

POST OAK ACADEMY—AN IB WORLD SCHOOL

2014-2015

Parent/Student Handbook



Working together
to change the future of our world

September 2, 2014

Dear Parents/Guardians,

Welcome to the 2014-2015 school year! This year is going to be very exciting as we welcome the return of our 4th, 5th and 6th graders to Post Oak. At Post Oak Academy we support the District mission which is to provide educational excellence in a safe and nurturing environment for all students. We are pleased to have both you and your child(ren) as a part of the Post Oak Academy family where our focus is on the International Baccalaureate Program with Chinese language options. This program is designed to provide your child with an internationally focused year of inquiring, exploring, and discovering together with our dedicated teaching staff. At Post Oak Academy, we continue to provide a strong academic program for your child, expanding many of our lessons to encompass a global viewpoint, while including a variety of hands-on and experiential activities to enhance the education of all our students. In keeping with our International Baccalaureate program goals, every student at Post Oak Academy receives Chinese language and cultural instruction. Our goal is to work with you, the parents or guardians, as partners in your child's education so that along with fostering a love of learning, we may also support the development of their social, physical, emotional and cultural needs.

At Post Oak Academy, we believe in the philosophy that each and every one of us can make a difference in someone else's life each and every day. We work to instill this belief in all of our students, helping them to see the positive differences they can make in others' lives, even with seemingly small actions. Each child, staff member, and parent/guardian, has unique gifts to share. There is something every one of us can bring to a group or situation that no one else can bring. Every child is enriched when parents and families are involved in his/her education. Know that you can be a positive and productive part of the Post Oak Academy community regardless of the fact that you may not be a trained teacher...in fact you are your child's first teacher. We have so many opportunities for parents/guardians, grandparents, aunts, uncles or other family members to be a part of our school, whether you enjoy direct interaction with our students or you prefer to do something a little more behind the scenes. Let us know where and when you would like to make a difference for your child and others. Even if you are not sure about volunteering, please know that you are welcome just to visit in our school and classrooms as well.

As your child's safety is our number one concern, please always do your part by signing in at the podium outside our office when you arrive at the school then complete and put on a visitor sticker in a visible location. Teachers are not allowed to let parents into their rooms without a visitor sticker. By signing in, you will also be able to earn credit toward your volunteer hours whether you are helping in the lunchroom, driving on a field trip, or helping out in the classroom. It is district policy that all adults who interact directly with students at the school (in classrooms, on field trips, on the playground, etc.) must complete a volunteer application and be approved through the District. Please be sure to complete the form and submit it with a copy of your driver's license as soon as possible so that you will be able to help out at the school. **Please note: you must be newly approved for the 2014-2015 year.**

As you chose to have your child be a part of Post Oak Academy's International Baccalaureate program, we are asking families to commit to supporting their child/children with **3 hours of volunteer time** per family during the school year. We want to encourage you to participate in Post Oak's parent/teacher organization to stay abreast of what is happening in the school. These PTA meetings will take place the first Thursday of the month at 6:00 p.m. and child care is provided. We also invite you to participate in our School Improvement Team as this may also afford you the opportunity to influence the future direction of our school. School Improvement team meetings will be held on Mondays 9/29, 10/27, 11/24, 1/26, 2/23, 3/30, 4/27, 6/1 from 4:00-5:00 p.m.

Please make every effort to have and keep your child in school all day, every day. If you must pick up your child early from school, please be sure to sign them out in the office prior to going to the classroom to pick them up. Please understand that your child's teacher may not release your son/daughter to you without contact from the office. We thank you for your cooperation with these important safety procedures.

In addition to the time spent supporting your child at school, we hope you will be active in your child's education at home. Below are a few simple steps you can take to make a difference in your child's education.

Be generous with praise. A positive comment goes a long way when encouraging a child. Don't be insincere, but look carefully for things the child does right to comment on first — then approach the negative in a positive way.

Encourage personal best and avoid pressuring your child. Encourage your child to do the best he or she can in school and at home. "Personal best" does not mean "perfect," and learning is not the same as high grades. Children, like adults, must have the freedom to make mistakes and learn from them. Pressure results from comparing one person against another. Inspire a young person to perform to his or her own personal best.

Let your priorities show. Your attitude toward school attendance, education, and involvement in the school makes a strong impression on your child.

Talk positively about school experiences, teachers, education and homework. If you want your youngster to succeed, don't provide such excuses as, "I was never any good at math either."

Show interest in schoolwork. Talk about school each day. Ask to see class work. Encourage your child to discuss new ideas and defend his or her opinions. Show your pride in thoughts expressed and skills shown. Show interest and appreciation.

Support 100% on time attendance. Some kinds of absences are unavoidable, but the thoughts of taking students out of school for medical appointments, family vacations, and even shopping trips should be eliminated.

Help set goals. At the beginning of each semester of the school year, help your child identify goals. Put the goals where they can be frequently seen, and make them specific, not just "better grades."

Get involved. Attend school activities, open houses, and parent/teacher conferences. When your child sees you involved, he or she will also see education as a high priority. Another way to demonstrate your commitment to education is to become a school volunteer.

PARENTS MAKE A DIFFERENCE!

