

# AUGUST KEPPEN SCHOOL

## 2003-2004 INFORMATION FOR PARENTS AND STUDENTS

**School Hours** Students enter the building at 8:25 A.M. each day and classes begin at 8:30. Morning kindergarten is dismissed at 11:35 each day. Afternoon kindergarten begins at 12:10. Afternoon dismissal is at 3:15 P.M. every day.

Lunch times are 11:35-12:10 for grades K-3 and 12:10-12:45 for grades 4-6. We do not have lunch recess. All students are expected to stay at school for lunch unless parents have notified the school that they will pick the child up at lunch time.

**Arrival and Dismissal** Please time your child's arrival at school for 8:25 A.M. Afternoon kindergarten students should arrive at 12:05. Early arrival is not safe for students, since they are not allowed to enter the building early.

All students are expected to go directly home after school. If you are meeting a student, please be on time. We do not have facilities for students to wait after school.

The playground is not supervised before or after school. Students who are on the playground early or do not leave at dismissal may be subject to discipline.

**Leaving School Early** Please make every effort to schedule appointments so that children do not have to leave school early. However if early pickup is unavoidable, remember that a parent or responsible adult must come to the office and sign the child out.

**Waiting For Students** Parents who meet their children at dismissal should wait *outside* the building until the class comes out. This helps children learn to do things independently and also allows our boys and girls to get out more quickly. All children must walk to their assigned doors with their classes and be met there.

Remember that there is a \$100 fine for stopping cars on the school side of the street. Children must be dropped off and picked up across the street. *Everyone* must walk to the corner and cross with the Safeties before going to cars. Also, **parents should never come into the parking lot or onto the playground to drop off or pick up their children.** It is very dangerous to have students walking through the parking lot.

**Attendance** Regular attendance is very important to your child's education and to learning responsibility. Please make every effort to have your children in school, on time, every day that they are well. Help them learn the importance of good attendance and punctuality. If your child must be absent, be sure to call the school office (389-0232) between 8:00 and 9:00 A.M.

**Tardiness** Definition: A tardy will result if the student is not completely within the classroom when the final bell rings. A safety will be considered tardy at 8:35 A.M. If your child must be late because of a medical or dental appointment, be sure to bring a note signed by the doctor.

**Behavior** The behavior expected from students at school is a combination of common courtesy and safety considerations. In support of school policy, classroom rules and procedures are developed by individual teachers. All students are expected to show respect for school staff, to behave in a safe and courteous manner, and to obey the rules at all times.

**Fighting** Fighting will not be tolerated at Keppen School. All students involved in a fight will be disciplined, regardless of who started it. The normal punishment for fighting is suspension.

**Bicycles, Skate Boards, Roller Blades, etc.** Students are not allowed to ride bicycles to Keppen School. We do not have adequate facilities for their safekeeping. Lincoln Park Schools have banned skate boards, roller skates and roller blades from school property at all times.

**Breakfast and Lunch Program** The breakfast and lunch program will begin on Thursday, September 4, 2003. The price of lunches has been increased to \$2.25 for this school year. Free and reduced price breakfast and lunch will be provided for those who qualify. The approval process takes about two weeks after you send your application to school. I encourage all eligible families to apply, even if you will only use this service occasionally.

**Arriving for Breakfast** Students coming for breakfast will line up at the Mill St. door nearest to the gym and wait for the breakfast aides to take them into the gym. Breakfast students enter the school between 8:00 and 8:15. Anyone arriving after 8:15 will not be allowed in for breakfast.

**Lunchroom Rules** In order to make the lunchroom a pleasant place for all, certain rules must be followed. Please review these with your student. Your support for proper behavior will help to make a relaxed and enjoyable atmosphere for all.

***SAFETY:***

1. No glass containers or carbonated beverages should be brought to school.
2. Students staying for lunch are not permitted to leave the school grounds.
3. All lunch bags and boxes must be clearly marked with the student's name.
4. Bag lunches should be ready to eat. We do not have facilities to heat meals for students.

***BEHAVIOR:***

1. Students must be lined up quietly.
2. Taking cuts in line is not permitted.
3. Students who are disruptive will be sent to the end of the line.
4. Students are to sit at their assigned table and remain seated.
5. Students must ask permission to leave their seat for any reason.
6. The last five minutes of each lunch will be quiet time.
7. Appropriate behavior is expected in the lunchroom.
  - Eat quietly. No loud talking or shouting.
  - Eat your own lunch. No exchanging food.
  - Throwing food is never allowed.
  - Clean up your area before you leave.

**Conferences with Teachers** We encourage you to contact your child's teacher whenever questions or problems arise. *Please call for an appointment before coming to school.* In order to maintain a productive learning environment, classroom interruptions by visitors are discouraged.

**Emergency Information** It is very important that we have current phone numbers for yourself and also a friend or neighbor we can call if you are not available. Although we do our best to safeguard students at all times, accidents and illnesses do occur. Please be sure to let us know if this information changes during the year.

*We assume that anyone whose name is on the emergency card may be allowed to pick your child up from school. If there is someone who should not pick your child up from school, be sure that person's name is not on the emergency card.*

**Gum** Keppen School has a strict NO GUM rule, which applies to candy as well. Students are expected to comply with this policy at all times. If teachers allow gum or candy occasionally as a reward, children are not allowed to take it out of that classroom.

**Homework** Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Teachers are encouraged to assign a reasonable amount of homework each day.

**Lost and Found** All clothes, lunch boxes, balls, etc. are placed in the "Lost and Found" near the office. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification.

**Media Center** The Media Center is open on a regularly scheduled basis, and is supervised by the Media Teacher. Media instruction is part of the regular curriculum and proper behavior is expected at all times. Students assume full responsibility for materials checked out of the Media Center. If a book is lost, misused, or damaged beyond reasonable wear, the student must replace the book.

**P.T.A.** Keppen School has a very active P.T.A. Meetings are held monthly, beginning in October. All parents are encouraged to participate.

**Parent Concerns** Parents are encouraged to contact the school whenever they have questions or concerns. Lincoln Park Schools' policy states that classroom concerns should be discussed with the teacher first. Please call ahead to arrange an appointment.

**Recess** Weather permitting, students are given a morning and afternoon recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Lincoln Park Schools' basic guideline for outside recess is a wind chill factor of 10 degrees. Students should always come dressed for the weather and assume that there will be outdoor recess.

**Textbooks** If a workbook or textbook is lost, misused or damaged beyond reasonable wear, the student will be responsible for replacing the book. Students will be charged for textbooks that are not returned at the end of the year and their report cards will be held until the fine is paid.

**Tobacco Free Schools** Effective 9/1/93, **Michigan Law prohibits smoking and the use of tobacco products in school buildings and on school grounds.** Please remember this law while you are waiting to meet your child at dismissal. Parents and chaperones should also follow the no-smoking rule on field trips and other activities. We appreciate your cooperation

**Unauthorized Articles** Students should not bring toys (including CD players) or other unusual items to school unless they are intended for a specific purpose in the classroom. Any such items which are brought to school must be approved by the classroom teacher in advance and used only inside that classroom.

**Visitors** Parents are always welcome at school. However, for the safety of our students, **all visitors must get a pass from the office whenever they enter the building and return it when they leave.** All staff members are instructed that anyone without a pass should be directed to the office. Visiting classrooms during instruction is at the discretion of the teacher.

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