

**DR. JONAS SALK ELEMENTARY**  
17601 Fifteen Mile Rd  
Clinton Township, MI 48035  
586-439-6800



**2019-2020**

**PARENT STUDENT HANDBOOK**  
Mrs. Kristi Skladanowski - Principal  
Mrs. Amanda McKernan– Administrative Assistant

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# **SALK ELEMENTARY STAFF COLLECTIVE COMMITMENTS**

## **At Salk Elementary School, members of the staff:**

Collaborate to define and implement a challenging curriculum and effective instructional strategies that ensure learning of the essential learning objectives and competencies.

Monitor individual student progress toward intended learning objectives and competencies with a commitment to providing support and interventions that will ensure all students learn

Model and promote positive behavior within a supportive environment that is safe physically, emotionally and intellectually for everyone

Maintain high expectations for achievement, responsibility, and respect for all

Behave in a professional manner recognizing the importance of mutual respect and continuous improvement

Behave in a manner that reflects the belief that learning is more important than teaching. Learning is the true measure of success

Celebrate the success of all

**Dr. Jonas E. Salk Elementary**  
**17601 15 Mile Road**  
**Clinton Township, MI 48035**  
**586-439-6800**

Dear Parents,

This Parent/Student Handbook has been written to serve as a guide to school policies, procedures, and activities. It is intended for both **parents** and **students**. Whether you are new to our school, or a returning family, please take the time to review the handbook, as you will find it helpful in explaining many of our policies and procedures.

At Salk, we believe in open communication, and strongly believe that a partnership between home and school will help make your child's elementary school experience a positive one. If we can help answer any additional questions not found in the handbook, please feel free to call us and we will do our best to help find an answer to your question.

We have great expectations for our Salk students and we are confident that they will be successful this school year. Together, we will provide a safe and efficient learning environment where all students thrive.

Sincerely,  
Mrs. Kristi Skladanowski  
Principal  
Salk Elementary School

## **Mission: Learning for All – Whatever It Takes**

### **SALK ELEMENTARY VISION STATEMENT**

**Climate:** Our vision is to make Salk School an inviting, safe place where everyone can feel inspired respected, motivated and confident. Salk School will be a place where efforts and achievements are celebrated!

**Curriculum:** Our vision is to provide curriculum consisting of clearly defined academic goals with purposeful ongoing assessments that directs instruction. A pyramid of interventions will address learning needs.

**Students:** Our vision is to motivate students to become life-long learners who take pride in quality work and contribute responsibly as good citizens.

**Staff:** Our vision is to be a staff that is guided by shared goals. We will maintain high expectations for students while working individually and collaboratively to create conditions that promote student achievement.

**Community:** Our vision is to foster a partnership with parents based in mutual trust and respect with a commitment toward creating a positive learning community for all of us.

## **ABSENCE AND ATTENDANCE**

Attendance is the first order of business in our classrooms in the morning and again in the afternoon. It is very important that this be completed in a timely manner for the safety of all our children. You can help by calling the attendance line if your child will be absent. The attendance line number is **439-6890** is open at all times. The school messenger system will contact you by phone and e-mail if you forget to call; however, this slows the process. All parents are expected to use the attendance line. Attendance is a major factor in determining academic success. We monitor attendance very carefully. When a child misses 10 days, you will receive a letter from the office drawing your attention to the matter. If the pattern continues, the child's name must be submitted to the County Attendance Officer. This agency will schedule a meeting with the parents to discuss the situation. The "ten day" number does not include students who miss several days in succession due to illnesses such as measles, chicken pox, hospital stays, etc. Excessive absences will require a doctor's note. Any arrival after 10:00 a.m. is considered an absence rather than a tardy. Also, please note that removing your child from class early on a regular basis could result in a letter under the "tardy" clause due to some missed class time

## **ANNOUNCEMENTS**

Video announcements are shown in classes each day just after the morning bell and posted to our school website. At this time students may be reminded of: school closings, special events, or other general information. This is a time we also use to recognize or call students to the office for such things as good behavior, awards, birthdays, after school accomplishments, or other positive things going on at Salk. Our Broadcast Club does an outstanding job communicating what's happening at Salk!

## **ANNUAL REPORT**

Each school year all principals are required to prepare an annual report. This report contains information regarding school goals, student achievement, demographics and curriculum. A copy is available in the Salk office.

