

## Welcome!

The Ganiard Staff welcomes you to the 2008-2009 school year! This handbook section of your child's agenda includes important information about our programs, policies, and procedures. Our hope is that sharing this information will help us build a strong partnership with all of our families. Please review this information with your child and add your signatures in the appropriate lines on the last two pages. If you have questions about any of this information, please contact Principal Linda Dinan, Secretary Lisa Gomez, or your child's teacher at 775-2240.



## Daily Schedule

**8:25** Supervision begins on playground.\*  
Breakfast is served from 8:20-8:40.

***\*Students should NOT arrive before this time, because the playground is unsupervised.***

**8:40** Morning bell rings

**11:30-1:00** 40 minute lunch periods

**3:44** Dismissal bell rings

***All students will have 30 minutes of recess each day in addition to lunch recess.***

## Student Morning Drop Off

If you are dropping your child off in the morning, please enter the South parking lot from Fessenden Street, drop your child at the curb, and exit onto Adams Street. The gates next to the parked cars on the east side of the building may NOT be used by students after 8:00 AM. **The gates located by sidewalks and curbs on the east may be used for drop off.**

## Student Afternoon Pick Up

If you are picking children up after school, **please meet them in the cafeteria** or at an agreed-upon spot outside the building. **So that teachers may supervise students without distractions while they are preparing to leave, please do not go to classroom areas before the dismissal bell rings.**

## Building Security

During the school day, all outside doors will remain locked with the exception of the front door, which is open from 8:00 AM until 4:00 PM. All parents and visitors are asked to check in at the office before going to any classroom. Visitor passes are to be worn when in the building. At the end of the day, the east cafeteria door will be open from 3:30 PM until 6:00 PM for parents picking up children from the after-school program.

## Signing-In & Signing-Out Procedures

Students arriving after the morning bell should be signed in at the office by a parent. Likewise, parents who wish to pick up a student before the end of the day should report to the office to sign the child out. The office will notify the classroom teacher, and the student will meet the parent at the office.

## Attendance Policy

When a student is unable to attend school, the parent should contact the school office by 9:00 AM. Good attendance has a positive impact on learning. **The MPPS District Attendance Policy requires that the name of any student with absences and/or tardies over 20% be forwarded to the area Truancy Officer.** If all attempts to improve attendance fail, a referral will be made to the court system

## Changes in After-School Routines

If your child is doing anything different than his/her normal routine, parents are responsible for notifying the teacher. Putting a note into the child's Agenda is recommended. **If the teacher does not receive notification of the change from parents, the child will follow his or her normal routine**

## Before and After School Options

School Age Child Care (SACC) is available for a fee beginning at 7:00 AM each day. Call 775-2340 for additional information.

An after-school study and enrichment program is available each day. (**PEAK** = People Empowering All Kids). Additional information is available at [www.peakafterschool.org](http://www.peakafterschool.org) or by calling the Mt. Pleasant City Parks and Recreation Office at 989-779-5331.

## Emergency Cards

An emergency card must be completed by a parent or guardian for each child at school so that they can be contacted in case of injury or illness. If parents cannot be reached, other individuals listed on the card will be notified. Only individuals listed on the emergency cards will be allowed to pick up a child.

## Bicycle Safety

Riding a bicycle to school is a privilege and precautions needed to be taken.

- Bikes should be walked once the student is on school property to avoid injuring others.
- Bikes must be stored in bike rack and should be locked. The school does not take responsibility for unlocked bikes.
- Helmets should be worn and stored in school lockers during the day.

Parents are urged to use discretion in determining whether or not a child is ready to ride a bike to school.



## Lost and Found

All lost-and-found items are stored in the southwest corner of the cafeteria. Labeling all lunch boxes, jackets, coats, hats, and snow pants is critical to returning items to the correct owner.

## Hot Lunch Program

Prices are as follows:

<b>BREAKFAST</b>	<b>\$1.25</b>
<b>LUNCH</b>	<b>\$1.95</b>
<b>MILK (only)</b>	<b>\$ .30</b>

Each child has a debit card which is kept by lunch personnel. Payments are credited to the child's account and reminders will be sent home when account balances are below \$5.00.

Payments should be sent to school in a labeled, sealed envelope. Checks to Mt. Pleasant Schools Nutrition Services are recommended. (Applications for free or reduced lunch prices are available in the school office.)

