



# SCOUTS

INDIAN WOODS ELEMENTARY

• EST 1978 •

## **Indian Woods Elementary School 2015-2016**

4975 West Water Street  
Kimball, MI 48074  
Phone: (810) 984-6515  
Fax: (810) 275-1268

Established: 1978  
Mascot: Scouts  
Colors: Red and Yellow

[www.indianwoods.phasd.us](http://www.indianwoods.phasd.us)

[www.twitter.com/  
@CherylRIW](https://www.twitter.com/CherylRIW)

[www.facebook.com/  
indianwoodselementaryPTA](https://www.facebook.com/indianwoodselementaryPTA)



**SCOUTS**

INDIAN WOODS ELEMENTARY

· EST 1978 ·

Dear Parents,

Welcome to Indian Woods Elementary! We are glad to have you here. This handbook answers many of the questions you may have about the procedures and activities at Indian Woods Elementary. We hope that this will be helpful to you and your child/children throughout the year. We are looking forward to working together for a positive and successful school year.

The entire Indian Woods community is committed to the following mission and vision:

**Mission**

*We will advocate for our students and families in partnership with our community to assure their success inside and outside of school; continuously innovate our practices and programs to improve student achievement; and educate in ways that are relevant, relationship driven, and rigorous.*

**Vision**

*The Port Huron Area School District will provide a personalized, world-class education for each student today to shape tomorrow's community and global leaders.*

It is our sincere feeling that your child's education can best be achieved through the joint effort of home and school. Together, we do make a difference for our children. If we can be of assistance to you in anyway, please do not hesitate to contact the school office at your convenience.

Sincerely,

Cheryl Rogers  
Principal

**Together we make our school a success!**

**ADVOCATE   INNOVATE   EDUCATE**

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# **Indian Woods Elementary** **“Home of the Scouts”**

## **Annual Notification**

### **Privacy Act Protects Student/Parental Rights**

The Port Huron Area School District allows directory information on students to be available to the public without parent consent.

Directory information includes:

- Name, address, telephone
- Date and place of birth
- Dates of school attendance
- Honors and awards
- Other information such as honor roll, yearbook, etc.

If parents desire that directory information on their son/daughter be withheld, a letter must be filed with the respective building principal’s office each school year stating the objection. When a student reaches 18 years of age the law gives him/her the right to make this decision. Information that is not indicated on the above list will not be given to any person without a court order.

Students records are sent to other schools upon the written request of the new requesting school.

## **Attendance/Tardies**

Regular attendance is a must if your child is to realize his/her full educational potential. Therefore, no child can afford being absent from school unnecessarily.

If your child is ill and will not be reporting to school, please call the school office by **8:45 a.m.** To report an absence at anytime you may call our voice mail number 984-6515. The information will then be passed onto your child’s classroom teacher. Missed assignments should be completed within reasonable time after the child returns to school. Occasionally families will be unable to schedule a trip outside of the school calendar. Please notify the teacher well in advance if this should happen so they can work with you regarding missed assignments.

A student who has excessive unexcused absences may be referred to the RESA Attendance Office. Tardies are 8:27 a.m. – 9:58 a.m., after 9:58 a.m. student(s) will be recorded as absent for ½ day. Students who leave before 1:29 p.m. will be recorded as a ½ day absent. Students who leave after 1:29 are also counted as early release. Students must be signed-in and signed-out in the office. Please do not remove your child from the classroom before stopping in the office.

## Bus Behavior

The good behavior expected of a student in the classroom must continue while riding the bus to and from school. All students are under the authority of the bus driver and must obey the driver at all times. Bus rules, and regulations of the Port Huron Area School District are (*for the full list of rules see the Transportation Handbook on [www.phasd.us](http://www.phasd.us)*):

- Be at the bus stop five minutes before the bus is scheduled to arrive.
- Stay off the roadway at all times while waiting for the bus. Students should stand and wait at their bus stop assigned area only.
- Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
- Keep hands and heads inside the bus at all times.
- Cross in front of the bus when crossing a road and cross only when the red overhead flashing lights are operating and the bus driver has given the hand signal directing students to cross.
- Be seated immediately upon entering the bus and occupy only the seat to which assigned.