## ART

All children meet weekly for instruction in art. Samples of student work from various classes are displayed in the hallway of the school. A letter is sent home to parents recognizing the student for his or her art work. Please stop by the school to see your child's work.



## BAND

Instruction in band is offered to all 5<sup>th</sup> and 6<sup>th</sup> grade students. In 5<sup>th</sup> grade, all students begin the year with song flutes. After 10 weeks parents are given the choice of having their child continue with an instrument of their choice. If your child continues in band you will be expected to rent/buy an instrument. These children may continue receiving band instruction during 6<sup>th</sup> grade.



## BUS RULES

It is absolutely necessary that students realize the importance of appropriate bus behavior and that they follow the rules established by the driver while on the school bus. The school bus driver has a very important job to perform. Unnecessary distractions from driving compromise the safety of all students riding the bus.

Pupils who continually cause disruptions on the bus may be suspended from riding. Bus transportation is a service provided to students and their parents.

Students may ride only on their assigned bus unless they have completed an alternate request form which can be found on the district website under the Department of Transportation. **[Non-bus/School of Choice students are not allowed to ride the bus.](#)**



## BICYCLES

Fourth through sixth grade students are allowed to ride their bikes to and from school. A form must be completed and sent to the office before a student may ride his or her bike. All bikers riding in the street must ride as close to the curb as possible. If students do not abide by the rules they may lose their bike privileges. **Parents should be advised that the school cannot assume responsibility for bicycles brought to school.** Bikes must have locks. Also, please frequently review the rules of safe bike riding with your children.



## BUILDING USE

Schools are community educational institutions serving not only children, but all of the people and all of the organizations within the community. Since the schools have been established for the primary purpose of facilitating the instructional program for the pupils, the interests of this program have first priority in determining the use of the school.

Any organization wishing to use the school may fill out a Facility Use Form that can be accessed on our district website in the Business Department. [Upon approval, please contact the Salk Office for additional procedures and protocols.](#)

## CAMP

Sixth grade students at Salk attend an Outdoor Education Program each Fall. Activities are planned that are educationally sound as well as fun. Since camp is a self supporting program, a fee is assessed to each camper. An informational meeting is held in the fall of their sixth grade year.



## **COMMUNICATING WITH TEACHERS**

We encourage parents to contact their child's teacher if they have a concern they wish to discuss. Teachers are free to receive calls during their planning/preparation periods and before or after school. If you call while a teacher is in class, you will be directed to the teacher's voicemail where you may leave a message so that your call can be returned. You are also encouraged to check the teacher's homeroom course on ItsLearning, our school website and utilize teacher's email. The district web site address is: <http://www.fraser.k12.mi.us/>. Teacher's email addresses can be found on Salk's website. Please allow 24 hours for a reply.

## **21<sup>ST</sup> CENTURY LITERACY CLASS**

All students attend the 21<sup>st</sup> Century Literacy Class each week. Students will meet in the computer lab once a week for 40 minutes. The purpose of this class is to teach skills necessary for learning in the 21<sup>st</sup> Century, such as internet safety, appropriate use of email and taking care of electronic devices. Students in grades 3-6 will be given an iPad to use for learning. If appropriate paperwork and permissions are granted by parents, the iPad may be brought home by students. The iPad is a learning tool and it is expected that students follow the Acceptable Use Policy (AUP). Students in Grades K-2 have iPads available to them in their classroom for learning.

## **CONFERENCES**

Scheduled Parent-Teacher Conferences are held each year. Parents must sign up for their conference times online using Sign Up Genius. Student-involved conferences are done in the Fall. We urge all parents to attend these very important conferences with your child. If you wish an additional conference at any time, please call your child's teacher to arrange it for you.

### **DAILY SCHEDULE**

Office hours .....	8:00-4:00
Grades K-6 .....	8:35-3:30 (First Bell 8:30)
Lunch .....	11:50-1:15
A -	11:50-12:10
B -	12:10-12:30
C -	12:35-12:55

Students also have an afternoon recess.

### **DRESS CODE**

Common sense and propriety are the basic guidelines to determine appropriate dress for students. Most forms of dress are acceptable for students as long as they are neat and clean and do not interfere with the educational process. Please be advised that while we dislike having to have these difficult conversations regarding inappropriate dress, that are sometimes necessary to maintain the integrity of the learning process, we will use our best judgment when determining this.

