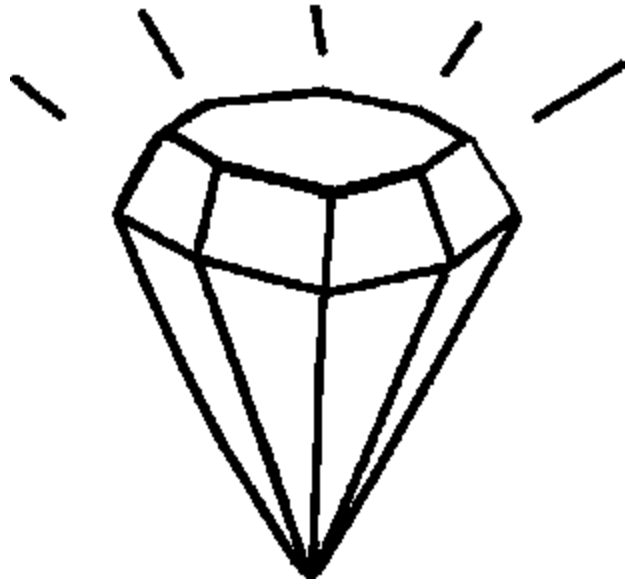


**Dowdall Elementary**  
**Student Handbook**

2018-2019



**The Dowdall Diamonds**

3333 Shillelagh Drive • Flint, MI 48506  
(810) 591-2274

# Kearsley Community School District Mission Statement

The Kearsley Community School District is committed to educational excellence. It is our mission to prepare students to be lifelong learners, active citizens and contributing members in an ever-changing world.

## Dowdall Elementary School Mission Statement

Our mission at Dowdall Elementary School is to educate our students by meeting the diverse needs of individuals in a safe, supportive environment.

### Dowdall Daily Schedule

8:15 a.m. .... Students may enter the building. Breakfast is served.  
8:25 a.m. .... School begins  
10:50 a.m.-11:35 a.m..... Recess is followed by lunch for rooms 104, 106, 107 and 102.  
11:05 a.m.-11:50 p.m... Recess is followed by lunch for rooms 116, 117 and 126.  
11:20 a.m.-12:05 p.m. .... Recess is followed by lunch for rooms 115, 120, 118 and 103.  
11:35 a.m.-12:20 p.m.. .... Recess is followed by lunch for rooms 109, 105, 108 and 122.  
3:15 p.m. .... School day ends  
3:17 p.m. .... Buses depart

#### REMINDER TO PARENTS

The school day begins at 8:25 a.m. **CHILDREN ARE NOT TO ARRIVE BEFORE 8:15 a.m.** When bringing your children to school or picking them up after school, please use the parking lot at the south end of the building. Please **DO NOT** park in front of the school. This is the bus loading zone.

When bringing your child to school, students are to be dropped in the pick-up/drop-off loop on the parking lot side of the fence that divides the bus loading zone and the parking lot. When picking up your child, you may report to the office and your child will be called to the office. Students **WILL NOT** be allowed to go to vehicles in the parking lot without an adult.

# Dowdall Elementary Building Staff

## Administration

Mrs. Fisher	Principal	591-3066
Mrs. Sams	Secretary	591-3064
Mrs. Streeter	Clerk	591-3065
Ms. Taylor	Counselor	591-3069

## Teachers

Mrs. Carmack	2nd grade	591-3093
Mrs. Hibbs	2nd grade	591-3080
Mrs. Lawrence	2nd grade	591-3094
Mrs. Lorencz	2nd grade	591-3090
Mrs. Mudge	2nd grade	591-3091
Ms. Reynolds	2nd grade	591-3089
Mrs. Rousseau	2nd grade	591-3088

Mrs. Billing	3rd grade	591-3072
Mrs. Fleury	3rd grade	591-3074
Ms. Martin	3rd grade	591-3077
Mrs. Roberts	3rd grade	591-3079
Mrs. Saint Amour	3rd grade	591-3073
Mr. Sturk	3rd grade	591-3083
Mrs. Varner	3rd grade	591-3075