Monthly menus and additional information on the lunch program are available online at:

<http://mtpleasant.edzone.net/Lunch.htm>



## Health Issues

### Medication

Administration of all medication is to be arranged through the principal's office. Parents **MUST** transport the medication and complete the required forms. Even over-the-counter medication can not be administered without a doctor's prescription.

### HEAD LICE

Parents will be called to pick up any child who is found to have head lice. After treatment and removal of nits, students must be checked by the office staff before they can return to the classroom. It is very helpful if parents notify the school if they find head lice on their child. We will then check the classroom for additional cases.

### CONTAGIOUS DISEASES

MPPS Board Policies include information on school attendance by students who have a contagious disease. That information can be found in Section 8450 of Board Policies on the District website ([www.mtpleasant.edzone.net](http://www.mtpleasant.edzone.net)) under **Info & News** banner. Students should be kept home while infections are still contagious.

## Notification of Changes

It is very important that the school office be notified immediately of any changes in telephone numbers, address, work place, or the person we should notify in case of an emergency.

## Code of Conduct

Ganiard students are expected in all their words and actions to:

- ❖ Be respectful
- ❖ Be responsible
- ❖ Be safe.

Specific rules include:

- ❖ Co-operate with adults.
- ❖ Use appropriate language.
- ❖ Keep hands and feet to yourself
- ❖ Use materials appropriately.
- ❖ Solve problems peacefully.

Consequences for code violations will be based on the seriousness and frequency of incidents. Those consequences may include a time out, loss of recess or other privileges, school service, or appropriate restitution. The principal shall have the authority to suspend a student who violates the code of conduct whether in transit to and from school, during the school day, or at school-related activities. Please note that all toys, trading cards, and electronic devices should be kept at home.

## Bus Behavior Expectations

While on the school bus, students are under the supervision and directly responsible to the bus driver. Students are expected to follow bus rules by staying in their seats and following the driver's directions. Failure to follow bus rules will result in the following disciplinary steps:

**1<sup>st</sup> Offense** – Conference held between student and principal and a written warning.

**2<sup>nd</sup> Offense** – Conference held between principal and student and three days off the bus.

**3<sup>rd</sup> Offense** – Conference held with student, parents, principal, and bus driver and five days off the bus.

**4<sup>th</sup> Offense** – Minimum of 11 days off the bus and a possible suspension for the rest of the year.



## Dress Code

The Board of Education recognizes that the selection of dress style rests with the student and parents. However, the Board also realizes that schools have a responsibility to establish minimum standards for students. It is expected that student dress be appropriate for the learning environment and not distracting to teachers and other students or disruptive to the educational process. Guidelines include:

- No bare midriffs or shirts with straps less than two fingers wide.
- Shorts should be no shorter than mid-thigh (finger tip length)
- No hats, bandanas/sweatbands or similar head coverings or sunglasses worn in the building.
- No clothing with messages that promote alcohol, tobacco, drugs, violence, or sex.
- Shoes should be appropriate for energetic outdoor play.

## Visitors in School

After the morning bell rings, all outside doors in the building are locked, except for the front doors on the west side of the building. Security cameras are located in the hallways and outside. All visitors must register in the office and wear a name tag while in the building. In addition, all individuals who wish to work with students must have a criminal background check done before being allowed in the classroom.

## Emergency Safety Procedures

During the school year, fire and tornado drills are held at regular intervals. In addition, students and staff will practice "Lock Down" procedures with the assistance of our Youth Services Liaison Officer and the local police department. The YSU Liaison Officer is assigned to our building for half a day each week to provide safety instruction and to assist staff with safety issues.

## Parent Communication

AGENDAS will be provided for each child. This planner should be carried to and from school each day. Parents are asked to initial the agenda each day. Students will be charged \$5.00 to replace a lost agenda.

**FRIDAY FOLDERS** will be sent home each week. Please take time to look over your child's work and other school-related information. Folders should be returned to school on Monday.

**PARENT-TEACHER CONFERENCES** are scheduled each year in November and March. These meetings are critical to maintaining communication between school and home. Our goal is to meet twice a year with 100% of our students' families. **REPORT CARDS** will be distributed at conferences as well as at two other times each year.