You will find additional information about Post Oak Academy and the Lansing School District in this handbook. The district Code of Conduct is available on the Lansing School District website for your reference. I encourage you to read the handbook and discuss pertinent information with your child(ren). If you have any questions regarding any of the included information, please do not hesitate to contact your child's teacher, the school office or myself.

We are looking forward to a wonderful year with you and your child(ren).

Respectfully,

Camela S. Diaz

Camela Diaz – Principal

Index

School Information

Post Oak Academy Staff _____	5
Discipline Protocols _____	6-7

Daily Operations

School Hours _____	8
Attendance _____	8
Breakfast Program _____	8
Bus Transportation _____	8-9
Classroom Behavior _____	9
Dress Code _____	10
Drop Off/Pick Up _____	10-11
Emergency Procedures _____	11
Enrollment Form _____	11
Health Issues & Medication _____	11
Immunizations _____	11-12
Homework Policy _____	12
Lunchroom Program _____	12-13
Media Center _____	13
Physical Education and Recess _____	13
Safeties _____	13
Student Illness/Doctor Appointments _____	13
Weekly Folders _____	13

Miscellaneous

Birthdays _____	14
Cell Phones _____	14
Classroom Assignments _____	14
Extended Day Program _____	14
Field Trips _____	14-15
Insurance _____	15
Lost and Found _____	15
Parent Access to Student Records _____	15
Pesticides _____	15
Parent Link _____	15
Parent Teacher Association _____	16
Report Cards _____	16
School Colors/Logo _____	16
School Pictures _____	16
Talent Development Program _____	16
Telephone _____	16
Visitations _____	16
Volunteers _____	16-17
Weather _____	17

Tips for Parents

Ten Commandments for Parents, 'To Every Parent' _____	18
15 Ways a Parent Can Help their Child _____	19
Lunchroom Protocol _____	20
Playground Protocol _____	21

Post Oak Academy Staff

Camela Diaz – Principal

Suzanne Carpenter – Secretary

Room 120	Kindergarten-Chinese Immersion	Kasey Baker
Room 122	Kindergarten-Chinese Immersion	Qianru Huang
Room 126	1 st Grade	Angela Carmoney
Room 128	1 st Grade	Janan Snyder
Room 130	1 st Grade-Chinese Immersion	Haixia Wu
Room 123	1 st Grade-Chinese Immersion	Sarah Latty
Room 118	2 nd Grade	Jill Kolar
Room 114	2 nd Grade-Chinese Immersion	Mary Leffler
Room 113	2 nd Grade-Chinese Immersion	Junhua Zhong
Room 109	2 nd /3 rd Grade	Harold Fernando
Room 111	3 rd Grade	Marion Norwood
Room 110	3 rd Grade-Chinese Immersion	Yu Qiu (Chang Xing – Intern)
Room 112	3 rd Grade-Chinese Immersion	Rebecca Wolf
Room 121	4 th Grade-Chinese Immersion	Monika Rademacher
Room 132	4 th Grade-Chinese Immersion	Sisi Yang
Cottage A2	5 th /6 th Grade-Chinese Immersion	Valerie Cochrane
Cottage B1	5 th /6 th Grade-Chinese Immersion	Xiaole Bao
Room 124	K-6 th Resource Room	Kristy Crone
Room 103	Literacy Teacher	Amy Bellmore
Room 115	IB Coordinator	Ann Jones
Room 104	Student Assistant Provider	Diamonda Edmond
Room 103	Instructional Assistants	Emilie Gonzalez & Pam Doornkaat
Room 101	Pre-school – Chinese Immersion - Assistant	Sarah Marion Maria Castilla
Room 102	Pre-school – Chinese Immersion - Assistant	Rongrong Gu Susan Tu
Room 106	Chinese Language and Cultural Teachers	Lian Liu and Jing Xu
Cafeteria	Lunch Cashier	Julie Venable
Cafeteria	Lunch Cashier Assistant Cafeteria Lunch Assistants	Debbie Bellant Stephanie Lopes, Teresa Panetta, Lisa Boles, Emilie Gonzalez, Richard Troub
Room 105	Special Education Team	Jennifer Lycos-Teacher Consultant Mary Corso-Psychologist Mary Richards-Social Worker Rebecca Stevens-Speech Cathy Diedrich-Occupational Therapist Jeanne Boyd-Physical Therapist Michelle Rogers
Clinic	Nurse	Chris Reynolds
Custodial Room	Day Custodian Night Custodian	Patricia Summers

Post Oak Academy Discipline Protocol 2014-2015

We count on all of the students, parents and staff of Post Oak Academy to work together to uphold the school wide essential agreements in order to ensure a positive, safe and orderly learning environment. Our agreements are based on the IB learner profile attributes and attitudes that build on the foundation of being your best and developing mutual respect between all persons.

Each classroom teacher will follow a consistent set of essential agreements in his or her classroom which reflect the school wide agreements with specific consequences for students if the agreements are not followed. Once a student has gone through the steps of the classroom discipline process, they will be referred to the office to complete a 'reflection sheet' and for further consequences. We will make every attempt to directly contact or leave a message for parents in the event a child is referred to the office.

Office Protocol for All Students

1st Referral

Parent/Guardian contact – Student will complete a reflection sheet and conference with the Principal.

