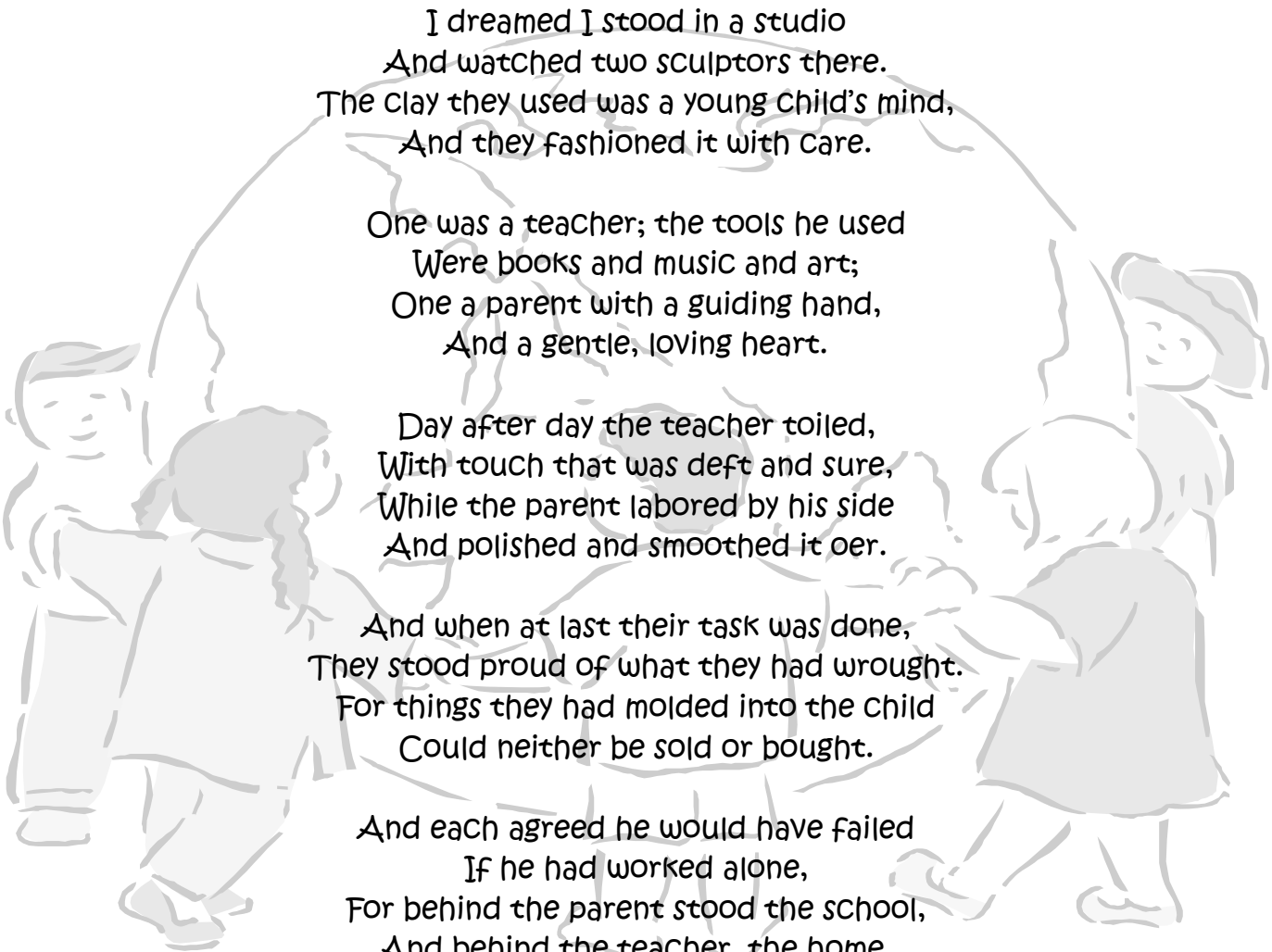


Redford Union



Elementary Handbook



I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind,
And they fashioned it with care.

