

*South
Elementary School*



*STUDENT/PARENT
HANDBOOK*

*South Elementary School
2522 Greenly Street
Hudsonville, MI 49426
669-9362 (phone)
896-1160 (fax)*

<http://www.hudsonville.k12.mi.us/HPS>

PRINCIPAL'S WELCOME

I would like to welcome each family to South Elementary School for the 2014-2015 school year. Each new year brings changes, challenges and rewards. It is my hope that you will note the schedule and program changes in this handbook, use it to deal with any challenge that presents itself, and be rewarded with a productive and enjoyable school year.

The purpose of this handbook is to help answer some frequently asked questions concerning the daily operation of the school. Use it as a guide for initiating conversations with your child concerning behaviors and procedures. Your knowledge and support of this information can help reinforce the expectations we hold for your child at school.

We value each child as an individual at South Elementary School. School staff work diligently to modify our instruction and programs to meet the needs of our unique learners. We highly encourage positive participation by parents as we team together in this process.

Best wishes to each of you in the year ahead. Let us work together to make it the best year yet for South Elementary.

Sincerely,

Mark Heagle
Principal

SOUTH ELEMENTARY STAFF 2014-2015

Anne Johnson, Pre-Kindergarten (23102)
Linda Boeve, Pre-Kindergarten (23203)
Katie Newenhouse, Kindergarten (23103)
Toby Jurewicz, Kindergarten (23101)
Holly Corrigan, Kindergarten (23100)
Lisa Sikkema, 1st Grade (23107)
Susan Lokers, 1st Grade (23105)
Dawn Nederveld, 1st Grade (23104)
Lisa Kissane, 2nd Grade (23207)
Lindsey Broek, 2nd Grade (23205)
Celeste Hoekema, 1st Grade (23206)
Amy Jurewicz, 2nd Grade (23204)
Amanda Hultink, 3rd Grade (23202)
Jennifer Schut, 3rd Grade (23200)
Diane Kahler, 4th Grade (23300)
Holly Vermaire, 4th Grade (23302)
Cyndy Fischer, 5th Grade (23301)
Brad Nederveld, 5th Grade (23303)
Aimee Paul, Resource Room (23509)
Kathleen Finlayson, Resource Room (14400)
Erika Novoselich, Music (23405)
Celine Nienhouse, Art (23208)
Chris VanAntwerp, Physical Education (23401)
Pam Vandertol, Speech Therapist (23513)
Ashley Golin, ELL (23508)
Linda Luyk, Media Center (23108)
Vicki Rittenhouse, Media Center (23108)
Lisa Keskitalo, Social Worker (15568)
Kate Randall, ASD Consultant (23507)
Ashley Greenan, School Psychologist (11110)

*PLEASE VISIT OUR WEBPAGE
FOR STAFF EMAIL ADDRESSES

SOUTH ELEMENTARY STAFF 2014-2015 (continued)

Kelly Guss, Instructional Paraprofessional
Stephany Houseman, Instructional Paraprofessional
Anne Leifer, Reading Paraprofessional
Laura Ulberg, Instructional Paraprofessional
Erica Bowers, Instructional Paraprofessional
Amy Rice, Instructional Paraprofessional
Katie Dunn, Instructional Paraprofessional
Rebecca Budde, Instructional Paraprofessional
Diana Joostberns, Instructional Paraprofessional
Brittany Jones, Overload Paraprofessional
Mary Spoelhof, Overload Paraprofessional
Katelyn Oosterhouse, Overload Paraprofessional
Katy McCaul, Special Education Paraprofessional
Gwyn Zwiers, Special Education Paraprofessional
Pam Ihle, Noon Hour Supervisor
Mike Cook, Custodian (23409)
Deb Doezema, Custodian
Missy Ulberg, Custodian
Beth Visser, Food Service (23402)
Amy Strating, Secretary (23500)
Mark Heagle, Principal (23501)
Eagles Nest at South (669-5058)

SOUTH MISSION STATEMENT

We, the South School Family, believe all students are individuals and are capable of learning. Our goals are to provide students with opportunities to reach their highest potential, and to nurture respect, responsibility, and a positive self-image. Meeting these goals will develop collaborative and productive members in our society.

We recognize that success can only be achieved through the cooperation of staff, students, parents, and members of the community in a welcoming and safe environment.

TITLE 1 SUPPORT

South Elementary offers Title 1 support services in math, reading, and writing for eligible students. When students fall significantly below grade level expectations in these content areas, additional supports are provided by teachers and paraprofessional staff. Parents are notified that their child is eligible via phone or letter. Other supports for parents include information sessions and district events focused on literacy and math. Parents are highly encouraged to partner with us through the implementation and evaluation of our Title 1 support. Additional information can be obtained by contacting the building principal or visiting our website.

SCHOOL IMPROVEMENT FOCUSES

The staff of South Elementary School will focus on three formal goals touching on all curriculum areas: reading, writing, and math. Science and social studies will be addressed under the reading goal which is to help our students better comprehend non-fiction text.