2nd Referral

Parent/Guardian contact – Student will complete a reflection sheet, conference with the Principal and be assigned a restorative consequence for his/her action(s). In addition, the student will return to class at the end of the morning or afternoon (depending on the time of the referral).

3rd Referral

Parent/Guardian contact – Student will complete a reflection sheet and conference with the Principal and be assigned a restorative consequence for his/her action(s). In addition, the student will serve an in-school suspension for the remainder of the day.

4th Referral

Parent/Guardian contact – Student will complete a reflection sheet and conference with the Principal and be assigned a restorative consequence for his/her action(s). In addition, student will serve an in-school suspension for the remainder of the day and will not be allowed to return to school without a parent meeting.

5th Referral

Parent/Guardian contact – Student will complete a reflection sheet and conference with the Principal and be assigned a restorative consequence for his/her action(s). In addition, the parent will be required to sit with their son/daughter at school for a minimum of ½ day or student will serve an out of school suspension. At this time a parent/guardian, teacher, student and administrative conference will be held to develop a specific behavior plan.

Each marking period students will receive the opportunity for a fresh start on the office protocol.

SEVERE BEHAVIOR

At times, there are a small number of students whose behaviors are so dangerous, destructive or disturbing to the learning environment that we are unable to follow the progressive discipline steps set forth in the classroom or office protocols. In these severe cases, students will be disciplined according to the requirements of the State of Michigan and the Lansing School District Code of Conduct.

Our goal is for all students to be able to come to school at Post Oak Academy to increase their academic knowledge, social skills and behavioral controls. Parents, teachers, the principal, school staff and students must work together to make this goal a reality. We, as parents/guardians and staff, must hold ourselves and our children to the highest standards to ensure that they will rise to our positive expectations and become successful, responsible, and caring citizens of this world.

As teachers and other school staff, we understand that we may not always agree; however, we ask for the benefit of your child and others, that you respectfully express your concerns to us directly and not in the presence of any child. We reserve the right to end any unproductive conversation that is occurring in the presence of a child and to schedule a time and place to continue the dialogue between the adults. As professionals, we will work with you to address your concerns and to come to a mutually agreeable solution.

We are looking forward to a fantastic year together!

Daily Operations

School Hours:

Post Oak Academy's hours have changed slightly this year.

- School hours for grades K-6 are 8:34 a.m.-3:40 p.m. Monday - Friday
- School hours for our full day pre-school are 8:45 a.m.-3:30 p.m. Monday - Thursday

Attendance:

Children have only one job...to be in school, on time, all day, every day. If students are not in school then they miss out on important instruction and develop holes in their learning. They also learn not to value school. Please make your child's daily attendance a number one priority.

Children follow our examples. Children should only stay home if they are truly sick – and that means staying in bed and staying quiet. If transportation is an issue, please let the school office know right away; there may be a way we can help.

- If you know your child is going to be absent from school, please contact the office before 9:00 a.m. by phone 755-1610, via email to suzanne.carpenter@lansingschools.net or by sending a note with their sibling or a neighbor child to be given to their teacher.
- Please send a written excuse within two days of your student's return to school for our records.
- Tardiness will be brought to your attention so that it can be promptly checked. A child is marked tardy if they are not in class when the tardy bell rings. (8:39 a.m.)
- Leaving early is as much of a concern as arriving late. Picking your child up early to avoid the end of the day pick up procedures is unacceptable. School ends at 3:40 p.m. Please do everything you can to keep your child in class through the end of each day as meaningful instruction is taking place up to this time, including distributing homework assignments, reminders, reflection, review and problem solving. If you must take your child out of class early for a family emergency or doctor's appointment, please bring in the doctor's note for our records.
- Children with excessive tardiness or absences, **including leaving early on a regular basis**, will be referred to the district attendance officer and possible court intervention.
- If a student misses 20% or more of the morning or afternoon, they will be marked absent for that half portion of the day.

Breakfast Program:

The universal breakfast program will begin the first day of school. Breakfast will be offered to all students in class free of charge from 8:34 to 8:50 a.m. in their classrooms. **Students who arrive at school after 9:00 a.m. (other than due to a late bus) will not have the opportunity to eat breakfast at school.** Please plan accordingly for your child.

Bus Transportation:

Please support the bus drivers as they direct/supervise your children. They need your child's cooperation in order to maintain safety for all children while on the bus. **Riding the bus is a privilege, not a right.** If your child has a problem at the bus stop or while on the bus, please contact the bus driver first to work together to resolve the issue. **Remember, there is no eating or drinking on the bus.**

- Children who are transported by the bus must arrive at their bus stop five minutes before pick-up time.
- All children are expected to line up in an orderly and safe manner at their assigned stop.
- Parents are responsible for the enforcement of appropriate behavior of their children as they go to and from the bus stop.
- We expect all students to follow our school essential agreements at the bus stop and while on the bus. If students are unable to follow the rules, they will receive a conduct warning and then may be suspended from riding the bus.

- If a child does not go immediately to the bus after school and therefore misses the bus, the parent is responsible for providing transportation home.
- Bus riders are not allowed to choose to walk home for safety reasons.
- Parents of kindergarten students should arrange for an adult to meet their child when they get off the bus in the afternoon. **Drivers will not release kindergarten students off the bus without an adult present to meet them. Students will be returned to the school.**

Classroom Behavior:

Students are to come to school ready to learn. In order to provide the best possible environment for learning to take place, it is necessary that students maintain a level of behavior that is appropriate for the classroom environment.