Because of obvious safety factors, students who break the rules must be dealt with firmly. Notices will be sent home for any infraction of the rules. A student receiving multiple notices will be suspended from riding the bus for a specified time. Severe disruptions, regardless of the number of notices, will result in bus suspension. Students will be held responsible for damages to bus seats. School buses may video student behavior.

School bus service is handled by the First Student. All questions concerning buses or bus stops should be directed to that office (984-6567). Students who ride the bus do so as a privilege. Appropriate and safe behavior is expected to be followed at all times.

Your signature on the Emergency Form indicates you have reviewed the Transportation Handbook.

## Bus Deviations/Bus Information

Children are expected to ride their assigned bus to and from school. Should it become necessary to make other arrangements, please remember the following guidelines:

1. **Deviations are granted in childcare or emergency situations ONLY and the office needs to know by 10:00 a.m.**
2. We need the bus number and stop your child usually has as well as the bus number and stop they will be riding to/from. **PLEASE BE SURE WE HAVE THE EXACT STOP. IT'S NOT ENOUGH TO TELL US THAT YOU WANT YOUR CHILD TO GO TO A FRIEND'S HOUSE. WE MUST HAVE THE ADDRESS OR INTERSECTION OF THE STOP.**

Remember, it's sometimes frightening and confusing for children to make changes in their routine. Be sure we have all the information so we can reassure your child that **we** know where he/she is to go. **If your child is not going to ride his/her bus home, you must send a written note to the teacher. If you do not send a note, we will have your child get on the bus.**

## Bus Loop/Transportation

**Please remember that the circle drive in the front of the school is for the school buses only! For safety reasons cars should never drive past a loading/unloading school bus.**

**If you are picking up or dropping off a student, please do so at the back of the building by the gym entrance in the “Safety Area”.** Parents should circle the playpad in the morning and pull all the way to the front of the safety sidewalk so multiple cars can drop off students. You may again enter that area at 3:05 p.m. (after the last PE class dismisses) for pick up. Again, please pull all the way to the front of the safety sidewalk so multiple cars can load students at once time. Pick up for kindergarten students and their siblings is at the small loop by the kindergarten doors.

## Calendar

### 2015-2016 School Calendar

Classes Begin	September 8, 2015
<i>Early Release</i> - All Schools	September 25, 2015
<i>Early Release</i> - Elementary & Middle Schools	October 30, 2015
Elementary School Conferences - Evening - Full Day of Classes	November 17, 2015
Conferences - Afternoon - Early Release	November 18, 2015
Conferences - Afternoon & Evening - Early Release	November 19, 2015
Middle Schools - Conferences - Evening - Full Day of Classes	November 18, 2015
Conferences - Afternoon & Evening - Early Release	November 19, 2015
High Schools - Conferences - Evening - Full Day of Classes	November 17 & 18, 2015
Conferences - Afternoon - Early Release	November 19, 2015
<i>Early Release</i> - All Schools	November 20, 2015
Thanksgiving Break	November 25-27, 2015
Classes Resume	November 30, 2015
<i>Early Release</i> - Elementary & Middle Schools	December 18, 2015
Winter Break	Dec 21, 2015 - Jan 1, 2016
Classes Resume	January 4, 2016
Teacher Workday (No Students)	January 22, 2016
Mid-Winter Break	February 12-15, 2016
Classes Resume	February 16, 2016
<i>Early Release</i> - Elementary & Middle Schools	March 24, 2016
Good Friday	March 25, 2016
Spring Break	April 4-8, 2016
Classes Resume	April 11, 2016
<i>Early Release</i> - Elementary & Middle Schools	April 28, 2016
<i>Early Release</i> - All Schools	May 27, 2016
Memorial Day Break	May 30, 2016
Classes End	June 16, 2016
Records Day (No Students)	June 17, 2016