The following guidelines have been established district wide in order to maintain a positive learning environment.

The following types of clothing are inappropriate for school and **WILL NOT BE ALLOWED:**

- \* Outdoor wear (coats, jackets, vests, raincoats, etc.) in classrooms, halls, and cafeteria
- \* Hats, caps, bandanas, or other head coverings are not to be worn in school with the exception of special spirit days or religious reasons
- \* Shorts should be mid-thigh or longer
- \* Bare midriff tops, halters, thin strapped tank tops, muscle shirts, and mesh clothing
- \* Sunglasses are for outdoor use, unless a written prescription from a doctor is provided

The District Student Code of Conduct lists additional restrictions primarily pertaining to secondary students.

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### **EARLY ARRIVAL**

Students are not to arrive at school until 8:20 a.m., unless assigned to a safety post (8:15 a.m.) Latch Key is available from 7:00 a.m. until 6:00 p.m. if your child must arrive early or remain after school. With the exception of Kindergarten, students will only be allowed to wait inside the building on rainy days or days when the weather is colder than ten degrees. Safeties will direct students inside when conditions call for indoor line-up.

### **EMERGENCY FORMS**

Emergency forms for each student are kept in the office and should be updated each year. The forms provide us with necessary information in case of an emergency at school. The form also lists your work phone numbers. If during the school year this information changes, it is important that you notify the school office. **For the safety of our students, they will only be released to individuals named on the emergency form. ID will be required.**

### **EMERGENCY CLOSING OF SCHOOL**

There may be occasions that necessitate closing of school for the safety and well being of students and staff, i.e. snow, ice, utility failure, civil defense, etc. If closing is required, parents will be notified through our School Messenger system. Parents will be notified by text, email, or phone depending on the situation. All personal information should be kept up to date in case we need to get in touch with you.

Only in extreme emergency circumstances will school be closed during the school day. In the majority of situations, it is safer for students to remain in school rather than be released. If, however, it should become necessary to close school during the school day, the following procedures will be followed:

School Messenger system will be utilized  
Walkers released for home

Buses make their take home runs with elementary first

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if dismissal is prior to 12:00 and last if dismissal is after 12:00 (each run, Elementary, Middle School, and High School requires approximately 30 minutes)

Closing school during the school day by its nature will be confusing. We may not be able to contact all parents. Please review thoroughly with your children what they should do in an emergency situation.

**STUDENTS SHOULD HAVE MORE THAN ONE ALTERNATIVE HOME TO GO TO.**

### **EMERGENCY WEATHER POLICY**

Whenever there are severe weather forecasts and/or tornado watches or warnings, the following procedures will be followed:

A severe rain occurs at the time of dismissal: The building principal shall make a decision regarding dismissal based on the dress of the students, the duration of the heavy rain, etc.

A TORNADO WATCH alert during school hours:

Students will remain in school to avoid panic, confusion and other safety risks inherent in dismissing school early, i.e. parents not home, emergency contact not home, dropping students at bus stops without parent notification, etc. Parents wishing to pick up their children during a TORNADO WATCH may do so without loss of attendance credit. Students MUST be signed out in the office.

A TORNADO WARNING alert while students are still in the school building: The students SHALL be kept in school and tornado drill procedures will be followed. A specialist in tornadoes and architecture has designated shelter areas in each building. It should be understood that school buildings are not designated as Tornado Shelters. However,

places in the building have been designated as the safest possible areas in case of emergency. A TORNADO WARNING is the most severe alert given.

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The WARNING is only given if a tornado has been sighted in the area. Movement in and out of the building due to parents picking up students during a WARNING should not occur.

Picking up students puts the children, staff, and the parents in unsafe areas inside and outside of the building. Because of this, we ask that parents NOT pick up their children during a TORNADO WARNING. Tornado drills are held in the fall and the spring so that students know safe areas in which they will remain during possible tornado watches or warnings.

### **FIELD TRIPS**

Field trips are arranged at the teacher's discretion and in relationship with the curriculum. Permission slips are sent in advance to give parents necessary dates, times, and other important information. Some field trips will require payment. If you willing/able to chaperone a background check will be required.

### **FIRE/CRISIS DRILLS**

We practice a variety of crisis drills at schools including fire, tornado, severe weather safety, and lock down drills. We schedule five fire drills per year. Students have assigned areas to go to during these drills which are supervised by teachers. Two severe weather drills are conducted each year as well as three lock down drills. All dates are listed on the website post drill??