- Students should arrive at school on time and enter the building and their classroom in a reasonably quiet and orderly manner.
- Students should come to class prepared to participate in his/her classroom activities.
- If it becomes necessary for a student to leave the classroom, permission from the teacher must be granted. Students may not simply walk out of their classroom without disciplinary consequences due to safety concerns.
- Students should continue their work when any visitor, teacher or administrator comes into the room. Adults should not interrupt instruction for our students.
- Students should remember their classroom and school wide Essential Agreements. By following these simple agreements, students will be able to remain in school and in their classrooms, participating fully in their grade level curriculum.
- Toys, games, electronics, and dangerous objects or substances are not allowed at school. Collector cards (Pokémon, Digimon, Yu-Gi-Oh, WWE, sports, etc.) all electronic devices, radios, CD players, pagers, cell phones (working or not), virtual pets, etc. should remain at home. These items will be removed from your child's possession and you will be required to pick them up from the main office. **Please note: the second time these items are confiscated from your child, they will not be returned until the end of the semester.**
- It is unnecessary for your child to bring large amounts of money to school. If and when special projects/activities require students to bring money to school, you will be notified.

Students are expected to positively participate in the classroom learning environment. Students are expected to maintain appropriate classroom behavior when in school. Teachers will work with all students to create a classroom culture based on mutual respect and teamwork. However, students will not be permitted to repeatedly disrupt the learning environment for themselves or others. All Post Oak staff has the same expectations for all students and therefore students are expected to follow the directives of any Post Oak staff member. Please encourage your child to follow the school rules and maintain respect for all adults.

When it becomes necessary for a teacher to refer a student to the principal for inappropriate behavior, that student will receive a disciplinary referral which will become a part of the student's permanent discipline file.

Serious offenses or continuous misconduct will be referred to student services for follow-up. We will follow the Lansing School District Code of Conduct when working with students and discipline issues.

It is the responsibility of the parent/guardian to promote appropriate school conduct in their child. It is the responsibility of school personnel to work cooperatively with parents in helping students to conduct themselves in an acceptable manner. We will work together to emphasize positive behavior and self-discipline in all our students. It is our primary purpose to help students become responsible, respectful, globally educated citizens in our society.

Dress Code:

As a building with 3-12 year olds, parents have the responsibility to dress and groom their child(ren) in a manner that does not detract from the educational process.

- Apparel worn in school should be neat and clean. Footwear must be worn at all times. The District code of conduct prohibits students from wearing shoes with open backs – such as flip flops, clogs or other sandals without a back strap. Outerwear, such as coats, jackets, hats, baseball caps and sunglasses shall not be worn in the classroom. Revealing attire (including ‘spaghetti straps’, open back tops, and crop tops), clothing with profanity and clothing depicting illegal activities or substances are prohibited.
- Skirts and shorts must be long enough to reach the tips of your child’s fingers while they are standing up. Tank top straps must be at least 2 inches wide. Tops must be long enough to cover students’ stomachs when they are reaching up (raising their hand). If students are inappropriately dressed, their parent will be contacted to provide a change of clothing. Students will not be able to return to their classrooms until properly dressed.
- We **strongly** recommend that parents provide a change of clothes for their child to keep at school so that in the event of an accident or a mishap (i.e. not making it to the bathroom or falling in the mud) we will not have to call you in the middle of the day to bring a change of clothes.

Drop Off/Pick Up:

All Students

- Students dropped off prior to 8:20 a.m. or remaining past 3:55 p.m. must be enrolled in the Y-CARE program. Please do not take advantage of the fact that the school building is physically open by dropping off your child(ren) early when there is no supervision. All staff has other duties during this time. **Students consistently dropped off early or picked up late may be reported to authorities.**
- All students should be dropped off and picked up on the side of the street closest to the school. Please **DO NOT** have your child run across the street – it is extremely dangerous.
- At the end of the day, **PLEASE** follow the pick-up procedure by getting into one of the two pick-up lanes which proceed across the front of the school and into the circle drive. If everyone follows the procedure, we are able to load and release all of our students in less than 10 minutes from the dismissal bell. It is also much safer for our students when everyone follows the procedures.
- Please note, there is no parking on either side of Post Oak Lane between Darien and Somercroft between 3:15 and 4:15 p.m. each day.
- Children are to enter through the front door or through the door off the circle drive. After the tardy bell at 8:39 a.m. students may only enter through the front doors and must check in at the office.
- Please do everything possible to make after school transportation arrangements in advance with your child(ren). It is very distressing for children to be unsure of how they are getting home at the end of the day.
- If changes must be made or if you are going to be late picking up your child, please either email Suzanne Carpenter, our secretary (suzanne.carpenter@lansingschools.net) or call 755-1610, no later than 3:15 p.m. each day. If you do not reach someone directly, please **do** leave a message as continual calling only ties up our phone lines and makes it more difficult to get the proper information to your child(ren). Email and voicemail will be systematically checked each day multiple times prior to dismissal for messages related to student transportation. **Do not leave a message on the teacher’s private line or the principal’s line as they may not be checked until after dismissal.**
- Please pay attention to posted signs, cones, staff, parent volunteers and safeties as we work together to help direct traffic and protect student safety.