Mrs. Timmons	Science/Art/Health	591-3086
Mrs. Sexton	Science/Art	591-3095
Mr. Johnson	PE	591-3064

Mrs. Barnes	Special Education	591-3070
Mrs. Hollenbeck	Special Education	591-3078
Mrs. Paschket	Special Education	591-3078

Mrs. Shetron	Music	591-3083
Mrs. Dwyre	Literacy Coach	591-3095

Mrs. Schofield	Math Coach	591-3095
Mrs. Stanton	Speech	591-3068

## Instructional Support Staff

Mrs. Fleming	AER Monitor	591-3068
Mrs. Lemon	Media Aide	591-3076
Mrs. Collins	Technology Specialist	591-3068
Ms. Vlasblom	PBIS Specialist	
Mrs. Goulish	Reading Specialist	591-3095

Mrs. Clark	S/E Aide
Mrs. Ellsworth	S/E Aide
Mrs. Sporman	S/E Aide

Mrs. Finateri	Title I Aide
Mrs. Guest	Title I Aide
Mrs. Lince	Title I Aide
Mrs. Natzke	Title I Aide
Mrs. Newland	Title I Aide
Mrs. Woods	Title I Aide
Mrs. Hutchinson	Reading Para-Pro
Mrs. Jones	Reading Para-Pro

## Building Support Staff

Mrs. Love	Cook	591-3084
Mrs. Danks	Kitchen Aide	
Mrs. Doyle	Lunch Monitor	
Mrs. Greenman	Lunch Monitor	
Mrs. Judd	Lunch Monitor	
Mrs. Kalocy	Lunch Monitor	
Mrs. Rose	Lunch Monitor	
Mrs. Steihl	Lunch Monitor	

# Parent Information

## Elementary Attendance policy

Students are expected to attend school regularly and consistently, to be on time and stay until the end of the school day. The Kearsley Community Schools are committed to the success of every student. The School Board encourages regular school attendance by all students. The Kearsley School Board recognizes the value of daily instruction and believe that there are negative consequences associated with chronic absenteeism. Intermittent instruction limits the acquisition of essential skills necessary for independent life-long learning. Therefore, Kearsley students must be in attendance no less than 90 percent of all instruction days and 90 percent of instruction hours. Extenuating circumstances will be evaluated by the principal on a case-by-case basis (Policy #5200.1).

To develop and maintain a good attendance habit, a partnership between student, parent and school is crucial. Good attendance habits during elementary school will promote success in middle school, high school and beyond. If a Dowdall student fails to meet the attendance expectation, she/he may be referred to Dowdall's Attendance Intervention Program.

### Verified Absences

To verify a student's absence, the parent and/or legal guardian should notify the school office of the absence in person or by phone during the regular school hours **ON THE DAY THE STUDENT IS ABSENT**. Parents may call the main office at (810) 591-2274. This line is available 24 hours a day. When calling please designate the reason for the child's absence.

\*Absences ***will be excused*** for the following reasons:

- A. Hospitalization/Medical
- B. Death in the family
- C. Suspension
- D. School related field trips
- E. Court appearances

\*Documentation of the absence may be required if attendance falls below 90 percent.

### Students Leaving School Early

To provide a safe and secure environment, the adult picking up the student prior to the end of the school day is required to come into the office. The adult may be required to show a **Photo ID**. Students must check out in the main office and will be released to their parent/guardian or individuals listed in their emergency information. **Note:** A student will be coded as tardy (if they leave less than 90 minutes early) or a half day absent (if leaving 90 or more minutes early).

### Tardiness

Students are expected to arrive on time each day and stay until the day ends. Students are considered tardy any time they arrive late or leave before the end of the school day. **PLEASE NOTE:** The accumulation of 10 tardies will be counted as a full day of absence.

### Make up Work

Teachers will be given 24 hours to get make-up work ready. It is the parents' responsibility to make arrangements to get the work and materials for the child. Students shall be given two (2) days to make up work for every day missed.

### Homework

Because education is a lifelong process that extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside of the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home.