One was a teacher; the tools he used
Were books and music and art;
One a parent with a guiding hand,
And a gentle, loving heart.

Day after day the teacher toiled,
With touch that was deft and sure,
While the parent labored by his side
And polished and smoothed it oer.

And when at last their task was done,
They stood proud of what they had wrought.
For things they had molded into the child
Could neither be sold or bought.

And each agreed he would have failed
If he had worked alone,
For behind the parent stood the school,
And behind the teacher, the home.

(Author unknown)

We look forward to partnering with you.

Welcome To Redford Union Elementary Schools

District Mission Statement

The Redford Union Schools community shall provide and maintain an educational environment where all participants will be provided with the opportunity to learn and develop the necessary skills to realize their full potential and become productive members of society.

No Child Left Behind

The Redford Union School District is in compliance with the regulations of No Child Left Behind.

District Services

Board Office 313-242-6000 Transportation 313-242-4400 Special Services 313-242-3500 Child Care 313-242-6127

District Website

www.redfordu.k12.mi.us

We

MacGowan Elementary - K-1

18255 Kinloch

Redford 48240

Office 313-242-3800 Fax 313-242-3805

Kids Club 313-242-3841

School Hours 8:30-3:30

Office Hours 8:00-4:00



Beech Elementary School

Grades 2-5

19990 Beech Daly Road

Redford 48240

Office 313-242-6100 Fax 313-242-6105

Kids Club 313-234-6127

School Hours 9:00-4:00

Office Hours 8:30-4:30

- Please sign in at the office so that we can welcome you.
- Everyone who enters our school must pick up a visitor's badge to wear in the building.
- Although we encourage parent involvement in the school and classrooms, our major focus is to preserve the learning environment in each classroom.
- If you would like to visit the school or a classroom, please make arrangements through the teacher or office prior to your visit.
- All outside doors are locked during school hours except the front door.

Your cooperation is appreciated to help ensure building security and the safety of our children.

Safety To and From School

Students are expected to follow all school rules and standards on their way to and from school. Actions that are not allowed at school are similarly not allowed on the bus, at the bus stop, or walking to school or the bus stop. Violations of the rules should be reported to the office.

Arrival and Dismissal

- Children should not arrive at school any sooner than ten minutes before the bell rings, as there is no adult supervision.
- They should report to their assigned door.
- When children arrive ten minutes after the bell rings they are tardy and must report with a parent/guardian to the office. The parents must sign their child in to maintain accuracy of our computerized attendance. Students will be given a late arrival slip to take to the classroom.
- For safety reasons the school will not alter a child's normal schedule without written permission from his/her parents or guardian. Play dates must be arranged outside of school and both sets of parents must send in a note. When the need arises for you to pick up your child before school is dismissed, parents must report to the office to sign the child out. Please give advance notice by sending a note to school.
- Students who have not been picked up after school will wait in the office. All students must be off school grounds by the time the office staff leaves. Any child who is not picked up will be sent to Kids' Club and the parent will be charged.
- As always you are welcome to sit in the lobby while waiting for children to be dismissed from school. We ask that parents **REMAIN IN THE LOBBY** until the children are dismissed and have left the building. Waiting for the children outside their classroom interferes with dismissal time and can disrupt end of the day routines. When several parents are standing in the hall, classes have a difficult time making their way out of the building. Teachers are expected to walk their children to the doors for safety reasons.

Elementary Dismissal Policy

The regulations for children leaving school grounds and parents picking them up at school will be closely adhered to for the protection of your child.

- ✓ Students being picked up at the end of the day should be met outside of the building. Walkers are escorted by classroom teachers or adult supervisors to exit doors.
- ✓ Students riding buses are directed to buses by adult supervisors.
- ✓ Students who are not picked up after school have been instructed to report to the office so that school personnel can assist them by calling home.