Students Transported by Bus

- When children arrive at school they should go immediately into the building and to their classrooms.
- After school, teachers or safety patrols will escort all students riding the bus to Darien Street to board their assigned bus.

Emergency Procedures:

In the event of an emergency, every effort will be made to contact the parent, guardian or other family member listed on the student enrollment form. **Please be sure we have current phone contact information for you.** If the situation involves the serious injury or illness of a child, 911 will be called before parents are contacted as student safety is our first priority. Please be certain to inform the school of changes in phone numbers, address or emergency contacts when they occur. Also, please be sure that we have accurate health information on your child regarding allergies, asthma, medications taken, diabetes, eczema, brain injury or any other health concerns. In addition, please be sure we have needed medication and doctor's forms on file. This will enable us to best maintain and protect the health and safety of your child.

Enrollment Form:

Please carefully complete the enrollment form included in your opening packet and return it to school no later than Monday, September 8th. **Please complete all information requested and sign in the spaces indicated.**

In the event of an emergency, the phone numbers you provide on your enrollment form are those we use to make contact with you. If you change your phone number, child-care provider, address, etc. during the school year, please notify the office immediately. Changes to your child's enrollment form may be made at any time during the school year. Please remember to bring a recent utility bill or mortgage/rent statement if you are changing your address.

Health Issues & Medication:

Lansing School District has a very strict policy regarding administration of medication. **NO medicine, including non-prescription drugs (Tylenol, aspirin, cough drops, Benadryl, Neosporin, chap stick, etc.) may be carried by your child or administered by staff to your child while they are at school unless both the parent and physician have provided written consent and specific directions.** If you are going to the doctor, it may be wise for you to take a yellow medication form with you for the doctor to sign in the event medication is needed.

School and health department regulations require children with certain communicable diseases to be excluded from school until treatment has been completed. These diseases include, but are not limited to, head lice, scabies, ringworm, pink eye, and impetigo. If your child should contract one of these illnesses, the nurse will be glad to help parents/guardians with suggestions for treatment.

Please feel free to contact Mrs. Carpenter, Mrs. Diaz, or your child's teacher if your child has a specific or unusual health need.

Immunizations:

Michigan Law (Act 368) requires all children entering a Michigan school for the first time to show proof of immunization against diphtheria, whooping cough, tetanus, mumps, poliomyelitis, measles, rubella, hepatitis B and chicken pox. Children without the required immunizations will be excluded from school.

The Ingham County Health Department is located at 5303 S. Cedar Street. The free immunization clinic is held Monday through Friday from 9:30 – 11:30 a.m. and from 1:00 to 4:30 p.m.

Immunizations can also be obtained at the Otto Community Health Center in Otto Middle School located at 500 E. Thomas Street. The Health Center is open Monday, Tuesday, Wednesday and Thursday from 8:00 a.m. to 5:00 p.m. They are open Friday from 10:00 a.m. to 5:00 p.m. They are closed on Holidays. To make an appointment, please call 702-3555.

Please keep the school informed of any additional immunizations that your child may receive during the school year so that our records may be kept up to date.

Homework Policy:

Homework Policy #6154 – Lansing School District

Philosophy – Homework is an essential part of the educational program and can be a means of reinforcing and enriching the school day. Homework can be beneficial to both students and parents in that parents may be aware of what students are learning and how they are progressing between formal reporting periods. Homework can be a means of fostering self-discipline, student responsibility, and promoting improved study skills presented in the classroom setting. The parent/guardian, student, building administrator and building staff each have a responsibility in implementing an effective homework policy.

- Homework is NOT for parents☺ Parents/guardians are expected to reinforce homework practices by providing an atmosphere which encourages good study habits at home. This includes providing a time and quiet place for children to complete homework each day. Parents/guardians should familiarize themselves with homework requirements and encourage their child to seek assistance, when necessary, to enable him/her to successfully fulfill the responsibility for doing homework.
- All homework will be a follow-up of classroom lessons. Assignments will be explained to children first in school. Parents/guardians may offer support and assistance, but should not give answers. Whenever students do not finish the day's classwork, they will be asked to take it home to complete as homework and return it the following day.
- When a parent requests homework for a student, that request can be made through the office. Teachers are given twenty-four hours to prepare the assignments. In the event they are ready earlier, you will receive a call from the office or the teacher.
- The complete homework policy and regulation is kept in the office. All Lansing School District policies and regulations are also available for your review upon request.
- Specific homework practices for each classroom will be sent from the teacher.

Lunch Program:

The lunch program will begin on Tuesday, September 2, 2014. Students will have 20 minutes to eat lunch and then 20 minutes of outdoor recreation time during their lunch time each day.

- **Please call the school office by 9:00 a.m. if your child is going to be late and they plan to order a school lunch. Otherwise, please pack them a sack lunch.**
- Due to a federal grant received by the Lansing School District, all students will be provided school lunches for free again this year. However, for those who would like extra milk or a milk with their sack lunch, the cost is 40¢ a carton.
- Each child has his/her own separate lunch 'bank' account. If you know your child will be getting milk regularly, you may 'deposit' money into your child's account at any time.

All children in grades Pre-K-6 are eligible to remain for lunch as long as they abide by the rules of safe conduct and acceptable behavior.

