

Alexander Elementary School



2019-2020

Parent and Student Handbook

Letter from the Principal

August 2019

Dear Parents:

Thank you for choosing Alexander Elementary School for your child! The school's leadership team, managers, faculty, and staff are eager to build on the successes and challenges of our opening, and we have been busily preparing for the months ahead. ***The 2019-2020 Parent and Student Handbook*** is designed to guide you and your child through this exciting time. We encourage you to read this booklet thoroughly and discuss it with your child.

The Alexander Parent -Student Handbook includes contact information for the school's leadership team, general information about our proven curriculum and instructional design, and specific school policies of Alexander Elementary School. Our ***Alexander APS PBIS Handbook*** discusses more about our *Code of Conduct* and describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment. These Handbooks will be found soon www.adrianmaples.org on our Alexander School Page.

Should you have a question that is not answered within these pages, please feel free to contact me, another member of the school's leadership team, or your child's teacher.

At Alexander Elementary, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Thank you for choosing Adrian Public Schools and for allowing us to educate your most prized possession, your child.

Sincerely,

Mrs. Henline

Mrs. Henline
Alexander Principal



Vision, Mission, and Beliefs

Adrian Public Schools Mission Statement

In partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society.

Mission Statement

The Alexander community's mission will provide for a safe, nurturing environment that will enhance values, achievement, and create responsible citizens in the promotion of lifelong learning

Beliefs Statement

Alexander Elementary School believes that through the combined efforts of parents, teachers, staff, and community, all students will become lifelong learners

LEADERSHIP

The School's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns at the following numbers:

- ❑ *Shanan Henline*, Principal
(517) 263-9533 ext. 3101
- ❑ Kelli Schefka, Administrative Assistant
(517) 263-9533 ext. 3100

ELEMENTARY FACULTY

Head Start PRESCHOOL: Sara Williams: Lead Teacher
Betty Slessor: Associate Teacher
Tongi Merillat: Teacher Assistant

YOUNG FIVES Kari Truax

KINDERGARTEN: Christie Richards
Alex Petterle
Tracey Gonzalez

FIRST GRADE: Drew Vansickle
Erin Risner
Brandy Opsal

SECOND GRADE: Dawn Stewart
Holli Sabbadini
Aja Andre

THIRD GRADE: Jamie Rorick
Jill Walsh

FOURTH GRADE : Sheila Kowalski
Amy Giroux (Teske)
Adrienne Thompson

FIFTH GRADE: Liz Hughes
Adam Wilson
Erin Watson

SPECIAL EDUCATION RR:	Andrea Gallatin
ART:	Sara Youtsey
TECHNOLOGY:	Tracey DeMeritt
SPANISH:	Amber Pedersen
PHYSICAL EDUCATION:	Chad Perry/ Jordan Kelly
MUSIC:	Jacquese Miloser/Aaron Mykeloff
LITERACY SUPPORT:	Jeff Condon
Math SUPPORT:	Todd Holden
ELL:	Tania Justavino
LIBRARIAN:	Teresa Bauer
CUSTODIAN:	Andrea Jenkins & Kim First
PPC COORDINATOR:	Amy Baker
Cafeteria Support:	Tammy Mort, Angelina Disheaux, Pam Koons
Paraprofessionals:	Melissa Bell, Terri Wagner, Danielle Ebert, Cynthia Reynolds and Laurie Suydam

FIRST STUDENT TRANSPORTATION (BUSSING): 263-2464

DAILY SCHEDULE

8:10-8:25 a.m.	Breakfast in the gym
8:25 a.m.	First bell, doors unlock, students move to class
8:35 a.m.	Academic School day begins
3:38 p.m.	Dismissal

SPECIALS SCHEDULE

- Music
- Physical Education
- Art
- Technology
- Spanish

Alexander Lunch/Recess Schedule

LUNCH SCHEDULE	LUNCH	RECESS
Y5, K	11:20 - 11:40	11:40- 12:05
3rd	11:35 - 11:55	11:55-12:20
1st	11:50 - 12:10	12:10-12:35
4th	12:05 - 12:25	12:25-12:50
2nd	12:20-12:50	12:50-1:15
5th	12:35-12:55	12:55-1:20

Adrian Public Schools - Start and End Times				
2019-2020 School Calendar				
	Start	Half Day AM Release	Half Day PM Start	End
Elementary Schools Grades K-5	8:35 A.M.	12:10 P.M.	12:03 PM	3:38 P.M.
Middle School Grades 6-8	7:35 A.M.	11:00 A.M.	10:59 A.M.	2:24 P.M.
High School Grades 9-12	7:45 A.M.	11:10 A.M.	11:11 A.M.	2:36 P.M.