- ✓ Students in grades 3 through 5 may ride bicycles to school as long as there is permission in the office. Forms are available in the office. Bike helmets and bike locks are required. Bikes must be walked across school grounds to and from the bike racks.

Written permission from BOTH families will be required when a child goes to another child's home after school. If there are not notes from both families, the children will be sent home in their normal manner. Please remember to plan ahead. We CANNOT allow calls about this during school hours.

We recognize that from time to time, parents may wish to make changes in their child's dismissal procedure. No changes in the dismissal procedure for a child will be made unless a phone call or note from the child's parent is received. If a phone call or note isn't received the child will be expected to follow their school dismissal instructions.

School-Age Child Care

Redford Union School District provides a quality before and after school program in both of our elementary schools. Program hours are from 7am until school starts and school dismissal until 6pm. Registration packets are available at the Beech and MacGowan School offices. For questions call 313-242-6127.

Emergency School Closing

On days when it becomes necessary to close schools because of adverse weather conditions, announcements will be carried on: WJW-950AM WJR-760AM Q95.5-FM WJBK-TV Channel 2 WDIV-TV Channel 4 WXYZ-TV Channel 7
Information will be available online at www.redfordu.k12.mi.us



It is the policy of the Redford Union Schools not to send children home after school has started unless there is an emergency or inclement weather develops. Parents (or emergency contacts if parents are unavailable) will be called to pick up the student. *It is very important to keep your child's emergency card updated.*

Curriculum

Michigan's K-12 content standards and benchmarks are embedded into the Redford Union Schools curriculum and will ensure that all students have the opportunity to develop their potential in order to lead productive and satisfying lives. All students are given the opportunity to engage in challenging and purposeful learning that blends content knowledge and real-world applications in preparation for their adult roles. This includes becoming literate individuals, healthy and fit people, responsible family members, lifelong learners, productive workers and involved citizens. Copies of Grade Level Content Expectations and District Curriculum are available in the school office.

Uninterrupted Instructional Time

Our task is to teach your child. We have a lot to teach, and we work very hard to minimize interruptions. Children are easily distracted. In order to prevent interruptions, we ask parents to comply with the following procedures:

- Do not use cell phones in the building.
- Make after school plans in the morning. We must have a note from the parent in the morning in order to change a child's after school plans. *We will not interrupt class to give your child instructions about after school plans.*
- **Do not call your child's classroom during school hours. You may leave a message at the office for a teacher.**
- Send your child with a lunch in the morning. Any lunches dropped off after the bell rings will be placed in the office.
- Make sure that your child gets to school on time.
- Schedule all appointments after school.
- Remember: If your child is late or leaves early five times, it counts as an absence. If your child comes in more than ten minutes late, a parent must come in with the child and sign them in at the office. The child needs to bring a late arrival slip to the classroom. If you are late picking your child up at dismissal you will need to pick them up in the office.
- Always check in at the office before going to the classroom.

Reporting to Parent

Parent-Teacher conferences are scheduled twice a year to promote positive communication between home and school. This is an opportunity for parents and the teacher to share how the student is progressing academically and socially. A written report card will be given at conferences. At each semester end (January and June) report cards will be sent home. A parent is always welcome to call the school to speak with the teacher and schedule an individual conference as needed.

Appointments / Communication with the Principal

Please feel free to contact the principal by phone or email regarding any questions or concerns. It is recommended that you contact your child's teacher before contacting the principal with classroom issues. The principal may not always be available to take your phone call, but will return your call in a timely fashion. Please call the school first before appearing in person to ensure the time is convenient for a meeting. We value parent-school communication!

Appointments/Communication with the Teacher

Please feel free to contact your child's teacher during the year. We encourage timely communication from parents.

Ways to contact your child's teacher:

- Write a note
- Leave a voice mail. Teachers will check their voice mail after school but not during the day
- E-mail

Please contact the teacher before appearing in person to ensure that the time is convenient for a meeting. Teachers may not be interrupted during the school day when they are teaching.