INFORMATION RELATED TO FREQUENTLY ASKED QUESTIONS

ABSENCES AND TARDIES

Regular attendance is one of the key factors in experiencing a successful school career. We encourage regular, timely attendance. School staff monitor absences and tardies daily and will communicate with parents if there are frequent absences or tardies. We encourage parents to schedule medical and dental appointments outside the school day whenever possible.

If your child is ill and unable to attend school or if he/she will be late, please contact the school office (669-9362) to report his/her absence by 8:30. If a child is absent and the office has not been contacted as to why, school office staff will contact parents.

ACCIDENTS AND ILLNESS

If a student feels ill and he/she cannot function in the classroom, the child will be sent to the office. Office staff may have the child lie down or make arrangements for the child to go home. If a parent cannot be reached, an attempt will be made to contact the persons listed on the student's emergency information sheet. If a student sustains an injury, school staff will provide initial first aid. For injuries requiring a second opinion or professional medical attention, parents will be immediately notified.

BICYCLES, ROLLER BLADES, SCOOTERS, AND SKATEBOARDS

Students may ride bikes, roller blades, scooters, or skateboards to school **if they wear a helmet**. Students are asked to walk their bikes when on school property. We encourage the use of a bike lock. Roller blades, scooters, and skateboards should be left in lockers or in the office. The school does not assume responsibility for bicycles, roller blades, scooters, or skateboards and these items may not be used during the school day.

BIRTHDAYS

We enjoy celebrating birthdays at school. Birthday treats for the class are not necessary, but are welcome. Please contact your child's teacher so you can be informed of any student allergy information. Individually wrapped treats are recommended for health reasons. Please do not send party invitations to school as the distribution can be a distraction and feelings can be easily hurt.

CANCELLATIONS AND DELAYS

Occasionally school may be canceled or delayed due to inclement weather or other emergencies. Several radio stations, television stations, and the Hudsonville Public Schools' [website](#) provide information regarding school cancellations and delays. In addition, Hudsonville Public Schools will initiate a computerized phone call and/or email to district families.

CAR LOOP

Morning Drop Off: The loop off Greenly Avenue is for car traffic. The purpose of the loop is for parents to pull through so they can drop off their child. Parents should pull up as far as possible while still providing a safe sidewalk path for their children. For parents wanting to walk their child to a specific location (playground, classroom, etc.), we ask that you use one of the two parking lots - not park along the car loop.

Afternoon Pick Up: Parents are asked to pull up the loop as far as possible while still providing a safe sidewalk path for their children. Parents using the loop should remain in their cars so no one gets blocked in. If you'd like to wait for your child in the office or at an outside location (playground, classroom, etc.), we ask that you park in one of the two parking lots.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones should be turned off during school hours and should be stored in backpacks. Electronic devices from home such as iPods, handheld game systems, etc. have the same restrictions.

CHAPERONE AND VOLUNTEER BACKGROUND CHECKS

It is the practice of all Hudsonville Public Schools that all adults volunteering in the building or as a trip chaperone must complete and submit a background check form each school year. Forms are available in the school office and must be submitted at least one week prior to the anticipated volunteer event.

CHARACTER EDUCATION AND DISCIPLINE

Student Code of Conduct

We realize that each teacher creates and enforces certain classroom expectations intended to promote learning through his or her particular teaching style. However, we have some basic guidelines that are very important to observe throughout our school. The general behavior expectations for all students and staff are as follows:

1. **Respect Others** – Students are expected to demonstrate respectful behavior toward their peers, school staff, and adult volunteers and guests.
2. **Respect Yourself** – Students are expected to demonstrate respect for themselves through positive speech and giving their personal best effort at school.
3. **Respect Student and School Property** – Students are expected to demonstrate respect for the property of others as well as the South School property.

Character Education and Recognition

Staff at South work proactively to teach and model positive character traits. We specifically focus on the following traits:

Citizenship	Compassion	Fairness
Perseverance	Respect	
Responsibility		

Trustworthiness

Students who practice and exhibit these traits are recognized by earning a positive behavior slip. These slips are entered into a weekly drawing to encourage continued positive behavior.

Consequences for Poor Behavior Choices

As a school staff, we recognize the importance of preventative discipline. This belief leads us to teach, reinforce, and recognize positive behavior choices as well as support students when poor behavior choices are made. We strive to provide natural consequences for students so they can learn from their own mistakes. When a student's behavior choice goes beyond what a classroom teacher or building staff member handles, the principal will become involved.

The principal will discuss the behavior choice with the student and determine what additional consequence, if any, is necessary. If the behavior warrants, parents will be informed either by a phone call or via an Office Referral. If an Office Referral Form is sent home, please review it with your child, sign it, and return it to school the next day.

DRESS POLICY

Unless it's raining or the windchill is below 0, all students go outside for every recess. Appropriate clothing is a must if a student is to be comfortable. Children should dress in layers. Please label all clothing that may be removed. If a child is sent to school in a coat, they will be asked to wear it during recess (unless the temperature changes dramatically).