- Please review with your child appropriate behavior during lunchtime; help them become accountable for their own behavior choices. Essential Agreements for the lunch room and playground are included at the end of this handbook as well as with the papers you received in your child's opening day packet.
- If a child's behavior in the lunch program is continuously disruptive and/or dangerous, a child may be excluded from the lunchroom until a conference is held with the parent/guardian.

Lunchtime is divided into four sessions.

- We have several lunch assistants who will be working with the students, and students are expected to respect and follow the directions given by any member of the lunch staff.
- Preschool students will continue to eat in their classrooms this year with their teachers, family style.
- Volunteers are always needed during lunchtime. If you are interested in volunteering during the lunch program, please complete a volunteer application.

- **Please clearly mark your child's name and room number on the outside of his/her lunch box or sack to help prevent lost lunches. Many children have the same lunch boxes. Also, please note: The lunch staff is unable to heat items brought from home.**

Library/Media Center:

Students who check out materials from the media center are responsible for their return and/or the cost of replacement if they are lost or damaged. When materials become 'overdue', the student will not be permitted to check out other materials until the 'overdue' materials are returned.

Physical Education/Recess:

Students are expected to participate in physical education and recess if they are at school. Students may choose to sit on the bench outside during recess if they do not wish to run around. Reasonable accommodations will be made for students with a doctor's note on file.

Students are not allowed to bring personal equipment from home (i.e. jump ropes, footballs, basketballs, soccer balls, softballs/bat, or other play equipment). We will provide all of the needed equipment for recreational time.

Safety Patrols:

Please help support our safety patrols.

- Patrols are on duty both before and after school.
- Please judge the time it takes for your children to walk to school so they will not arrive before the doors open at 8:20 a.m.. Any parent wishing to help out with safety posts, please contact Mrs. Diaz.
- Remember the playground is closed in the morning before school and immediately after school as there is no supervision at that time.
- Please review safety procedures with your child and remind them to follow the directions of the safety patrols. They are provided for your child's safety.

Student Illness/Doctor Appointments:

If you need to pick up your child outside of regular hours on any given day, please come directly to the main office. For everyone's safety, you must sign your child out before going to get them from his/her classroom. Teachers cannot release your child to you or any other adult without verification from the office. If it is necessary for someone other than the parent/guardian to pick up your child, please add his/her name to the enrollment form for our records. **We cannot release children to individuals without your written authorization.** Thank you for helping us keep all of our children safe.

Weekly Folders:

All classes will be sending home weekly folders with the students. Please check your child's backpack and look for important information in your child's Friday folder. There will be regular newsletters from your child's teacher and the school as a whole included in their packets, as well as other information from the district and community organizations. We will be working to save paper by sending only one copy of general information home with the youngest child in the family.

Miscellaneous

Action:

As part of our International Baccalaureate program, students are encouraged to take action to support their families, fellow students, school, community and world. Many times students have ideas which involve raising funds – which is wonderful – however, remember to remind and encourage your child to take action in other ways, both large and small.

Birthdays:

We are working to teach children that birthdays are not all about cake and candy but rather about celebrating the person. We are requesting that any birthday ‘treats’ brought into school are healthy including things like cheese and crackers, fruit, veggies with dip, pretzels, etc. **No cake, cupcakes, candy or other sweets should be brought to school for birthdays.** You may donate a book to the classroom or our school library in your child’s honor. We will have sweets during holiday parties. Please communicate with your child’s teacher if you would like to do something special for your child’s birthday.

Cell Phones:

Although cell phones are not allowed in the elementary buildings at all according to the Lansing School District’s code of conduct, we are willing to work with families who believe their child needs to carry a phone after school for communication with parents and/or safety reasons. However, students may not carry/keep cell phones with them during the school day. We ask that students drop off their phones in the main office each morning either to the secretary or the administrator and then pick them up at dismissal each afternoon. If students are found to have a cell phone with them, it will be confiscated and returned only directly to a parent/guardian. We also ask parents to silence their cell phones when in the classrooms as it is a distraction for students. Thank you for your cooperation in this matter.

Classroom Assignments:

We appreciate the trust that you have placed in us regarding the classroom placement for your child. Many hours were spent last spring and this summer working to create balanced, positive classroom environments so that all students have the best possible opportunity to learn. Input from previous teachers, our behavior specialist, parents and the principal were considered as we made placements across grade levels. Our goal is to place children in the best possible environment to promote their success. Your support of your child, working in cooperation with all of our teachers, will be appreciated.

Within the first few weeks, as student enrollment changes, it may be necessary to adjust some of our classes. We will do our best to keep changes to a minimum.

Please remember that all of the following must be considered when creating class lists:

Staff recommendations	Equitable ratio of boys and girls
Certain student emotional factors	Total students in a classroom
Balance of ethnic groups	Individual reading and mathematics progress
Parent involvement	Equitable ratio of special education students
Behavioral concerns	Equitable ratio of gifted/talented students

Extended Day Program:

The YMCA operates an extended day program at Post Oak. Doors open at 7:00 a.m. and remain open after school until 6:00 p.m. The program is open to all students, kindergarten– 3rd grade. Please contact the YMCA directly for information on costs and operating schedules - Jennifer Dunlap (517) 316-YMCA, ext. 22.