ALEXANDER THURSDAY FOLDERS WILL BE COMING HOME ON **THURSDAYS!** HOMEWORK, FLIERS, ETC...WILL COME HOME IN THE FOLDER ON **THURSDAY** AND BE EXPECTED TO BE RETURNED ON **FRIDAY/MONDAY** EACH WEEK. **PLEASE GET IN A HABIT OF CHECKING THESE FOLDERS EACH WEEK WITH YOUR CHILD AND RETURNING ITEMS THAT MAY NEED YOUR ATTENTION.**

CURRICULUM AND INSTRUCTIONAL DESIGN:

At the heart of Alexander Elementary is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. Alexander Elementary provides a strong academic foundation for students that will prepare them for demanding academic studies of senior high school and college. Our common K-12 aligned curriculum is housed in Atlas Rubicon.

ACADEMIC ENRICHMENT:

Academic enrichment and academic practice will be assigned on an individual basis.

Practice doesn't make perfect. Perfect practice makes perfect.

- ☐ Create enrichment rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- ☐ Provide a quiet place for your child to do academic practice, such as a desk in his or her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- ☐ Show an interest in your child's academic practice and ask him or her about it each night.
- ☐ Give your child a healthy snack before he or she begins academic practice. This should help with concentration.
- ☐ Give your child a short break from his or her work if needed.
- ☐ Encourage your child to work independently. Assist him or her if needed.
- ☐ Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself!"

FIELD TRIPS:

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. **Students without signed permission slips will remain at the school in another class.** Students will be provided with a bag lunch if necessary. If you are unable to pay for a field trip, please contact the school office for assistance.

Occasionally, parents will be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. **Babies and children who are not enrolled in the class may not accompany the chaperones. The Volunteer Form was provided in the registration packet and additional forms can be found in the school office. A new form will need to be filled out each year.**

QUALITY ASSURANCE – HANDLING COMPLAINTS

Experience has demonstrated that open communication between parents and the school's staff is the key to maintaining a stable business relationship.

What to do if you have a problem.....

1. Discuss the problem with your child's teacher. Teachers will make themselves available to discuss parental concerns regarding your child.
2. Discuss the problem with the school's principal. Parental concerns or questions that cannot be resolved by the teacher should be redirected to the school's principal. I always have an open door policy.

PARENT INVOLVEMENT AND COMMUNICATIONS:

VOLUNTEERING:

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground, student drop-off and pick-up, crosswalk, and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organize extracurricular activities and community outreach projects. A log of volunteer hours is kept in the school office.

All volunteers must complete a Volunteer Form at the beginning of the school year.

PARENT TEACHER ORGANIZATION PTO:

Alexander Elementary PTO was founded by a group of parents dedicated to supporting student learning and the overall success of the school. The PTO provides school leaders with ongoing input on the operation of the school and serves as a vital link between the school and you – its customers. All parents are encouraged to join the PTO. For more information, contact the school at (517) 263-9533 or the PTO President Julie Beutler at: alexanderelemPTO@gmail.com.

PARENT/ TEACHER CONFERENCES:

Formal parent/teacher conferences are scheduled two times per year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates. Dates are set in the months of **December 4 & 5, 2019 and March 18 & 19, 2020.**

Alexander Elementary maintains an open door policy, and parents are encouraged to visit their children's classrooms to see them in action. We do ask that parents schedule classroom visits ahead of time with the classroom teacher. Please notify the office upon arriving to the school for a visit to keep disruption to a minimum. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout

the year.

PARENT NEWSLETTERS:

Parents will receive monthly school newsletters from the principal with announcements of upcoming events and school-wide activities. These will always be sent home on the last Thursday of each month.

Also you will be receiving weekly **Blackboard Announcements via telephone on Sundays** between **2:30-3:30 P.M.** so you are always up to date on school happenings.

Teachers will also create a communication system in their classroom either through the remind101 app., e-mail, class dojo, FB page, etc...

Thursday folders will be coming home every Thursday. Homework, fliers, etc...will come home in the folder on **Thursday** and be expected to be returned on Friday/Monday each week. Please get in a habit of checking these folders each week with your child and returning items that may need your attention.

REPORT CARDS: 5TH GRADE ONLY

At the end of each trimester, parents will receive report cards with cumulative data on their children's performance and progress.

HEALTH AND SAFETY:

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. Alexander Elementary is regulated by the State Department of Health Services.

MEDICATION:

The principal and the student's teacher must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor. All medication must be brought to the office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. Our Administrative Assistant Mrs. Schefka along with our Media Specialist Teresa Bauer is trained to administer the medication.

NON-PRESCRIPTION MEDICATIONS: IF, DURING THE COURSE OF THE SCHOOL DAY, IT IS NECESSARY FOR A STUDENT TO RECEIVE COMMON, NON-PRESCRIPTION MEDICATION (E.G., **TYLENOL**), THE PARENT/GUARDIAN MUST FILL OUT A **MEDICINE ADMINISTRATION FORM**. PARENTS/GUARDIANS MUST INFORM THE SCHOOL OF ANY ALLERGIES OR RESTRICTIONS ON NON-PRESCRIPTION MEDICATION THAT THEIR CHILDREN MIGHT HAVE. PARENTS/GUARDIANS ARE REQUIRED TO NOTIFY THE PRINCIPAL IN WRITING IF YOUR CHILD HAS A CHRONIC ILLNESS

THAT MAY AFFECT HIS OR HER PERFORMANCE AT SCHOOL.