**SCHOOL NEWSLETTERS** are usually sent home twice a month from the Principal's office and contain information on school events. In addition, many teachers send classroom newsletters on a regular basis.

**PARENT-CHILD** "Evenings Out" will be scheduled through the year. Some events will be related to curriculum areas; others are just for fun. Notice of these events will appear in the school newsletter.

Both building and District websites contain information that can be accessed from your home computer. Those websites are:

<http://mtpleasant.edzone.net>  
<http://mtpleasant.edzone.net/Ganiard.htm>

## School Improvement

Each year, the Ganiard staff identifies a focus for school improvement efforts, including assessments and professional development. Currently we are focusing on three areas in which we plan to improve our school's performance: 1) math problem-solving skills and computational fluency, 2) written expression, and 3) sense of community within the school.

## Ganiard PTO

Ganiard's PTO conducts one fund raiser each year with the profits used to support numerous field trips, assemblies, playground projects, a carnival, and other family evening events.

Officers are:

President Kristi Fuller  
Vice-President: DeDe Buerkel  
Secretary: Dawn Schneider  
Treasurer: Karen Judd

## 2008-2009 School Calendar

**September 2** – Half day for 1-6 students

**November 4** – No school for K-12 - Elections

**November 12** – No School for K-6  
Parent Conferences

**November 13** -- No school for K-6  
Parent Conferences

**November 14** – No school K-12

**November 27 & 28** – No School K-12  
Thanksgiving

**December 20-January 4** – No School K-12

**January 19** – No School K-12

**January 23** – No School K-6

**March 25** – No school for K-6  
Parent Conferences

**March 26** - -- No school for K-6  
Parent Conferences

**March 27-April 5** – No School K-12

**April 10** – No School K-12

**May 25** – No School K-12

**June 10** – Last Half Day

**June 11, 12, etc.** Make up days, if needed

## Intervention Assistance Team

The Intervention Assistance Team (IAT) is a supportive, problem-solving forum in which parents and teachers can seek solutions and accommodations for students who are having academic or behavioral difficulty. The IAT is the first-response in studying and often solving problems before issues become more serious and require substantial interventions such as Special Education. The IAT sometimes refers students for Special Education evaluation if serious concerns exist and it has been documented that all reasonable regular-education remedies have been tried. Please do not hesitate to contact the classroom teacher or the principal to schedule a meeting if concerns arise.

## Special Services

A variety of support services are available to Ganiard students who are determined to be in need. Students with learning challenges are supported by our Resource Room teacher for portions of their day. Psychological and Social Work evaluations are available on the recommendation of the IAT team for students suspected of needing additional guidance. Speech and language services are provided for students with needs in those areas. Our Community Mental Health School Partnership Social Worker is available for individual, group, and family counseling under certain conditions. These services, as well as others, can be accessed through the Teacher Assistance Team, provided students meet eligibility guidelines.

## SCHOOL CLOSINGS OR DELAYS

Local radio and television stations will broadcast information concerning school closings during periods of inclement weather or other unforeseeable events. MPPS cable channel 18 will display details about any changes in the school schedule. Channel 18 can be accessed through the district web site.

Occasionally weather conditions necessitate an early dismissal of students. Since the District has two bus runs, the time given on cable channel 18 and local radio stations is usually for the first run, which is for high school and middle school students. Please check below what your child should do on an early-release day:

- Normal schedule (walk or bus)
- Pick-up by parent
- Other \_\_\_\_\_

## Passive Fund Raisers

In addition to our one fall fund raiser, Ganiard participates in a number of "passive" fundraisers. Look for details in newsletters for how to use your purchases at several local businesses, such as Meijer and GFS to support our school.

In addition we do collect **BOXTOP\$ for Education**, **Campbell's labels**, and empty ink cartridges.

## DISTRICT POLICIES

### Nondiscrimination Policy

It is the policy of the Mt. Pleasant Public Schools not to discriminate on the basis of religion, race, national origins, sex, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the United States Department of Education.

Questions or concerns regarding this policy should be directed to:

**Mt. Pleasant Public Schools**  
**720 N. Kinney St.**  
**Mt. Pleasant, MI 48858**  
**(517) 775-2300**

### Weapons, Drugs, & Alcohol Policy

The use of, or possession of, tobacco, alcohol, and drugs is forbidden and will lead to immediate suspension, ranging from 1-10 days. A conference involving the student, parents, teacher, and principal will be held before the student is allowed back in school.