### **FOOD POLICY**

The District does not allow the delivery of food and beverages from outside vendors or fast food establishments for a student's breakfast or lunch meal. All meals are to be provided by either our Food Service program or prepared at home and sent with your student.

Outside food delivery is a safety concern. We do not want to have strangers and people that we do not know coming to our buildings with

delivery bags. It also is a workload issue for office personnel. Managing multiple food deliveries during lunch time becomes an additional responsibility for our office staff.

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The District works hard to provide a variety of healthy, good tasting food in its cafeterias and students are always free to bring their own lunch to school. We will continue to follow our past practice of making sure students receive lunch if they forget to bring one from home.

### **H.E.A.R.T.**

Health, Education, Awareness, Resource, Training, H.E.A.R.T. is also a special class. All children (except Kindergarten) meet weekly for instruction.



### **INTERNET ACCEPTABLE USE POLICY**

The Internet is an electronic highway afforded to all students of Fraser Public Schools, connecting thousands of computer networks all over the world with millions of individual subscribers.

The use of the Internet puts current information at the user's fingertips.

The Internet provides access to electronic mail, college and university libraries, museums, and a chance to exchange information with people throughout the world.

Fraser Public Schools has developed an Acceptable Use Policy to insure that the Internet is used properly for educational purposes at the elementary level. Internet use is under the direct supervision of the teacher. Also, please monitor your child's email and social networking activity i.e., Twitter, Facebook, Instagram, Snap Chat, Tik Tok etc.... Cyber bullying will not be tolerated, and can be viewed as an extension of school if threats or bullying are made to another student using these networks.

If you are interested in seeing a complete copy of the Fraser Public BYOT Policy please refer to the website: <http://www.fraser.k12.mi.us/>.

### **KINDERGARTEN ROUND-UP**

A kindergarten round-up is held for all incoming district kindergarteners at Salk in the spring. Parents are given general information and registration materials at this time. An additional Open House takes place in the fall.

### **LATCHKEY**

Latchkey is available each school day from 7:00 A.M. until 8:35 A.M. and after school from 3:30 P.M. until 6:00 P.M. There is no latchkey program on days when school is closed. However, latchkey is available on teacher in-service days. Children must be registered by their parents. The children who participate in the morning program must be taken to the latchkey room by a parent or guardian.

Those participating in the afternoon program must be picked up and signed out by a parent or guardian. For information concerning fees, please contact the school office. Parents can register online on the Fraser website or in person during normal Latchkey hours. **Please note that if your child does not have an Emergency Use Latchkey Registration form on file and your child(ren) are not picked up promptly, local law enforcement will be contacted. This form is sent at the beginning of the year.**

### **LIBRARY**

Children are scheduled to visit the library each week. During this time, they may check out two items for one week. Children with overdue books will not be allowed to take out new material.

Parents are responsible for lost or missing library material. Reminders are given to the students through the teachers. If an item is not found parents will receive a letter indicating the replacement cost.



## **LICE**

When a case of head lice is reported to the school, the child's class is checked. Notices are sent home with each student in that class to alert the

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parents of a potential problem. Also, classrooms of brothers or sisters of a reported case are checked and notices are sent home.

A child must be nit-free to return to school. Children will not be allowed back until all eggs have been removed and the child is checked in the office upon returning. This is in accordance with the Fraser School Board Practice. Returning students must be checked in advance by the building principal.

## **LOST AND FOUND**

A Lost and Found box is located in the main office. Please check the box on a regular basis for items your child may have lost. Items not retrieved during the year will be donated to a local charity.

## **LUNCH TIME**

The lunch period is organized into three periods between 11:50 and 1:15. Students eat during one portion of this time and have recess for the remaining portion. Students who leave school with a parent must be signed out in the office and should return by the end of their scheduled lunch.

Lunches and milk are available for students to purchase. Lunches MUST be ordered at least one day in advance. Menus are sent home each month. Free or reduced price lunches are available for students who qualify. Applications are available in the school office or on the district website and must be completed each year.

Children eat lunch in the gym and are supervised by lunch supervisors. Lunch supervisors are usually Salk parents, however, they are paid by

the Fraser Public Schools for their time. Children are to behave as they would if the teacher were present. Courteous behavior is expected.