#### *Reasons for Homework*

- To complete work started in class.
- To expand and/or enrich regular class work.
- To build interest in reading and learning.
- To make up work missed due to absence.
- To encourage parents' awareness of student learning.
- To provide an opportunity to pursue special interest or ability areas.
- To increase learning time.
- To establish independent study skills.



#### *Guidelines for Parents*

- Parents can support a child's interest in lifelong learning by encouraging study habits and providing a learning environment in the home.
- Provide a quiet, well-lit place for the student to do homework.
- Help your child budget time so that a regular schedule for study is set.
- Take an active interest in what your child is doing in school. Ask for explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage and guide your child with assigned homework. Under no circumstances do it for your child.

- Consult your child's teacher as soon as problems arise.

*Suggestions for Students*

- It is important to develop good study habits at school and at home.
- Be sure you understand the assignment, and ask your teacher if you need help.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.

**Electronic Device Expectations**

In order for electronic devices to be used at Dowdall Elementary, the student must have a parental consent form on file in the office. The school is not responsible if the electronic device is broken or stolen. The student will be responsible for keeping it safely stored.

**Cell phones:** Students may be in possession of cell phones. (Parent permission required at the K-8 levels and a permission slip may be obtained in the main office.) However, use of cell phones is restricted to before and after school hours only. During school hours, the phone shall be shut off. Any cell phone use during the instructional day, including during lunch and recess, will be a violation of school policy and subject to disciplinary action.

**E- Readers (Kindle, Nook, iPod, etc.):** An E-reader device is allowed in school for the sole purpose of using it as a tool for reading books. If it is used for other purposes, then the teacher will confiscate it and the parent will have to pick it up in the office. A permission slip may be obtained in the office.

**Recess**

All students well enough to come to school will be required to go out during scheduled recess time, unless a doctor's note indicates otherwise. We will make exceptions in accordance with the doctor's directions for restricted activity. Please help us by telling your child that he/she is expected to go outside.

The same expectations for good conduct in the classroom apply to the playground. All students have been instructed on the safe, reasonable use of playground equipment. Students who mistreat others or who use playground equipment in an unsafe manner will lose playground privileges. Students are expected to respond to the playground monitors with respect. The playground monitors are in charge during recess time.

No skateboards, roller blades or electronic entertainment devices are allowed on the playground.

**Dress and Grooming Guidelines**

All students of the Kearsley School District shall be neatly and appropriately dressed and groomed at all times while in school and at all school functions, including field trips. Clothing and general appearance of all students shall be in keeping with the intent of this policy.

The following shall apply to all Kearsley students:

1. Every student shall personally maintain a reasonable standard of wearing apparel that is appropriate to his role as a student and which contributes to developing a wholesome climate for study. In keeping with this philosophy, the following are considered inappropriate for school:

- |   |  |  |
|---|--|--|
| •exposed underwear                            | •short shorts/skirts (fingertip length required) | •clothing upon which is printed vulgarities or obscenities     |
| •shirts with large holes                      | •low-rise pants and skirts exposing skin         | •shirts depicting alcohol, tobacco, or any other illegal items |
| •tops with narrow straps (less than 2 inches) | •tank tops                                       | •spiked jewelry  |
| •sag pants                                    | •bare midriffs                                   |  |
| •oversized pant legs                          | •bicycle shorts                                  |  |
| •gang identification                          |  |  |

2. All students must maintain high standards of cleanliness and personal hygiene.
3. Dress and grooming which is distracting or disruptive to the educational process (i.e. temporary hair color, temporary tattoos, face painting) are prohibited.
4. Shoes must be worn at all times.
5. Participation in particular classes, activities or events may dictate, with the approval of the principal, dress requirements beyond those generally mandated. No hats, other head attire, or sunglasses are allowed to be worn.

Students failing to meet these guidelines will be asked to change their clothes and may be referred to an administrator. If a change of clothing is not available, the students may remain in the AER room for the duration of the school day. Repeat offenses may result in disciplinary action.