Lunch Hour

- Parents are encouraged to pay food service ahead by check. There is no money available to loan students in the event that lunch money is missing. Students without lunch money will be offered a bagel and white milk. The computerized system will keep track of the lunch balance.
- Forms to apply for free and reduced lunch are available. We encourage all parents to fill out these forms, which are kept confidential. Depending on the percentage of families who are eligible for lunch assistance our school could qualify for special funding.
- School lunches are not made on site. If your child is going to be late for school and requires a school lunch, you must call the office and order one by 9:30AM. If your child arrives after 9:30 and you have not ordered a lunch, you must supply one for your child.

Lunchroom Conduct

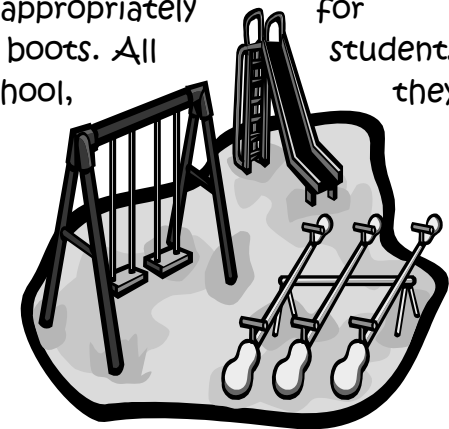
In the lunchroom students will:

- | | | |
|--|-----------------------------------|---------------------------|
| 1. Show respect for all adults | 4. Use appropriate language | 7. Not throw anything |
| 2. Show respect for each other | 5. Remain properly seated | 8. Walk at all times |
| 3. Keep hands, feet, and objects to themselves | 6. Speak softly in a normal voice | 9. Clean up your own area |

Recess

Knowing the benefit of outdoor play and exercise, students will go outdoors for recess unless the weather conditions are hazardous to their health or safety. It is the Redford Union Schools policy that elementary students will remain inside if the temperature or wind chill is below 10 degrees. Please make sure that your child is dressed appropriately for the weather. In the winter students should wear warm coats, hats, mittens and waterproof boots. All students are expected to go outside on outdoor recess days. If your child is well enough to be in school, they are well enough to go outside.

Outdoor Recess Rules



- ✓ Play in designated areas. Do not talk to strangers.
- ✓ Use playground equipment properly.
- ✓ No jumping or dropping off of ANY equipment.
- ✓ No sliding on ice, or climbing on snow piles.
- ✓ No stunts or acrobatic maneuvers.
- ✓ Students may not return to the building during recess without staff permission.
- ✓ Do not throw or kick objects such as: sticks, stone, rocks, sand, woodchips or snow.
- ✓ No collision sports
- ✓ Students are responsible for dressing for the weather.
- ✓ WALK do not run on all sidewalks.
- ✓ When the signal is called, students must stop playing and walk to the line. All playground equipment must be put away.
- ✓ **Climbers:** No sitting on top of any climbers. Students should all go in the same direction.
- ✓ **Slides:** Slide only sitting down, one person at a time. Do not climb slide support poles, or over the edge of the slide.
- ✓ **Swings:** Swing only sitting down, facing forward and swinging forwards and backwards. No twisting. If water or ice is under the swings, they are not to be used. Only an adult may get the swings down when they are over the top bar. If people are swinging, walk around and not between the swings.

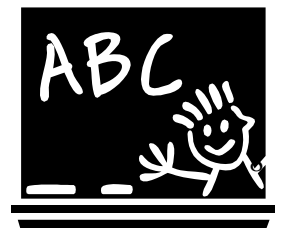
Indoor Recess Rules

- ✓ Students are to remain in the classroom and out of the doorway
- ✓ Students may not leave the room unless given permission by an adult
- ✓ Students are to remain seated, unless given permission by the adult or service squad on duty
- ✓ Students are to be involved in appropriate indoor recess activities
- ✓ Students are expected to follow school rules.