**If you are interested in working as a lunch supervisor, call the school office for information.**

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Salk also offers a breakfast program for those students who wish to eat breakfast at school. Students eligible for free or reduced lunch prices are also able to receive breakfast at free or reduced prices.

### **MEDICATION**

All prescription medication **MUST** to be brought to the Salk main office by a parent. Students are not to carry medication to school. Medication must be in the original prescription bottle from the pharmacy and labeled with the pharmacy label with no corrections.

**Absolutely no medication will be given to students without a school release form, signed by a parent, on file in the school office. There will be no exceptions.** Medications other than prescriptions may be locked up in our medical cabinet for incase of emergency purposes. Both prescription and non-prescription forms can be found on Salk's website.

A medical meeting may be necessary depending on the severity of your child's medical needs.

### **PARENT COMMUNICATION**

Weekly School Messenger email blasts are available on the Salk Website. It contains current information and the website is updated regularly. The School Messenger contains valuable information and we urge all parents to read it. The weekly information will be emailed each Sunday via School Messenger. Be sure we have your current email address on file.

### **PARENT INVOLVEMENT**

There are many opportunities at Salk for parents to become involved. Parents are encouraged to become part of as many organizations as their time will allow. The best way to become involved is to let your child's

teacher know that you are available. Also, attending our P.T.O. meetings provides opportunities to participate in school wide activities and events. If you are able to volunteer, we ask that you keep non-school age children home to allow this special time with your student(s).

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### *Parent Involvement Policy*

Jonas Salk Elementary believes that a partnership between parents and the school is essential in providing students with the best possible education.

#### *Goals:*

1. To help parents work with their children at home.
2. To involve parents in classroom & school activities.
3. To effectively communicate with parents.
4. To assist parents in making sound decisions involving their children.

#### *Objectives:*

To have parents, staff, and students working together to provide the best education for all students!



#### *Involvement:*

These are just a few of the ways that Salk Elementary involves parents:

1. Weekly communications by staff and office
2. Classroom notes home (weekly & daily)
3. Regularly check in student progress
4. Report Cards
5. Meet-the-teacher night
6. Curriculum nights
7. PTO Meetings
8. Parent/Teacher Conferences
9. Ice Cream Social
10. School Picnics
11. Field Trips
12. Classroom helpers/Parent Volunteers
13. Regular check-in on ItsLearning Courses

## 14. Email

### *Parent Involvement Produces:*

1. Happy children
2. Fewer absences
3. Completed homework
4. Better grades and test scores  
children
5. Postive attitude
6. Improved behavior
7. Enhanced Communcation
8. More responsible

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At Salk we recognize that parents are very busy, too. We know that it is not always possible to help out at school or in the classroom. However, taking the time to read our school webpage, check your child's book bag nightly, read any notes/emails from the teacher or school, and encourage your child to do and be his/her best is ALL we ask!

**We could not do the job we do without you! We thank you for all of your support toward making Salk a special place to work and learn!**

### **PARKING**

Salk's main parking area is off of 15 Mile Road. Busses park in front of door 9 - the main door off of the parking lot. Children should not be crossing except in the designated crosswalk and adults should be present our K-3 students. You will notice that we have a sidewalk that students should be taking to that crosswalk. You will also notice that we have a loop in front of our school entrance. This loop will be for parents dropping off their children in the morning. In the afternoon, this loop will be closed.

**Please remember to follow the signs.** It is particularly important during arrival and dismissal times and when we have special events. Please also honor the handicapped spaces that are available in the parking lot and drop off loop.

### **PHYSICAL EDUCATION**

Salk students participate in physical education class once per week. All students must wear gym shoes to be involved in the physical education class. Kindergarten students have gym twice a week.



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### **PROTECTIVE SERVICES**

If any school personnel suspect any form of child abuse, the teacher or principal is required by law to inform Protective Service. That agency will immediately meet with both the parents and the child to investigate the matter.

### **P.T.O.**

P.T.O. meetings are held throughout the year and all parents are welcome. P.T.O. sponsors many projects that enhance the regular school program. They also sponsor several fun activities promoting family involvement.

P.T.O. officers include President, Vice President, Secretary, and Treasurer, and Executive Assistant. The officers organize the various committees of Salk's P.T.O.