## Chaperones

The staff welcomes parent chaperones for field trips. If you volunteer to chaperone, please keep in mind the following:

1. Chaperones must not smoke or consume alcoholic beverages or smoke while chaperoning.
2. **When chaperoning a field trip or assisting a teacher in the classroom, small children and siblings in other classrooms are not allowed to accompany you.**
3. **All chaperones must have a volunteer form on file in the office (see volunteer policy page 18 & 19) one week prior to the event. They may be submitted in the fall to cover all activities.**

## **Concussion**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional.

Your signature on the Emergency Form indicates you have reviewed the Concussion Form.

To learn more go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion) or view the Understanding Concussion document at [www.phasd.us](http://www.phasd.us).

## **Conduct – Student Code**

Every school in the Port Huron Area School District has rules for student behavior. These rules are communicated to students at the beginning and throughout the school year. These rules help maintain a healthy and safe learning environment in our schools. Students are expected to follow these rules and maintain good behavior in school buildings, on school grounds, in school vehicles, at bus stops, at school related functions whether on or away from school grounds and while in route to and from school and/or school related functions. Failure to follow school rules could result in a student being excluded from school, school busing, and/or school related functions. Therefore, you are encouraged to take the time to know and review the school rules with your child. If you have any questions regarding the school rules, please contact the school principal.

Some student behavior is very serious (persistent disobedience and gross misdemeanors) and will result in suspension or expulsion from school and possibly from all public education in the State of Michigan. The following are examples of behavior that are considered to be gross misdemeanors:

1. Making a verbal assault: A verbal assault is any verbal or written statement that indicates the intent to inflict harm to another person.
2. Making a bomb or similar threat: A bomb or similar threat is any verbal or written statement that indicates a bomb or similar object or may be placed or may explode at or near a school building, school bus, school staff, school grounds or school related function. Threats can

be in the form of a telephone call, written statement or drawing on a bathroom wall or elsewhere, comment to staff or another student, e-mail message, Internet message, etc.

3. Physical assault: A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

4. Inappropriate Physical Contact: This would include actions such as pushing, shoving, hitting, slapping, etc. that would be considered assault. First Violation – May result up to 3 day school suspension. Repeat Violation – May result in additional suspension or in repetitive cases, result in expulsion.

5. Possession of a weapon or explosive device: A weapon includes a knife (regardless of the size of the knife; including a razor blade and look-alike knife), gun (including a b.b. gun, starter pistol and look-alike gun), club, shank, chain or any potentially dangerous instrument. An explosive device can include any liquid, compound or object that has the potential to explode and includes a bullet, fireworks and contained gasoline. Lighters & matches are not allowed at school. Possession includes bringing to the bus stop, on the bus, while walking to or from school, in a school building, at a school related function, or holding for a friend or holding briefly to look at. **Laser pointers are not allowed in school or school activities.**

6. Possession, use or distribution of illicit substances: Illicit substances include illegal drugs, inhalants, alcohol, tobacco products, drug paraphernalia, caffeine pills, medication (except the possession or use of prescription medication when authorized under the District's medication policy), and fake and look-alike drugs or alcohol. Possession means the same as defined for weapons and explosive devices.

7. Harassment, including bullying, intimidation and pranks, involves actions, writings, or statements directed at an individual or identifiable group which are intended to be or which includes but is not limited to acts perceived as being motivated by religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, or socio-economic status, or any other distinguishing characteristic.

The Port Huron Area School District may discipline a student for conduct that occurs off school grounds and outside of school hours where the District determines the conduct has a direct and immediate effect on the District's discipline or education process or the safety and welfare of students or staff.