Assignment To Teachers

A great deal of care and concern goes into the development of class lists. Teachers who have worked with the child during the past year have a major role in constructing lists for the following year. They take many factors into consideration, such as unique traits and learning needs of children, ranges of ability and gender differences. A heterogeneous balance among classes is sought in order to encourage equivalent opportunities for all children regardless of the class to which they are assigned.

Once the class lists are completed, it is very difficult to make alterations without affecting the make-up of whole groups of children. For this reason, changes will be made only if serious educational reasons exist to warrant such a change.



If you have a particular concern about your child's education, our recommendation is to remedy these concerns by meeting with your child's teacher early in the fall to discuss the hopes and wishes that you have for your child.

In the spring placement concern forms will be available in the office.

Attendance

Regular attendance is essential for success in school.

- Students are expected to attend school every day unless they are ill.
- **Students absent from school are expected not to participate in extracurricular activities on that day.**
- If a child cannot attend, it is the parent's responsibility to call the school's attendance line by 9:30AM. Please give your child's name, teacher, reason for absence and approximate length of absence.
- If the office does not hear from a parent or guardian, the school may need to call your home or work to make sure your child is safe.

School Work Missed During Absence

Please try to schedule vacations during scheduled school breaks. Teachers are not required to give assignments for a student going on vacation. Many assignments cannot be made up due to the fact the activity is a "hands on" experience and cannot be duplicated as a home activity. When your child is out due to illness, they have as many days as they are absent to make up the work. Teachers are given twenty-four hours to prepare missed assignments for students who are absent.

Redford Union Schools' Attendance Policy

The main components of the policy are:

- Students must attend at least 160 out of 180 days.
- No more than 20 unexcused absences are allowed.
- Doctor's statements, religious holidays, or death of a family member will excuse a student's absence.
- Notes from parents/guardians will allow the student to make up work missed during absences due to illness.
- Five tardies and /or five early dismissals constitute one absence during a semester.
- Tardy is defined as being ten minutes late for class.
- Early dismissal is defined as leaving class ten minutes before the end of the class period. Tardiness and/or Early Dismissal will be excused for the following reasons.
 1. Medical/Dental Care with documentation required from the Doctor's office.
 2. Late bus arrival
 3. Legal reasons with documentation

Students who have more than twenty unexcused absences:

- May be placed in the next grade if their academic performance is at or above grade level
- May be retained if their academic performance is below grade level

Dress Code / Distraction to the School Environment

Research studies show that children who come to school properly dressed tend to be ready to take on the task of learning. We ask that parents/guardians of our students adhere to the dress code when guiding their children in support of a healthy, safe and focused educational environment

- ✓ All students should maintain a reasonable standard of cleanliness and personal hygiene.
- ✓ Clothing/fads, which draw attention or are disruptive to the educational process, are not allowed.
- ✓ Shoes or sandals with open toes, high heels, platforms or flip-down wheels are not allowed. (for safety reasons). Socks must be worn at all times.
- ✓ Make up, with the exception of lip-gloss is not permitted.
- ✓ Oversized or baggy pants must be worn on/near the waist and belted to avoid embarrassing situations. Pants must not drag the floor and students may not wear chains attached to clothing.
- ✓ Skirts and shorts must reach fingertip length when arms are straightened at the student's side.
- ✓ Sleeveless tops must be modest in cut and have shoulder straps at least two inches wide. No bare midriffs/stomachs. Spandex and pajama pants are not allowed.
- ✓ Students are not to wear hats, bandannas and hoods in school.
- ✓ Clothing with inappropriate language, verbiage or pictures are not permitted.
- ✓ Jewelry worn to school should be checked to be certain that it would not get caught on playground and other equipment. (i.e. loose necklaces, hoop earrings, loose bracelets etc.) Body piercing (other than ears) or unusually colored hair are not acceptable fads for elementary students, since such fads tend to be disruptive in the school setting.