### **Grading Procedures**

1. Grades and report cards will accurately reflect achievement of the outcomes as defined by the grade level standards. Social development and work habits will be indicated elsewhere.
2. Students are expected to submit both formative and summative tasks on the due date. Grades are based entirely on student performance on the task. (That means that late work is not “marked down” just because it is late.)  
The appropriate consequence for failing to submit an assignment is completion and submission of the assignment. Students lose privileges, free time, unstructured class time, outside of class time as appropriate until the assignment is completed and submitted.  
If work is turned in late on a regular basis then it is considered a behavior issue not an achievement issue.
3. Extra credit or bonus points will not be offered to students because the practice distorts students’ records of achievement. We will offer opportunities for students to gain competency in areas of weakness.
4. If a student is caught cheating, he/she will be required to redo the assessment/assignment in a different setting. The grade will be based on the achievement on the assessment/assignment after it is redone. The parent will be notified.
5. Students may work in groups but each student gets a grade based on his/her achievement on an individual task.
6. Attendance should not be considered part of a student grade. Attendance is reported in a different area. Attendance is essential to your child’s academic growth. Teachers will attempt to cover concepts missed due to absence. However, many lessons cannot be replicated, as they are a whole class experience. Please refer to the attendance policy.

### **Party Procedures**

Parties will be restricted to Halloween, Christmas and Valentine’s Day. Party money of \$3.00 per year, per child will be collected and will be used for these three parties.

### **Emergency School Closings**

It is each parent’s responsibility to complete an **Early Dismissal Card** to inform children what to do and where to go in the event of emergency school closings. These cards will be kept on file at the school and used in the event of an early dismissal. Please explain and periodically practice this procedure with your child. Whenever possible, a recorded telephone message will be sent out to all students’ homes when schools are closed due to weather or other unforeseen situations. All school closings also are announced on television (WJRT, Channel 12) and on the radio (WCRZ, 107.9 FM).

### **Emergency Forms/Profile information**

The emergency form is the school's connection to home. It is imperative that the child's profile information be completed and accurate. There must be at least three active phone numbers to be used in case of an illness or emergency. Those designated as contact people need to realize their responsibility. In addition, it is the parents' responsibility to update that information as changes occur.

### **Visitors**

Kearsley Schools welcome any parent from the community to see our educational facilities and instructional programs. To provide for the safety of our students, it is required that all visitors report to the general office upon arrival. Visitors are required to sign in and will receive a visitor's badge. In addition, for safety purposes, visitors are requested not to loiter in or near restrooms, in the parking lot, or outside classrooms.

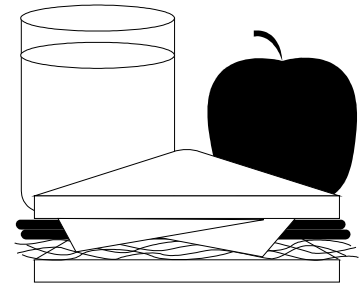
Family members are important to our students. However, no student is allowed to bring brothers, sisters, relatives or friends with them on any school day. These visits tend to disrupt the learning environment. We do encourage families to come to the special events such as open houses, parent-teacher conferences and family nights.

All Kearsley Schools are Drug and Smoke Free environments. This means no one is allowed to smoke or use tobacco anywhere on school property, either outside or in buildings.

### **Meals**

Kearsley provides an online payment processing system called PayForIt that allows parents to use e-check or a credit card to make lunch payments via the district's website ([www.kearsleyschools.org](http://www.kearsleyschools.org)). Look for the PayForIt link in the Helpful Links section of the website's home page.

Breakfast and lunch are available to students. Menus are distributed monthly. Students may purchase the meals and/or milk through PayForIt, by check or cash.



Elementary Breakfast	Free
Elementary Lunch	\$2.45
Milk only	\$0.50

**Some families are eligible for free or reduced meals. Families are encouraged to apply. Applications are available in each school office and through the Food Service Department. This must be renewed at the beginning of each school year. Information may also be updated as changes occur.**

### **Student Directory Information**

The following information is subject to release upon request for use in the form of student directories, programs and news releases:

- |                                       |   |
|---------------------------------------|---|
| a. Student's name                     | h. Dates of school attendance   |
| b. Address                            | i. Honors, awards, scholastic averages, class rankings  |
| c. Parent or guardian                 | j. Other similar information, such as athletics, height, weight, age, school class, honor roll memberships, artwork and pictures... |
| d. Telephone number                   | information generally found in year books.  |
| e. Date and place of birth            |   |
| f. Field of study or interest         |   |
| g. Participation in school activities |   |

Parents or students may object to inclusion of an individual student's data in directory information by giving the building principal a written statement to this effect prior to the end of the first week of each school year, in which case no information regarding the student will be released without the prior written consent of the parent or student. The district may publish this information unless parents restrict the school from doing so.