Your signature on the Emergency Form indicates you have reviewed the District Code of Conduct and the Harassment, Intimidation & Bullying Policy.

## **Due Process**

Students faced with disciplinary action are provided due process. This includes notice of the accusation and possible discipline and an opportunity to respond. A suspension of 10 days or less may be imposed by the school designee. An appeal of this decision may be requested in writing to the school principal or, if the suspending official is the building principal, to the Supervisor of Student Services within 5 school days of the decision.

A student may request a formal hearing if a recommendation is made for the expulsion of the student. A request for a formal hearing must be filed in writing with the Superintendent within 10 days after receiving written notice of the recommendation. At a requested expulsion hearing, the student has the right to be present and represented by counsel, to cross-examine evidence presented against him/her, and to present evidence on his her/belhalf.



The suspension will take place immediately even if the student appeals the decision. If the appeal is upheld, the suspension will be removed from the student's record and the student's record and the student will be allowed to make up work missed during the suspension.

## **Doctor & Dental Appointments**

The school will cooperate with parents, students and the medical and dental professions. We realize that occasionally it may be necessary for students to leave school to meet medical or dental appointments. If these appointments need to be made on school time, please present a written notice to the student's teacher stating the time and reason for leaving school. The request must be signed by the parent or guardian. Upon receipt of a doctor's note, the absence will be coded as medical in the student's record.

## **Early Dismissal**

In the event that it is necessary to close Indian Woods School due to weather conditions, power failures, heating problems etc., parents will be alerted by all local radio stations and channel 6. It will be posted on the school district web site [www.phasd.us](http://www.phasd.us).

**The Early Dismissal information is on the Emergency Information Form, please make sure to complete that section.**

## **Electronic Devices**

The use of cell phones and other personal technology devices is allowed in class if approved by the teacher and the device is being used for appropriate educational purposes.

At any given time, upon request of school personnel, students are required to stop using cell phones or other electronic devices. Refusal to comply with a reasonable request will result in disciplinary action including phone being confiscated until the end of the day. Repeated/or severe instances may result in parent picking up the device or loss of privileges.

## **Emergency Information**

Please fill out the green emergency form completely. In addition to custodial parents, we will release your child to the people listed on the form **only**. We will not release to anyone else without written/verbal permission from parent/guardian.

Please keep the information updated if necessary. You can access the form online and resubmit it at any time.

Emergency forms replace the green cards from past years. You only need to fill out one form per student, we will make copies.

## **Emergency Drills and Severe Weather**

Fire drill directions are posted in each room. A continuous buzzing signal is the sign of a fire drill. The purpose of the drill is to vacate the building quickly, quietly and as orderly as possible. Disaster alert and severe weather directions will be signaled by an announcement over the P.A.

Evacuation drills may also be practiced. In the event of a serious emergency situation, we are prepared to evacuate our students off-site until an all clear is issued. Parents or designated persons on the Emergency Form may go to this site, sign the students out, and take the students home.

Classes are taken to the following site: Port Huron High PAC.

New legislation requires all drills to be scheduled in advance by the Fall. That schedule must be followed unless weather is too severe.

## **Emergency – Health (Anaphylaxis & Cardiac Responses)**

New legislation requires every public school be prepared to respond to an Anaphylaxis (life threatening allergic reaction) and that a cardiac response plan be implemented each school. In the event that we need to administer epinephrine (EpiPen) or the use of the AED defibrillator on a student, 911 will be called then a call will be made to the parent.

## **Field Trips**

Field trips are planned as an extension of curriculum. Appropriate school behavior is required for a student to participate in off-site activities. Parents may chaperone their own child if they have not earned field trip privileges. **All students are required to have a signed permission slip in order to go on a field trip.** Students may not go on such trips unless properly completed permits are on file at school. Permission forms must be signed by a parent/legal guardian. **When traveling by private vehicle only parents/guardian can drive.** A waiver (for insurance purposes) must be signed by all drivers before each trip. Children under 8 years old will not be transported in private vehicles due to child safety seat laws.