Field Trips:

For a student to attend any field trip that is taken throughout the year, they must have a signed permission slip. Permission slips will be sent home with your child prior to any trip and it is their responsibility to return it to their teacher. Placing permission slips in Friday Folders when they are returned is a great way to get the slips into the hands of our teachers. **We can no longer accept phone calls stating the student can accompany their class. Permission must be given on the school provided form or your child will not be allowed to accompany their class on the field trip.**

****PARENTS/GUARDIANS/OTHER ADULTS MUST HAVE APPROVED VOLUNTEER STATUS IN ORDER TO ACCOMPANY THEIR CHILD ON ANY SCHOOL RELATED TRIP.**

It is our goal to provide every child with the opportunity to participate in all school activities, including field trips. However, due to behavior concerns, you may be asked to accompany your son/daughter on a field trip in order for them to be able to participate. This requested supervision assures both your child's safety and the safety of other children.

It is against Lansing School District policy for pre-schoolers not enrolled in our preschool programs to accompany a class on a field trip if school district busses are providing the transportation.

Insurance:

If your child is not currently covered by any type of health plan, please let us know. There are a number of options available to students and their families.

Lost and Found:

Please clearly mark your child's coat, hat, rainwear, gloves, boots, lunchbox, backpack, etc. Many children have the same or similar outerwear items and without an identifying name, we cannot get items back to their correct owner.

Lost articles will be placed on the lost and found table located in the hallway just around the corner from the main office. This table will be emptied regularly and items donated. Please check right away for lost items as they are more easily recovered the day they are lost.

Parent Access to Student Records:

Under the requirements of federal legislation, we remind you that your child's school records are available for your inspection. If you would like to review your child's records, please make an appointment with the principal.

In addition, if you move from the Lansing School District, your child's records will be forwarded to their new school. If you wish, you have the right to review your child's records before they are sent.

You also have the right to have copies made, at your expense, of any records to be sent, through a request to our Pupil Accounting and Central Enrollment Office located at the Hill Center, 5815 Wise Road. Their telephone number is (517) 755-2820.

Pesticides:

As part of the Lansing School District's pest management program, pesticides are occasionally applied at or around the school facility. You have the right to be informed prior to any pesticide application made to the school or grounds. A 'Pesticide Prior Notification Request' was included with your opening packet. Please complete and return the form to the main office **only** if you wish to receive prior notification of pesticide application.

Parent-Link Automated Calls:

All schools in the district use the Parent-Link system to notify parents or day care providers of EARLY dismissals from school due to threatening weather conditions or other dangerous situations. **Please be sure the school has your current telephone number. Please keep the school office informed of all changes in address, telephone numbers, emergency contacts, child-care providers, etc.** If the weather becomes threatening, please wait for the system to call or tune into a local radio station for information.

Parent-Teacher Group:

The PTA is very active at Post Oak. The PTA and Post Oak staff work together to provide the best possible educational experiences for all of our students. Please come and support your child and our school by joining the Post Oak PTA. Meetings take place on the first Thursday of the month and begin at 6:00 p.m. in the International Media Center. Child Care is provided. The parent group maintains a spirit shop at Post Oak. If you would like to make a purchase, please see someone in the office. We will be glad to help you.

Report Cards:

Report cards are issued four times during the school year. You will be receiving a report on the progress of your student during fall conferences, at the end of the first semester in January, again at spring conferences and the final report at the end of the second semester in June.

School Colors/Logo:

The school colors for Post Oak are blue, red and green. Our school mascot is the penguin. Fridays are school spirit day where teachers and students are encouraged to wear their Post Oak t-shirts/ sweatshirts or dress in school colors.

School Pictures:

Lifetouch Studios will take fall school pictures of each child. We use the prepaid plan. A reminder will be sent preceding the picture date, and payment must be brought on the day pictures are taken. If you do not want your child photographed, please send a note to your child's teacher. Spring pictures will also be available.

Talent Development Program:

The Insights program will continue to be offered for our third through sixth grade students this year. Students who are nominated to the program due to high test scores must then receive a teacher referral and parent permission to participate. Students travel to Pattengill once a week for enrichment classes in English language arts and mathematics.

Telephone:

Students will not be allowed to call home to make arrangements to go home with a friend. These 'play dates' must be arranged in advance and a written note sent with the student for approval by the Principal. Students will not be called out of class for a phone call. Messages will be given to the student during lunchtime and they will be allowed to return your call. Please help us help your child to succeed.

Visitations:

Although we wish to maintain a welcoming and 'open door' policy at Post Oak, it is important that parents do not become a distraction to our students. We ask that parents do not visit the classrooms during the first two weeks of school so that teachers may establish their routines and authority with the children. After that, we ask that parents limit their time in the classroom to no more than 3 hours each week. You are welcome at lunch time every day. For the safety of your child and all of our children, I again ask that you please sign in at the office when you enter the building and put on a visitor tag, even if we know you well. Thank you.