### **RECESS**

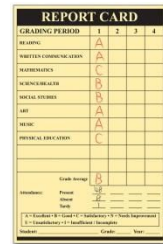
Students have recess during the lunch period and some grade levels have an additional morning and/or afternoon. In general, if a student is well enough to come to school, the student is well enough to take part in all school activities including outdoor recess. There are exceptions, a student may be excused from outdoor recess, for a short time, by a written parent request. **If an extended exclusion is necessary a doctor's note must be presented.**



All outdoor recess rules must be followed. These are posted in all classrooms. During extreme cold (10 degrees or lower) or inclement weather, outdoor recess periods are canceled and indoor recess periods are held. Students must become involved in quiet indoor activities during these times. Tag and other running activities are not allowed during indoor recess periods. Students are required to follow the school rules which are posted in each classroom.

### REPORT CARDS

Report Cards are an opportunity to view your child's educational progress during trimester intervals throughout the school year. Cards are sent home with the students, or mailed home depending on the time of year.



### SAFETY PATROL

Sixth grade students may apply to the teacher sponsor to serve on Safety Patrol. These students monitor line-up at bus stops and supervise the ride to school. They are also responsible for crossing our walkers at designated corners and monitoring student behavior along the way. They report problems directly to the teacher in charge of Safety Patrol. We ask that all students and parents respect our safeties and their rules. **Please note, Safety Patrol is a privilege and can be taken away.**

### SCHOOL PICTURES

All children have their pictures taken in the fall and the spring. Flyers are sent home in advance with complete details. If you choose to purchase the pictures, they must be paid for in advance in the fall. Spring pictures are paid for if you choose to keep them or packets may be returned to the school.

A class composite of all sixth graders and their teachers is available in the spring of the year. A large composite of the graduating class is displayed in the school entrance hallway.

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### **SCHOOLS OF CHOICE**

All Schools of Choice registrations are handled through our Administration Building. Requests can be made by calling 586-439-6800 for information regarding attending any of our Fraser Schools.

### **SERVICE SQUAD**

Fifth grade students may apply to the teacher sponsor to serve on Service Squad. These students supervise line-up before school begins and serve as aides for teachers. They also assist our lunch aides during the lunch period. They report problems directly to the teacher in charge of Service Squad. **Please note, Service Squad is a privilege and can be taken away.**



### **SIGNING CHILDREN OUT OF SCHOOL**

If you need to take your child out of school for any reason, you must sign your child out in the school office. This procedure would include things like doctor's appointments, etc.

Parents must send written permission or call if a child is to be released to another adult not listed on the emergency card. **ID will be required** when checking a student out. Please notify the office of any unusual circumstances regarding custody situations or other circumstances which might create a potential problem. **Students will not be pulled out of class until parents have arrived to ensure that maximum class time is being utilized for the student's benefit.**

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## **SPECIAL EDUCATION**

Fraser Public schools has numerous special education programs available to our students. Social work, speech impairments and language impairments, and mental impairments are some of the special needs for which we offer services. Placement in these programs is made through a referral followed by an evaluation from special education personnel.

## **STUDENT CONDUCT**

Fraser Public School's students are expected to conduct themselves in a polite, orderly manner. We expect them to show respect for themselves, teachers, other students and adults, and school property. The Fraser Board of Education reserves the right to expel any student indefinitely who is guilty of gross misdemeanor or persistent disobedience. At Salk, we try to use a positive approach to student behavior. Expectations are clear, they are modeled and practiced, and we try to acknowledge/reward positive behavior. Teachers use conventional discipline methods in the classroom and send children with persistent behavior problems to the principal's office.



These are the rules we expect children to follow at Salk:

**Be Safe**  
**Be Responsible**  
**Be Respectful**



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At Salk we have a Positive Behavior Intervention Support (PBIS) program. However, if a child chooses to disregard the school rules, the following procedures will be followed:

**BEHAVIOR NOT FOLLOWING SCHOOL RULES**

If a student chooses to behave in an unacceptable manner and/or fails to follow our school rules he or she will receive a Think About It Form or an Office Referral Form. At Salk we make sure our students are aware of the expectations. We hold a behavior training day every September and January as part of our PBIS program.

**LUNCH BEHAVIOR**

Students who choose to disrupt the lunch period will:

**First offense** - Receive warning from lunch supervisors

**Second offense** - Report made to principal

**Subsequent offenses** – Think About It forms are used for minor offenses whereas an Office Referral is used for a major offense. Three minor offenses during a short period of time equals an office referral.