**\*A completed voluntary form must be on file in the office a week prior to departure.**

## Homework

We believe homework is an integral part of the total educational process for the approved curriculum of the Port Huron Area School District. Homework assists in the mastery of skills, knowledge, and solving applications. Homework assists the student in developing initiative, self-discipline, responsibility and independence while encouraging learning.

Our Board of Education has given approval for the following policy regarding homework for elementary school children:

Kindergarten	15 minutes	3 times per week
Grades 1-3	20-30 minutes	3 times per week
Grades 4-5	40 minutes	3 times per week

The amount of time spent on homework assignments will be reasonable and reflect the ability of each individual student. Parents are encouraged to be involved in the education process and support the homework process as it is important to a child's growth and acceptance of responsibility. Parents need to provide a positive environment and the material necessary to complete a productive homework assignment.

## Illness at School

Sometime a child becomes ill at school and it is necessary that he/she go home. Therefore, it is necessary for the school to have current information including the name and telephone number of an adult person, other than parents, that live in the Port Huron Area School District area, that can be contacted in case of illness when parents are not at home. Students can be released to only the names listed on the emergency form.

**Please keep this information up-to-date throughout the school year.**

ALL CHILDREN MUST BE SIGNED OUT IN THE OFFICE.

## Illness and Control of Communicable and Infection Diseases

Scabies and Pediculosis (Head Lice and Body Lice) -  
Excluded during period of communicability

German Measles – Excluded until rash disappears and the  
Temperature is normal.

Measles (Rubella, Three Day Measles) – Excluded for seven days after the appearance of rash.

Chicken Pox – Excluded until all lesions are healed.

Scarlet Fever – Excluded until clinical recovery.

Infectious Hepatitis – Excluded during 1<sup>st</sup> two weeks of illness and at least two weeks after disappearance of jaundice.

Infectious Mononucleosis – Excluded until asymptomatic or medical authorization given to return.

Pink Eye – Excluded until completely healed or medical authorization is given to return.

Ringworm – Excluded until area is noninfectious or completely healed or medical authorization is give to return.

We make every effort to keep communicable disease out of our school. Please help us by keeping your child/children home when the follow symptoms appear:

<b>chills</b>	<b>rash</b>
<b>ear/eye discharge</b>	<b>fever</b>
<b>upset stomach</b>	<b>swollen glands</b>

## **Lost and Found**

The lost and found box is located in the Safety Area. To eliminate the possibility of lost articles, parents should be sure to mark coats, gloves, hats, lunch boxes, etc. All lost articles not claimed by the end of the school year will be donated to Goodwill Industries.

## **Meal Program**

All enrolled students of PORT HURON AREA SCHOOL DISTRICT are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2014-2015 school year. Your child/children will be able to participate in these meal programs without having to pay a fee. If you currently do NOT receive Federal Assistance, a Household Survey Form will be mailed to your home to complete and return to your building.

**Please note:** We are a participating Free Breakfast and Lunch Program. We are not a participant of the Free Milk School Program. If you choose to send a sack lunch with your student and want them to only receive milk, you will need to provide money for them to purchase milk. The cost is \$.40

Breakfast is served “Grab & Go” style. Students simply take a bag at the kiosk upon entry and select milk &/or juice. They will eat it at their desk in the classroom

**If your child is going to be tardy and needs a hot lunch ordered, please call the office before 8:40 a.m. Otherwise, you will need to send a sack lunch with your child. Our lunches are prepared off-site and delivered by 9 AM so we are unable to order additional food after our order is placed.**

## **Lunchroom Conduct**

In order to provide a healthy and pleasant lunch hour, it is necessary to enforce rules and maintain order. We have established the following rules:

### Lunchroom Rules

1. Use zero voice in line and #1 at your table.
2. Use acceptable table manners.
3. Stay in your seat until excused.
4. Line up in a quiet manner.
5. Clean up your area – table, bench and floor.
6. Respond quickly to supervisor’s signal.