Volunteers:

Each classroom teacher would appreciate volunteers to assist with classroom activities throughout the year. These volunteers could be fathers, mothers, guardians, grandparents, aunts, uncles or friends. They might be asked to assist with room projects, field trips, or other building activities. **REMEMBER, ALL VOLUNTEERS MUST HAVE AN APPROVED VOLUNTEER APPLICATION ON FILE PRIOR TO WORKING WITH STUDENTS.** Please remember to sign-in when you are in the building to volunteer. Being a room volunteer is one of the most important roles that parents/guardians may assume. There are many other opportunities to participate in and support the programs at Post Oak. A number of these programs are only able to operate if volunteer assistance is available. Please let the office know if you would be willing to

volunteer. We will forward this information to your child's room parent as well as your child's teacher. Your involvement strengthens our programs and helps instill pride and confidence in our students and our school.

Weather:

In the event of inclement weather, please listen to one of the following radio stations for information on school closings: WDTB, WLS, WITL, WLNS, WKAR, WFMK, WQHH, WLGH, or WVIC. School closings will also be displayed on Channels 6, 10, 47 and 53, as well as the Lansing School District website – www.lansingschools.net

Ten Commandments for Parents/Guardians

1. Insist on your child's prompt and regular attendance in school.
2. Encourage and help your child to give proper attention to health, personal cleanliness and neatness of dress.
3. Provide a place for study and homework. Be available to help.
4. Encourage your child to take part in school activities.
5. Insist that your child bring home any communication from school.
6. Speak well of the teachers, principal, school and the education they are trying to provide.
7. If you do not like what is going on, tell the teacher or principal, etc.
8. Take an active part in parent-teacher activities.
9. If your child is involved in a rule infraction, help him/her to face the problem.
10. When inclined to criticize the school, first check the nine points listed above. How many have you followed?

Dear Every Parent/Guardian

There are little eyes upon you, and they are watching night and day;
There are little ears that quickly take in every word you say;
There are little hands all eager to do everything you do,
And a little child who's dreaming of the day he'll be like you.

You're the little child's idol, you're the wisest of the wise;
In his little mind about you, no suspicions ever rise;
He believes in you devoutly, hold all you say and do;
He will say and do in your way when he's grown up to be like you.

There's a wide-eyed little child who believes you're always right;
And his ears are always open and he watches day and night;
You are setting an example everyday in all you do;
For the little child who's waiting to grow up to be like you.

15 Ways a Parent/Guardian Can Help their Child

1. Listen to your child. Children must have opportunities to express themselves. Encourage your child to talk about things seen or done during the school day.
2. Take your child on trips to arouse curiosity and interest in the world around him/her.
3. Praise your child. Remember reading is a difficult task. Don't forget to praise him/her when he/she succeeds.
4. Keep your child well and rested. A child who has stayed up late to watch a TV program shows the effect the next day in his/her schoolwork. Have hearing and vision checked regularly.
5. Give you child responsibilities which he/she is capable of taking. This allows him/her to earn recognition and to get satisfaction from accomplishments.
6. Buy games and puzzles for your child. Scrabble will help with spelling. Reading directions will help him/her learn to follow directions.
7. Buy books and magazine subscriptions for gifts.
8. Encourage your child to go to the public library. Take him/her if necessary. Don't tell him/her what books to select. If he/she is a poor reader, he/she may choose easy books at first. As he/she gains confidence, satisfaction and improves in reading, he/she will choose more difficult books. Encourage reading on a wide variety of subjects.
9. Guide your child's ability to scan. This will help your child decide if a book is interesting and whether it is easy enough.
10. Teach your child how to take care of books.
11. Build a reading atmosphere at home. Have books, magazines, newspapers, etc. around the house. Let the child see you reading at home. Arrange a time for you and your child to read together.
12. Help your child with reading. Help him/her to work out the word by looking at the picture. Skipping over the unknown word and reading the rest of the sentence to see whether this suggests a new word, or checking to see whether the word makes 'sense' in the sentence are good reading strategies.
13. See that your child has good habits of attendance. When he/she is absent from school, he/she misses his/her work and may not be able to keep up with the class.
14. Celebrate the small gains your child makes. This positive support will help motivate your child to continue improving.
15. Read! Read! Read! Read with your child, to your child, or listen to your child read to you. Read at least 30 minutes per day.



Essential Agreements for the Lunchroom

1. Walk quietly in your line to pick up your lunch, then walk to a spot at your table and stay there
2. No sharing food or throwing food
3. Raise your hand if you need something such as help opening your food or if you forgot an item
4. Raise your hand if you need to go to the bathroom; you will be given a bathroom pass - if no pass is available, you must wait
5. When you are dismissed to line up, walk to your teacher or to the line to go outside
6. Use an inside voice - no yelling or screaming

TOGETHER WE CAN MAKE LUNCH TIME AWESOME!!



Essential Agreements for the Playground

1. Walk on the sidewalk behind the adult from the lunchroom or your classroom to the bottom of the stairs, holding onto the railing.
2. You may play on all the blue and white structures, the swings, the blacktop, the field (as far as the soccer goal posts), and the balance beam. You may not play on the green and brown play structure.
3. You may not leave the playground without permission. You may not cross the sidewalks by the road or fence. You may not go behind the evergreen trees.
4. Slides must be used only one way - DOWN, with your feet first and on your bottom, one at a time. You may not jump off the swings while you are swinging.
5. When the bell rings or the whistle blows, you are to stop playing immediately and line up by classroom on the blacktop.

TOGETHER WE CAN MAKE RECESS TIME AWESOME!!