### **Medication Distribution Policy**

The following guidelines must be adhered to whenever a student is to receive medication at school.

1. Parent or guardian must pick up guidelines and sign a permission form in the office.
2. Over-the-counter drugs are not to be dispensed unless prescribed by a physician.
3. Parent or guardian must deliver the medication in person to the office. **DO NOT SEND MEDICATION TO SCHOOL WITH THE STUDENT.**
4. Medications must be contained in the original vial bearing the physician's prescription and directions.

### **Injuries and Illnesses**

Anyone who is injured or becomes ill while in the school building should report to the General Office for assistance immediately.

### **Distribution of Printed Material**

In order to put up posters or advertisements of any kind, students and parents must have permission from a building administrator. Printed materials for distribution must be approved by Central Office.

### **Counseling Services**

Counseling services are available for all students. Parents are encouraged to contact the counselor at his/her child's building.

### **Transportation Procedures**

Sometimes a child's normal means of transportation changes due to child care needs, special events, etc. It is important that the office and/or the child's teacher be notified. Please help us assure your child is where he/she should be by following these guidelines

1. If it is a long term change, contact the school office and the district transportation department (591-7622).
2. If a child who normally rides the bus is being picked up by a parent or designated adult, the parent needs to send a note to the child's teacher. **IF THERE IS NO NOTIFICATION FROM AN ADULT, THE CHILD WILL BE PLACED ON THE BUS.**
3. In the case of "last minute" changes, please contact the office prior to the bus departure time.

In the interest of safety and efficiency, no child shall be picked up or dropped off at more than two different stops per week. Any change in a stop will require written notification from the parent at least twenty-four hours in advance.



### **Bus Misconduct**

Bus misconduct is conduct that reduces the safety of students riding the bus.

Riding the bus to and from school is a privilege which students may enjoy as long as they behave in a reasonable and responsible manner. Bus safety is of extreme importance. Any act which violates rules of bus safety will be considered serious and will be met with strong disciplinary measures which may include removal of bus riding privileges. Any activity which distracts the driver and/or interferes with the safety of the passengers will be dealt with as serious. Misconduct includes any act that might cause concern for the safety of those on the bus. Bus discipline slips, written by the bus driver, will be dealt with by the principal in the following manner:

- ◆ **First Offense:** BUS VIOLATION REPORT is to be signed by parent or guardian and returned to the bus driver the next day. Failure to return the violation report will result in a **BUS DISCIPLINARY SLIP**.
- ◆ **Second Offense:** BUS DISCIPLINE SLIP is to be signed by the parent or guardian and returned to school. Student may be suspended from riding the bus. A meeting with the parent and school personnel may be arranged



- ◆ Third Offense: Riding privileges are suspended automatically pending a meeting with the student, parents, and appropriate school personnel.

**Fighting will result in an automatic three-day suspension from bus riding privileges.**

**If a student loses bus service because of a discipline problem, it is the parents' responsibility to transport the child to and from school. The intent is not to deny anyone transportation service, but to provide the safest and most pleasant service possible for students. Transportation is a privilege, not a right.**

#### **Review of the Handbook & Code of Conduct**

It is very important that you read the Parent-Student Handbook and Code of Conduct and understand your rights and responsibilities as parents and students. Following the policies reviewed in this document helps to make Kearsley Schools the safest and very best learning environment possible.

The student emergency card will ask parents to acknowledge receipt and/or notification of electronic access to the Student Handbook and Code of Conduct. Kearsley administration made this change in order to cut down on the number of forms parents are asked to sign and return to their child's school. **Please make sure to acknowledge the receipt and review of this document before returning all emergency cards.**