### **Lunchroom Menu**

You will receive a menu of breakfast and lunch. This is also accessible online. Generally speaking, Tuesdays are salad bar days and Wednesday are pizza days, but pay attention to your menu! Some days we offer taco salad and other days it will be garden salad. The same is true of the pizza. We offer a variety and it may change from week to week.

**If your child will be late and expect to have hot lunch, you need to contact the office and order a lunch BEFORE 8:40.** If we have not heard from you, your child will be offered an alternative selection if the listed menu item is not available.

If your child brings a lunch from home, it must be a cold lunch. Health Department rules do not allow us to heat lunches for students that bring lunches from home.

### **Main Roads Only**

When the roads become treacherous due to weather conditions, PHASD school buses may be limited to major hard surface roads. The following roads will be traveled on MAIN ROADS ONLY days:

Abbotsford	Allen
Atkins	Lapeer
North Road	Range
Vincent	W. Water
Wadhams (Hard surface only)	

**BE SURE TO LISTEN TO LOCAL RADIO STATIONS, TUNE IN TO CPHS-6, OR CHECK WWW.PHASD.US, FOR MAIN ROAD ANNOUNCEMENTS!**

## **Media Center**

Students visit the Media Center weekly. They are responsible for the care of the books. Each class may check out books. A charge will be made for lost or damaged books.

## **Medication**

If it is requested that school personnel administer medication to your child during the school day, **a Medical Authorization** form must be completed by your family physician, have parent signature and be on file at the school office.

Medication bottles should have written instructions which include name of student, name of medication dosage, time to be administered.

**All medication should be brought to school by parent/guardian. Students should not transport medication.**

## **Movement of Students During the School Year**

Students will not be moved during the school year unless extreme circumstances arise. The philosophy is to teach students skills to resolve conflicts.

1. If a parent requests a change of placement, a meeting will be arranged by principal which will include the teacher, parent and administrator. This meeting will be considered a pre-conference. A checklist/survey will be used as a guide for the meeting. Based on specific items of concern checked off, a plan of action will be developed by this team (parent, teacher, administrator) and signed by all members.
2. A two-week time period will begin in which the plan of action will be initiated.
3. At the end of the two-week period a post-conference will be set up by the administrator which include the parent, teacher and administrator. At that time a decision will be made regarding the change.

## **Parent-Teacher Conferences**

Parent-Teacher conferences will take place in November. During conference week, students will attend half days Wednesday – Friday. Evening sessions will be offered Tuesday & Thursday.

Your student should attend with you. Children take on increasing responsibility for this meeting as they move to higher grades. You may request an adult private conference.

You will be assigned an appointment time by your child’s teacher. Please make every effort to be on time for your conference.

## **Personal Property**

Parents are asked to put their child’s name on items of personal property such as lunch boxes, lunch bags, backpacks, clothing (coats, boots, hats, and gloves), etc. This helps to locate the rightful owner in the event that the item is misplaced.

We ask students **not** to bring toys, electronic games, iPods, scooters, roller blades, footballs, soccer balls, etc. to school unless previous permission has been given by the teacher, perhaps for “Show and Tell.”

## **Photo Policy**

This statement is now on all Emergency Information Form. Students may be photographed or videotaped and their name and/or work displayed for educational and/or not-for-profit use in various ways: newsletters articles, community newspaper articles, building videos, Channel 6 broadcasts, building video networks, athletic team rosters, club rosters, as well as district, building and classroom web pages, etc. Student may also participate in additional learning opportunities through distance learning and virtual field trips. If you **DO NOT** want your student to participate in the aforementioned activities, make your request in writing to the school principal.