Clothing that presents a learning disruption due to pictures, printed phrases, advertising, or because it's inappropriately revealing (bare midriff, spaghetti straps, clothing allowing undergarments to be seen, etc.) will not be allowed. Hats may not be worn in the building except on special days.

EMERGENCY PROCEDURES

Information cards are posted in each classroom displaying directions to follow in case of fire. Each class has also been assigned an area to go in case of severe weather. In the event of a tornado warning, students will be kept at school until the warning expires. Regular practice drills are run related to potential fire, tornado, and lock down situations.

FAMILY-SCHOOL COMPACT

Each year families will be asked to review and sign a compact between themselves and South staff. Compacts will be made available during Open Houses so the compact can be discussed in person.

FUND RAISERS

Each year the South Parent's Club sponsors one or more fund raisers for their service projects. The exact type of fund raising will be determined by those in attendance at Parent's Club meetings.

IMMUNIZATIONS

Any student enrolling in a Michigan school must submit proof of appropriate immunizations prior to official entry. Please contact the school office for a list. A waiver may be obtained from the Ottawa County Health Department and submitted to South Elementary School in place of a record of immunization.

LOST AND FOUND

Lost and found items are located near the office area. We encourage students and parents to check this area often. All unclaimed items will be donated to charity during major school vacations (Christmas Break, Spring Break, Summer Break). It is a good idea to label items with your child's name.

MEDICATION

The office staff is not allowed to administer any medication, including Tylenol, unless parents have completed a medication form. Forms are available in the office. All medications, whether prescription or non-prescription, must be in their original container and brought to the school office by an adult.

PARENT'S CLUB

The [South Parent's Club](#) meets regularly. All parents are invited and encouraged to attend and aid in the organization's projects to serve South's students and staff. Childcare is typically provided during meetings.

REPORT CARDS AND CONFERENCES

Formal, written report cards are given three times each year. These report cards are supplemented twice a year with parent-teacher conferences. We encourage all parents to attend these conferences and keep lines of communication open with their child's teacher.

Parent/Teacher Conference Schedule for 2014/2015

Monday, November 10 – Wednesday, November 12

Monday, March 16 – Wednesday, March 18

SCHEDULE

The daily schedule at South Elementary for 2014-2015:

8:25	Safeties & Playground supervision begin
8:45	Students enter building to begin day
11:30-1:00	Recess / Lunch
1:55-2:15	Afternoon recess (Grades 2 & 3)
2:15-2:35	Afternoon recess (Grades 1, 4, and 5)
3:15-3:35	Afternoon recess (PreK & Kindergarten)
3:45	Dismissal
3:55	Safeties end duty
4:30	Office closes

The recess/lunch schedule at South Elementary for 2014-2015:

11:30-11:50	Grades 2 and 3 RECESS
11:50-12:10	Grades 2 and 3 LUNCH
11:55-12:15	Grades PreK, 1, and 5 RECESS
12:15-12:35	Grades PreK, 1, and 5 LUNCH
12:20-12:40	Grades K and 4 RECESS
12:40-1:00	Grades K and 4 LUNCH

SNACKS

We encourage students to eat healthy snacks during the school day (ie. fruit, yogurt, veggie sticks, crackers & cheese). The use of water bottles is encouraged in the classroom. We hope to discourage the consumption of high sugar snacks and pop that provide only a quick burst of energy and then cause an energy drop.

TRANSPORTATION (669-7757)

Board Policy for PreK and Kindergarten students is that no bus transportation changes may be made.

The Pre-Approval Bus Pass Policy instituted in 2013 is in place for Grades 1-5. The purpose of the policy to reduce end of day confusion with bus changes and improve security and safety for all students.

Procedures are as follows:

1. Parents must submit a BUS PASS to the Transportation Office by 10:00 am the morning of the transportation change. Parents will be notified by 1:00 pm if their request is approved or denied. Please do not call the school office for information as approval decisions are made by the Director of Transportation. If you have questions, please call the Transportation Department at 669-7757.

2. Paper copies of the Bus Pass can be downloaded here:

<http://www.hudsonville.k12.mi.us>

- Go to District Information, then Transportation.
- Print and complete form.
- Fax to Transportation at 669-4876.
- Scan/email document to Jane Bykerk:

jbykerk@hpseagles.net

3. Submit ONLINE BUS PASS NOTE.

4. Schools will be notified of the changes by 2:00 pm the day of the change.

VISITORS

Visitors are always welcome at South. We ask that all visitors sign in at the office and pick up a visitor's badge prior to entering other parts of the building. If a staff member notices a visitor without a badge, he/she will direct the visitor back to the office.

To maintain a focused learning environment for our students, we ask that parents remain in the lobby area when picking up their children. Exterior doors are locked for safety reasons. Please use the office door (north side of building) when entering the school building.