Likewise, any materials brought into school (pictures, cards, toys, stuffed animals, etc) which are disruptive or detrimental to the purpose or conduct of the school will be sent to the office and may be picked up by the parent. This includes popular items of the moment, which are often disruptive to the school environment. *Cell phones or other electronic communication devices (ECD) are not permitted to be used, turned on or heard in the school building during the instructional school day.*

Health Services

- A district nurse is available one day per week at Beck School. In addition, school personnel carefully treat any minor injury your child may receive while at school. You will be notified of injuries to your child, which are of special concern to us, especially head injuries, even if they seem minor.
- If your child contracts a communicable disease, (i.e. strep throat, ringworm, lice, impetigo) please notify the school office immediately. The school will work with you to plan for your child's return to school.

Illness-When to Return to School

1. Any child who has a fever of 100 degrees or more should not return to school until 24 hours of normal temperature..
2. Active, heavy coughing with a runny nose and sneezing are symptoms that may need a doctor's evaluation.
3. Any child who vomits or has diarrhea should not return to school until 24 hours after symptoms have passed.

Any child who runs a fever of 100 degrees or more or presents signs of a contagious disease will be sent home from school. It is the parent's responsibility to provide transportation and care for the child. **Keep your emergency phone numbers up to date and provide us with several names and numbers of people who can care for your child if you are unavailable.** It is so sad to watch a sick, feverish, crying child wait for hours while we attempt to locate a responsible adult. Don't let this happen to your child.

Medications

School District Policy prohibits school personnel from administering **ANY** medication (including over the counter medication) to students without the Redford Union School District Authorization For Medication form completed by the physician and signed by the parent.

Lost and Found

Clothing and equipment should be marked with the child's name. Lost articles are placed in the Lost and Found. Articles not claimed are donated to charity in January and June.

School Newsletter

The school newsletter will be sent home each month. Parent and guardians are encouraged to review this information. Please stress the importance of having your child bring notices home. All attempts will be made to send information home once a week in the Friday folder.

Discipline / To Teach

The elementary staff is dedicated to providing a caring environment for students where optimum learning can occur. The staff in each building recognizes and acknowledges positive behavior. We use the “Second Step Program.” This program through the use of weekly lessons teaches our students to develop impulse control, anger management, empathy and problem solving skills.

Our experience with elementary students shows us that most discipline matters can be taken care of within the classroom between the teacher and student. However, if a severe problem occurs, or continually reoccurs, it may be necessary for the child to talk to the principal. If the problem is of a severe nature, (i.e. causing injury to another child) parents will be contacted and the child will be given an appropriate consequence. If the problem is less serious, the principal will give the child a warning. If the problem occurs again, the parents will be notified either in writing or through a phone call. *We feel that it is of utmost importance for children to understand that the home and school work together in support of proper school behavior.*

Creating Peaceful Places

Peace can be achieved through individual effort and non-violence.

Teaching children techniques of peacemaking and conflict resolution is what we do at our schools to help solve interpersonal disputes. Our students are continually faced with having to make decisions during the school day. Part of our responsibility as adults is to assist children in making good decisions, especially when it pertains to solving a conflict.



Creating an atmosphere of acceptance and peace is possible, but maintaining it takes enormous commitment, practice and willingness to leave old habits behind. We do not punish children at our elementary schools. We do have a standard that children do not hurt each other at school. Children know this. When someone deviates from this standard, they know their behavior is unacceptable and they must take both responsibility and the consequences associated with the action. We help them see that there is an alternative to violence. We create an atmosphere of peacefulness and compromises that include the following:

*Cooperation * Calmness * Willingness to work out differences * Love and acceptance

The ability to say, “I am human. I have made a mistake. I will try again.”

This is our plan. This is what we believe in. This is how we believe children should be treated.