## **Physical Education Classes**

All students will participate in a regular program of physical education two times during the school week. If there are medical or physical reasons why your child cannot participate, please send a doctor’s note to school.

It is required that each student wear soft sole tennis shoes during gym class. **If it is necessary for your child to wear glasses during gym class, a parent permission form must be submitted to the physical education teacher.**

## **PTA**

All parents are encouraged to join and become active participants in the Indian Woods PTA. Special activities have been scheduled for this school year by the PTA officers in an effort to promote a close working relationship between home and school. When parents, staff and students work together, great things can happen!

### **PTA 2015-2016**

President	Stacey Stein
Vice-President	Serene Hunt
Secretary	Vacancy
Treasurer	Jim Gorinac
Membership	Vacancy

\*PTA Meetings are the 2<sup>nd</sup> Monday of the month at 6:00.

## **Report Cards**

Report cards will be sent home with all students 3 times a year.

Report cards should be reviewed with your child, and receipt acknowledged or returned to the classroom teacher.

Grade books are electronic and can be accessed by parents on Skyward. Forms to sign up for Skyward are in the office. You will also be able to access your student's attendance and lunch account electronically.

## **School Dress**

As styles changes readily and fads are always present, the following policy is used for a "Dress Code."

*The Port Huron Area School District Code states; "Student dress and appearance shall be governed by appropriateness and cleanliness. Dress and appearance must not present health or safety problems or cause disruption in the school, contain profanity, or depict or make references to obscene, illegal or immoral behavior. Students must wear foot attire such as shoes, boots, or sandals."*

In accordance with the above, the following guidelines are followed at Indian Woods Elementary:

- Shorts must be as long or longer than the fingertips when the arms are extended at the side.
- Bike racing shorts (spandex) are not permitted.
- Tops which show the midriff (stomach area) such as halter tops, tube tops and fish netting with large loops are not permitted.
- Tank tops and spaghetti straps are not permitted.



- T-shirts w/logo or writing must be appropriate (no alcohol, cigarettes, violence, etc.).

All shoes should be appropriate for school. Flip flops and high heels can be a risk of injury during recess and noon hour play and therefore are not to be worn to school. **No hee-lies are allowed to be worn at school.**

During recess and noon hour play, it is very important that children have appropriate clothing. **All children are required to go outside during recess and noon unless excused by a doctor.** Students who are too sick to go outdoors are too sick to be in school. Please be sure to dress your child according to the weather. Teachers who feel a student is not appropriately dressed for school or whose appearance is distracting to others will refer the matter to the building principal.

## School Improvement Committee

These meetings provide a method for staff, citizens, parents and the principal to exchange ideas and concerns regarding Indian Woods Elementary. If you want to become actively involved, please contact Mrs. Rogers or Mrs. Stoner.

## School Hours

The daily schedule for Indian Woods Elementary School is as follows:

Entry Bell	8:15 a.m.
Tardy Bell	8:25 a.m.
<b>(arrival after 8:25 a.m. must go in front entrance and sign in. A lunch may be ordered in person until 8:40 a.m.)</b>	
Dismissal	3:15 p.m.
Lunch Period	30 minutes

## School Visitors

We welcome all parents to Indian Woods Elementary School. In order to provide a safe environment for our children with a minimum of classroom interruptions, all visitors must report to the school office upon entering the building, sign in and pick up a guest badge.

Parents who are helping in the classroom and going on field trips also need to stop in the office, sign into our guest book and be given a “guest” badge to wear.

Please do NOT bring items directly to your child’s classroom. We will be happy to deliver forgotten lunches, backpacks and library books to your child for you. We do not interrupt reading instruction except for extreme emergencies.

## Special Services and Programs

Indian Woods Elementary School has access to some services of a speech therapist, a school social worker and a school psychologist. Additionally, we have teachers who are intervention specialists. We also offer accommodations under 504 for students with health concerns that affect their education. If for any reason you feel that your child should be receiving special help, please contact your teacher or the school principal.

