. Students are to board the bus at night at their school.
23. Students must not board any bus that does not have a driver or authorized adult present.

Riding the bus is a privilege not a right. If behavior on the bus continues to be such that it distracts the attention of the driver, thus endangering the lives of all students riding the bus, students will not be allowed to ride on the bus. Having a safe and efficient transportation system is a direct goal of the Board of Education and all persons involved.

#### **E. APPEAL PROCEDURE FOR SUSPENSION FROM RIDING THE BUSES.**

If there is a disagreement with the action of the principal in cases of suspension, the student's parent /guardian may request a conference with the principal. All requests shall be made within the period of suspension. The principal shall affirm or modify the terms of his action within two (2) school days from the appeal hearing.

Within five (5) school days from the principal's decision, the parent or legal guardian may appeal such decision to the superintendent who will affirm or modify the decision of the principal within two (2) school days from the appeal hearing.

The superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.

The Board of Education may schedule a hearing at its next regularly scheduled Board of Education meeting to affirm or modify the decision of the superintendent and such decision shall be final.

If the appeal is carried beyond the superintendent's level, the student may be allowed to ride the bus until a final decision is determined.

#### **BUS TRAVEL FOR SCHOOL EVENTS**

The following rules shall apply to those riding school buses to school sponsored trips or to school sponsored events:

1. The bus driver is in complete charge of the bus and it is the responsibility of the chaperones to maintain a level of discipline which is conducive to the safe operation of the bus.
2. Students riding the school bus to any event must also return on the bus. The only exception that may be made is to allow students to return with their mother and father if they personally make such a request to their coach or school authorized personnel. The coach or school authorized personnel has the final decision in this matter.
3. Students must ride to and from the event on the same bus unless otherwise directed by the chaperone.
4. All regulations which govern student conduct on regular bus routes shall also apply on special bus trips.
5. A student may be denied the privilege of riding the bus to special events for reasons of misconduct.
6. Students are not to return to the bus while on school events until permission is granted by the bus driver.
7. According to state law, flashers are not permitted to be used after dark except when on regular morning and evening routes. Consequently, no students may be dismissed from the bus at any point where the bus cannot completely clear the road and shoulder.

## Kingston Community Schools 2017-18 Calendar

### **August** (3 Teacher PD days)

7th-10th and 14th-17th Kindergarten Kickstart and Back to School Boot Camp  
29th Teacher PD, High School Open House, 4 - 6pm  
30th Teacher PD, Elementary Open House 4 - 6pm  
31st Teacher PD

### **September** (19 Full days)

1st - No School Teachers and Students  
4th - No School Labor Day  
5th - First day of Classes

### **October** (20 Full, 1 Half day, 1 Teacher PD)

19th - Half Day for Students, **High School** Parent Teacher Conferences, HS 12:00 and ES 12:10 dismissal, Elem Staff ½ day  
27th No School for Students, Teacher Professional Development (County-Wide)

### **November** (17 Full, 1 Half day)

3rd - End of first marking period  
9th - Half Day for Students, **Elementary School** Parent Teacher Conferences, 12:00 and ES 12:10 dismissal, HS staff ½ day  
15th - No School Staff and Students  
21st - Thanksgiving break begins at the end of the day,  
22nd through 26th - Thanksgiving Break  
27th - Classes Resume

### **December** (14 Full)

20th - Christmas break begins at the end of the day  
21st through January 2nd - Christmas Break

### **January** (20 Full, 1 Half)

3rd - Classes resume  
19th - Half day for staff and students, end of first semester, HS 12:00 and ES 12:10 dismissal

### **February** (18 Full, 1 Half)

16th - Half day for Staff and Students, HS 12:00 and ES 12:10 dismissal  
19th - No School Staff and Students, Presidents Day

### **March** (15 Full, 1 Half, 1 Teacher PD)

2nd - No school for students, Teacher Professional Development (County-Wide)  
23th - Half day for staff and students, HS 12:00 and ES 12:10 dismissal, Spring Break begins, End of third marking period  
24th through April 1st No School, Spring Break

### **April** (21 Full)

2nd - Classes resume

### **May** (22 Full)

22nd - Last day for Seniors  
28th - No School Memorial Day

### **June** (8 Full, 1 Half)

3rd - Graduation  
13th - Half day for students, Last day of school, Teacher records, HS 12:00 and ES 12:10 dismissal

Total (174 Full, 6 Half, 5 Teacher PD)



**REQUEST FOR 2018-2019 TEACHERS**

**Choosing your child’s teacher is a privilege Kingston Elementary School provides in case there has been a personality conflict in the past with a teacher, or in case your child requires a particular teaching style in order to be successful. Please understand all requests cannot be filled due to the need for the administration to balance classes by gender, discipline problems, learning styles and individual personalities.**

**If you decide to request a particular teacher, your input will be considered along with several sources to provide the best opportunity for your child to learn. Remember, your request is not a guarantee.**

**I would like to request that my child, \_\_\_\_\_ be placed in \_\_\_\_\_ room for the following reason(s):**

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\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian**

**This form will ONLY be accepted until Monday, May 14, 2018**



**PLEASE REMOVE THIS FORM AND RETURN IT WHEN COMPLETED**

**Student name:** \_\_\_\_\_

**Grade/Teacher:** \_\_\_\_\_

**Handbook**

We have read and discussed the rules in this book. We understand the consequences of making poor choices. We agree to all work together so that the Kingston Elementary Building will be a safe and pleasant place for all to learn.