State law requires that any student who brings a dangerous weapon to school will be immediately expelled. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, or a knife with a blade over 3 inches long, as well as a pocket knife opened by a mechanical device, iron bar, or brass knuckles.

The principal will report the incident to the appropriate authorities when a dangerous weapon is found "*in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is in route to or from school on a school bus.*"

### Harassment Policy

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member.

If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to a teacher, supervisor or the principal. All reports shall be kept confidential and will be investigated.

## **Student Records**

Parents are entitled to inspect their child's school records in the presence of a designated school official. An appointment to inspect records may be made by calling the school office. Records are never released without parent permission.

## **Confidentiality Agreement**

Anyone working or volunteering at Ganiard School will be required to keep confidential information gained through interactions with children and families. Parents and guardians trust that their children's conversations and actions will not be discussed in any way other than in a professional capacity and on a need-to-know basis. By agreeing to work or volunteer at the school, volunteers must agree to this policy.

## **Directory Information**

Photographic, video or electronic images of students and information generally found in yearbooks are considered part of directory information. Unless parents advise the Mt. Pleasant Public Schools that they do not want this information released, such images will be used in school publications, such as newsletters or yearbooks.

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## **Technology Resources Agreement**

When using any Mt. Pleasant Public Schools technology, including the internet, I understand that I am responsible for acting considerately and appropriately in accordance with the following guidelines:

- I will not damage computers, computers systems, or computer networks.
- I will not violate copyright laws.
- I will not use others' passwords.
- I will not trespass in other user's files, folders, or work.
- I will not intentionally waste resources.
- I will not send, display, or download offensive messages or pictures.
- I will not use obscene language.
- I will not harass, insult, or attack others.

I understand that any or all of the following sanctions could be imposed if I violate any of these policies and procedures regarding the use of Mt. Pleasant Public Schools technology resources, including access provided to the Internet:

- Loss of access to technology resources.
- Additional disciplinary action to be determined by the teacher and principal, in line with District policy.
- Legal action when applicable.

My child has my permission to use the Internet under these guidelines and the supervision of her/his teacher.

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

I agree to follow these guidelines. Student Signature: \_\_\_\_\_

# Ganiard Elementary School Pledge

*As Ganiard staff, parents, and students, we make these pledges to each other.*

## **As a Ganiard Staff Member . . .**

### **I pledge to . . .**

- Show that I care about all students.
- Provide high quality instruction.
- Have high expectations for myself, students, and other staff.
- Communicate regularly with families.
- Work with families to support the individual needs of students and encourage positive individual talents.
- Provide a safe and positive learning environment for learning.
- Read with my students daily.
- Respect the uniqueness of students and their families.
- Help students develop responsibility for their own behavior and learning.

### **I need . . .**

- Students who are ready and willing to learn.
- Respect and support from teachers, families and other staff and administration.
- Assistance from staff and administration in removing barriers which prevent me from doing my best for students.

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Teacher Signature

## **As a parent/caring adult . . .**

### **I pledge to . . .**

- Have high expectations for my child.
- Send my child to school regularly and on time.
- Make sure homework is completed.
- Communicate regularly with staff in order to support my child's learning, including attending parent teacher conferences.
- Make time to talk, listen and read with my child.
- Respect school staff and others and teach my child to do the same.
- Pay attention to written information from school newsletters, agendas, etc.
- Encourage good decisions about friendships and free time.
- Expect my child to work hard and have a positive attitude toward learning and school.
- Support school efforts to maintain discipline.

### **I need . . .**

- Teachers and staff who respect and support my role as a parent/caring/adult.
- Clear and frequent communication with school.
- A school community that supports families.

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Parent/Caring adult signature

## **As a Ganiard student . . .**

### **I pledge to . . .**

- Be on time and attend school regularly.
- Come to class prepared with all materials, homework, and a positive attitude to learn.
- Work hard and do my best.
- Talk with my family about what I'm learning in school.
- Ask for help and ask questions when I don't understand something.
- Respect and cooperate with others.

### **I need . . .**

- Teachers and school staff who respect me.
- People who believe I can learn.
- A school that is safe.
- Time with caring parents and adults.
- A family and community that support me.

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Student Signature