Elementary Behavior Rubric

The following rubric is a guide to help sustain the high expectations and academic focus at Redford Union Elementary Schools. This rubric is used in conjunction with the Student Code of Conduct as approved by the Redford Union Schools Board of Education. At any time the administration may determine that it is necessary to impose more serious consequences due to the severity or repetition of the incident.

Problem Behavior	Definition	1 st step	2 nd step	3rd step	4 th step
Disruption	Behavior causing an interruption that disrupts or interferes with learning. Loud talking, yelling, or screaming; noise with materials; horseplay, roughhousing, or play-fighting; and/or sustained out-of-seat behavior	warning	Time-out	Parent contact by student/teacher	Removal from classroom
Insubordination/Defiance	Refusal to follow directions, talking back, rude to an adult	warning apology	Time-out/ behavior sheet and apology	Parent contact by student/adult	*severe clause
Refusal to work/participate	Refusal to cooperate with instruction and/or to attempt to meet basic instructional expectations	warning	Parent contact by student/teacher	detention	*severe clause
Inappropriate language/gestures	Profanity, verbal messages and/or gestures, including swearing, name calling or use of words in an inappropriate way	warning apology	Parent contact By Student/ adult	Detention with behavior plan	*severe clause
Harassment/Bullying	Conduct (teasing, taunting, instigation, or provocation) directed at a person causing hurt feelings	warning apology	Parent contact By student/adult	Detention with Behavior plan	*severe clause
Sexual harassment	Verbal or physical conduct of a sexual nature e.g. making obscene comments or gestures, displaying obscene pictures or written material)	Parent contact	*severe clause	*See District Code of Conduct	
Threats	Words or actions that threaten to do injury to another person or that intimidates another person through fear for his/her safety	Parent contact by student/adult	detention With behavior plan	*Severe clause	**See District Code of Conduct

Mild physical contact	Actions involving hitting, pushing, slapping, scratching, kicking, pinching and grabbing, play fighting, etc.	warning with apology	Time-out/ behavior sheet and apology	Parent contact by student/ Adult- detention	*severe clause
Serious physical contact	Actions done out of anger resulting in injury or attempt to injure,	*severe clause	** See District Code of Conduct		
Deliberate destruction or defacing of school property	Student deliberately impairs the usefulness of property	*severe clause restitution for damage	** See District Code of Conduct		
Lying/cheating	Student fabricates untrue stories; copies other student's work	Warning	Parent contact by student/ adult	Parent contact Behavior plan detention	*severe clause
Stealing	Student is responsible for taking someone else's property	Property returned with apology	Parent contact by student/adult	*severe clause	
Dress code violation	Student wears clothing that does not fit within the dress code guidelines	Parent contact	Parent contacted to rectify situation	*severe clause	
Unauthorized toys and electronic devices	Student brings in toys, stuffed animals, cards, electronic devices and cell phones that are not authorized for educational purposes	Item taken away by adult returned to parent only	Item taken and kept until end of semester		
Inappropriate Bus behavior	Student fails to follow the bus rules	See Transportation behavior expectations:			
Inappropriate Lunchroom Behavior	Student demonstrates problem behavior in the lunchroom	warning apology	Logical consequence for behavior	Detention with behavior plan	*severe clause
Inappropriate Playground behavior	Student demonstrates problem behavior on the playground	warning apology	Logical consequence for behavior	Detention with Behavior plan	*severe clause

***Severe clause: Meeting with the Principal**

When students are unable to improve behavior after several interactions or do something that is dangerous, or immoral, they will be sent to the principal where one or more of the following consequences will occur:

1. Call home
2. Meeting with parents/involved staff
3. In-school suspension
4. Out-of-school suspension

Time-out and Detention: Period of isolation in which the child reflects on inappropriate behavior.

- Students are under adult supervision
 - location and amount of time is determined by child's age and behavior
- Behavior Plan:** Student writes a behavior improvement plan, describing inappropriate behavior and commitment to improve