We have also read the transportation rules in this handbook and understand that failing to follow the rules will result in not being allowed to ride the bus to or from school.

Please have students sign on the appropriate line as well as an adult in the home and return it to school by September 21, 2018.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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**Photo Permission Slip**

We like to document all of the exciting things that happen at Kingston Elementary. Part of this documentation is taking pictures. We would like your permission to use photos of your child in school publications, websites, and school social media pages. Please let us know your preference regarding our use of photos and names of your children.

\_\_\_\_\_ YES. I grant permission to use photos and the name of my child on school websites, publications, and school social media pages.

OR

\_\_\_\_\_ NO. Please do not take pictures of my child or use their name on school websites, publications, or school social media pages.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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**20 Mile Radius Field Trips**

During the school year, teachers take their students on field trips. Most of these trips are within a twenty-mile radius of Kingston. Children walk to places of interest in the village of Kingston and are transported by school bus to areas outside the village. On all trips they are supervised by teachers and other school personnel.

May we please have permission for your child to participate in these school approved trips? Additional permission will be requested for any trips beyond this area.

\_\_\_\_\_ has my permission to go on all school approved and teacher supervised trips within a twenty-mile radius of the village of Kingston.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**KINGSTON COMMUNITY SCHOOLS  
ELEMENTARY BUILDING**

**AUTHORIZATION TO ADMINISTER MEDICATION TO A STUDENT BY SCHOOL PERSONNEL.**

**PHYSICIAN'S STATEMENT** – (The following information must be filled out and signed by the attending Physician)

Student's Name \_\_\_\_\_

Name of Medication \_\_\_\_\_

Proper Dosage \_\_\_\_\_

Time(s) to be given \_\_\_\_\_

Reason for medication \_\_\_\_\_

Length of time to be given \_\_\_\_\_

Possible side effects \_\_\_\_\_

Any additional instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN AUTHORIZATION**

We the undersigned herewith delegate and authorize, Mr. Justin Diegel, Principal, or other school personnel delegated by him in his absence, to administer the above medication to \_\_\_\_\_ as prescribed by the above named physician.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE RENEWED ANNUALLY OR AS PRESCRIPTION OR DOSAGE CHANGES.**

**MEDICATION MUST BE IN ORIGINAL BOTTLE WITH PRESCRIPTION LABEL ATTACHED.**



# KINGSTON ELEMENTARY SCHOOL PARENT/STUDENT/TEACHER COMPACT

The Kingston Elementary School staff, parents, and community guide each child in achieving his or her greatest potential. We provide a diversity of experiences which integrates excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe and secure environment, for student acquisition of academic, creative, emotional, physical and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at Kingston Elementary School by continually assessing and evaluating our attainment of these goals as measured by descriptive outcomes.

**Parent/Guardian Agreement:** It is important to have my child reach his/her full academic potential and succeed. Therefore, I will encourage him/her by doing the following items that are checked:

- See that my child attends school regularly and is punctual.
- Establish a time and a place for homework.
- Supervise the completion of homework and home activities with my child.
- Support the school staff and respect the learning environment of others.
- Promote an environment at home so my child understands that living in a group, whether it be a family or classroom, requires standards of behavior and cooperation, and that one must accept the consequences of one's actions.
- Model respect by going to the teacher first about any concerns, trying to keep lines of communication open, and understanding that there are two sides to every issue.
- Limit and monitor my child's TV and movie watching.
- Encourage daily reading at home.

\_\_\_\_\_  
Parent Signature

**Student Agreement:** I believe it is important that I work to the best of my ability. Therefore, I will:

- Come to school every day and be in class on time.
- Have quality homework completed and turned in on time.
- Bring the materials that I need to every class.
- Always try to work to the best of my ability and ask for help when I need it.
- Show respect for myself, my school, other students, and belongings.
- Follow the rules at my home and school.
- Believe that I can learn and I will learn.

\_\_\_\_\_  
Student Signature

**Professional Educator**

As a professional educator, I will do the following, along with all other Kingston staff:

- Have high expectations for my students and myself by using methods and techniques that work for my classroom.
- Maintain open lines of effective communication with my students and their parents in order to support student learning.
- Provide enriched and challenging instruction that is aligned with state core curriculum.
- Respect the students, their parents, and the learning culture of the school.
- Seek ways to involve parents in classroom activities.
- Provide an environment conducive to learning.

\_\_\_\_\_  
Professional Educator

*Mr. Diegel*  
\_\_\_\_\_  
Administrator