## **VANDALISM**

If a student defaces school property, a police report may be filed, parents will be billed for all repair work, and the student may be given a school suspension.

## **SUBSTANCE ABUSE**

Students who use or bring to school drugs, alcohol, or any related substances or materials will have the following consequences:

- Parents notified immediately
- Police contacted
- Receive school suspension

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## **STUDENT COUNCIL**

Student Council is an organization of students under the direction of a teacher sponsor(s). The group organizes many special activities throughout the school year. The Student Council also sponsors various fundraising activities and community projects. Student Council officers are elected by the students. Room representatives are then elected in the individual classrooms in grades 3-6. Student Council Officers are voted in during spring the previous school year. Classroom representatives are voted in the fall of the current school year.



## **STUDENT ILLNESS**

If a child becomes too ill to remain in school the parents will be called immediately. It is necessary that children with colds, sore throats, and coughs remain at home until recovered to avoid infecting other children. Children are expected to participate in all school activities when they return to school except in special situations or with a doctor's note.

Doctor notes are not required for doctor appointments or an absence unless it is an extended period of time.

### **STUDENT INJURY**

Any student injury that may require medical attention will be reported directly to the parents as soon as is possible. The teacher will use their discretion as to the extent of the injury, but will let the parent make the final decision as to whether they should be picked up or not. If the parents cannot be reached, the emergency number listed on the student emergency card will be called. If no one can be contacted in a serious emergency, the student will be transported to the nearest hospital by the fire department or available ambulance service.

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### **STUDENT SAFETY**

Our entrance to the building requires all visitors to enter our school through the main doors and into the office this includes arrival and dismissal times. For security purposes, all doors **EXCEPT** the main doors will be locked. A badge system for visitors, volunteers and guest teachers has been implemented district wide. Everyone should report to the office upon entering the building. **ALL Visitors, volunteers, and guest teachers will be asked to ring the bell and show ID before signing in.** All Visitors will receive a badge to wear while in the building. We appreciate your cooperation in implementing this system—its purpose is just one way of ensuring the safety of our staff and students.

### **TEACHER PROFESSIONAL DEVELOPMENT/PLC**

In order to remain current in the field of education, our staff will have scheduled in-services at various times throughout the school year. Some staff development sessions are district-wide, while others may be only for our Salk staff. Every effort is made to notify parents through the District calendar distributed at the beginning of the year, as well as

school messenger communication so that appropriate childcare arrangements can be made. When staff development is for an early release, Latch Key services will be available.

### **STATE ASSESSMENT PROGRAM**

The M-Step Assessment is required by the State for all students in grades 3-6. Testing is done online.

### **WORKBOOKS AND SUPPLIES**

Our school provides all required textbooks and supplies. Occasionally, teachers like to use items unique to their classrooms. In that event, they may ask that children bring those items or request funds for their purchase. This is suggested but not a requirement.

When students are issued books for their use they are expected to take care of them. Any unnecessary markings or destruction of school property will require that the child replace the damaged article. Since replacement requires purchase of a new item, the child will be charged the current retail price.

### **VISION AND HEARING SCREENING**

Students in designated grades are tested for vision and hearing impairments once a year. If your child does not pass the first screening he or she will be retested. If problems are still detected you will be notified by mail so that you can take further action.

## VOCAL MUSIC

All children meet each week for instruction in Vocal Music. The Vocal Music Department organizes two performances each school year with performances at the Fraser High School auditorium.

## WEBSITE

Visit the Salk website at: <http://www.fraser.k12.mi.us/> for the latest updates and school news.

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### FRASER BOARD OF EDUCATION

33466 Garfield

Fraser, Michigan 48026

439-7000

#### Board of Education

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#### Board of Education Meetings

The regular monthly meetings of the Board of Education for the Fraser Public School District are held at the Board of Education Offices, 33466 Garfield Road, Fraser, Michigan at 7:30 P.M. on the second and fourth Monday of each month except for December, July, and August. These

three months meetings are the first and third Mondays of the month.  
Meetings that may be held at other locations will be posted.

### Administration

Carrie Wozniak, Superintendent

Donna Anderson, PhD, Assistant Superintendent

Kerry Terman, Human Resources Director

Laurie Videtta, Business Manager

Denis Metty, Director of Special Education

Daniel Waters, Operations & Maintenance

Troy Lindner, Director of Technology