## Student Council

Participation in student government provides an opportunity for a student to develop leadership, initiative, self-reliance and self control.

Student Council sponsors student activities, initiates student policy changes, presides at some assemblies, hold elections, hold fund-raisers, and charitable drives, and promotes school spirit and pride.

Student Council officers are elected in the spring. Room representatives and alternates are selected in the fall.

## Teacher Request

We can all be proud of the quality of instruction provided by the Indian Woods staff. They are a strong, experienced and dedicated staff. From time to time, however, parents may request a particular teacher because an older sibling had a successful experience in that classroom or because the child was involved with that teacher in some other capacity at the school.

Parent requests for teacher assignments will be considered as a part of the data used in determining final placement for the next school year. The following factors are considered when determining the student placement:

- 1) Teacher input
- 2) Principal input
- 3) Parent input
- 4) Academic level
- 5) Percentage of boys/girls
- 6) Citizenship

**Each request made by the parent must be in writing and be dated, stating clearly the reason for the requests.** Please understand that while parent requests are a part of the placement data and are honored whenever possible, they are not a guarantee of placement.

Request forms will be available in the school office in the spring. If you are requesting a teacher for more than one child, please submit a separate request for each.

## **Technology, Computers and Internet**

All classrooms have computers and all students will visit the computer lab on a weekly basis. These computers have internet access. **All students have access to the internet unless parents specifically request in writing that their child be denied such access.** All students are expected to follow School District and Indian Woods Elementary rules and act responsibly at all times. Parents and students will need to sign on the Emergency Form that they have reviewed the Internet Acceptable Use Policy.

## **Testing**

Math, writing, reading and literacy assessments will be given to all students in Fall, Winter, and Spring to monitor individual progress and plan for instruction.

All third grade students take the state assessment test (M-Step) in math and reading. All fourth grade students take the M-Step test in reading, writing and math. All fifth grade students are tested in reading, math and science. Parents will receive the results. In addition to the above tests, children are regularly tested for reading and math levels to guide instruction. Please discuss our testing program with your child's teacher at conference time.

## **Textbooks and Materials**

The school district will provide all required textbooks, workbooks and supplies for elementary grade students.

Students are responsible for all school equipment and material used in the course of the year. If any material is lost or damaged beyond every day wear and tear, the student is expected to pay the damages.

All parents are provided with grade level curriculum standards developed by the Department of Education.

## **Volunteer Policy**

The Port Huron Area School District and Indian Woods Elementary encourages parents/guardians and other responsible adult members of the community to volunteer their time to assist in our school and at school functions. Parents and volunteers provide a valuable service by sharing their time, knowledge and ability to enrich and strengthen our schools and their presence enhances supervision and contributes to school safety. In order to maintain a safe educational environment the Port Huron Area School District has established a volunteer policy.

Requirements: ALL volunteers must complete an **Application for Volunteer Services** authorizing the District to conduct a criminal history check. Criminal history checks are required for volunteers who directly work with students or in schools on a regular basis. The building principal or designee must authorize to use of volunteers and approve applications in advance of the volunteer working in/for the school.

Note: If an individual refuses to complete the application in its entirety or is found to have falsified any information on the application form, that person shall be ineligible to be a volunteer in the Port Huron Area School District.

## **Withdrawal of Students**

If you are moving, please call or come by the school office a few days prior to the withdrawal date.

## **What Parents Can Do to Help**

There are many things that parents can do that will help their children in school. Some of the more basic things are:

1. Provide the resources at home for reading and learning to take place.
2. Encourage children to try to do their best.
3. Emphasize the importance of academics.
4. Set a good example.
5. Support Indian Wood's rules and goals.
6. Contact the school if there is a problem.
7. Be aware of what is going on at school and become involved in school activities.
8. Provide only healthy food for snacks and birthday treats.

**Together we can make your child's educational journey a successful experience!**