BREAKFAST AND LUNCH

Alexander Elementary offers a **FREE Breakfast & Lunch program**. On pizza days there is an additional cost of one dollar for an extra slice of pizza and will need to be prepaid by 8:45 am on that same day.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during meal times.

VISITOR IDENTIFICATION:

To help ensure a safe and secure learning environment for your children, all visitors to Alexander Elementary are welcome during active business hours. All visitors are required to sign-in at the school office and to wear a visitor's pass. **Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.**

DRESS CODE:

Students are to exercise discretion in dress and grooming. However, grooming or dress that infringes on healthy or safety or is disruptive to the educational environment is not allowed.

Certain clothing will not be permitted to be worn by students. This includes hats (inside), spaghetti string tank tops, cut-off tops, halter tops, short shorts or spandex shorts or t-shirts with inappropriate sayings. Shoes must be worn at all times. Shoes with wheels are prohibited. We also discourage open-toed footwear, especially flip-flops, due to student safety concerns. Coats and backpacks are not be worn in the classrooms.

FIRE DRILLS/EVACUATIONS:

The school will conduct at least 4-5 fire drills per year within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

ACCIDENTS:

The principal or a trained staff member will administer initial treatment of minor injuries. **The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Injury Report will be filled out.** In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

ARRIVAL & DISMISSAL PROCEDURES:

Student Arrival and Departure:

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students.

STUDENT SAFETY IS OUR TOP CONCERN. THIS IS PARTICULARLY TRUE DURING ARRIVAL AND DISMISSAL TIMES.

Breakfast begins at 8:10 a.m. and outdoor supervision start at 8:15 a.m. Please do not drop off your child(ren) prior to this as this creates a safety issue. If you park your vehicle you must park in the parking lots. The right lane needs to stay clear so parents can drop off and proceed on.

BEFORE SCHOOL SUPERVISION:

BREAKFAST PROGRAM: 8:10 - 8:25 A.M.

- Our lunch supervisors report at 8:10 a.m. to help assist with breakfast. Teacher supervision begins promptly at 8:15 a.m.
- If students plan to have breakfast please make sure they do not arrive before 8:10 a.m. for breakfast as doors do not open until then.
- If students are not having breakfast they can begin to line up no sooner than 8:15 a.m. in their designated area per grade level closest to your child's classroom.
 - K-1 line up in back near playground.
 - Grade 2 lines up on the side of the building at the door nearest the bus drop off (computer lab entrance)
 - Grades 3-5 Line up near front of building near basketball hoops (dumpsters)
- If you drop your child off at school, please do so prior to **8:25 a.m.** so that students have time to walk to class without being marked tardy. If students arrive after **8:35 a.m.** then they need to be signed in at the office.
- **Breakfast ends at 8:35 a.m.**
- Please have students load/unload in the designated parking area where it says **No Parking**: Student Drop off **ONLY**. *To avoid having traffic backup please drop off and proceed on. If you are walking your child to their designated area in a.m. please park in the PARKING LOTS and walk them to the area. Please do not park on the street as this stops the flow of traffic on our **ONE WAY STREET**. Please have your child get out of vehicle on the passenger side next to the curb to ensure safety.*



Signs are marked out front at Alexander for student drop - off. Please drop off and proceed moving on. If you need to park please use the 2 designated parking lots.

DISMISSAL:

- **Make sure that your child's teacher knows how your child gets home after school at OPEN HOUSE.** All students will be sent home by bus unless otherwise indicated by the parent in writing, email, or phone call at the start of the school year. If your child's normal transportation plan is to be picked up daily, please inform your child's teacher at the beginning of the year.
- Students will NOT be allowed to deviate from their regular transportation plan without permission from you in the form of note, text, phone call, or email. Students should present a permission note, signed by the parent, to the school office for approval. Alternatively, a parent may call the School Office at **517-263-9533** PRIOR TO 3:00 PM and we will share with the teacher notifying them of the change.
- If you arrive at dismissal time and wish to have your child removed from the bus, please go to the office so that we can verify your ID. The office will alert the staff on duty to locate your child for you.
- Arrangements for play date or to go home with friends **MUST** be made outside of school time and a note/e-mail/phone call presented to the teacher. Students will not be allowed to use the phone to obtain permission to go to a friend's house during school hours.

- **Parents please wait outside the school in order to assure the safety of all students when picking up your child(ren).**

PICK UP/CAR RIDERS PROCEDURES: STUDENTS ARE DISMISSED AT 3:38 P.M.

1. Parents please plan to park on the North side of the street on Cherry St. when coming to pick up your child in Grades 3-5 so students do not need to cross the street to enter into a vehicle. This is a busy time after school and I want to ensure the safety of all our students. You can also park in the small parking lot in front of the building for upper grades.
2. If you are picking up your child in Grades Y5, K-2 please plan to park in the LARGER PARKING LOT or on the Left Hand side of the Street so our Busses can line the street closest to the building near our lower hallway in the designated bus area. Please plan to walk up to get your child from their teacher and proceed to either of the cross walk designated. Please plan to park in this LARGER PARKING LOT if you plan to wait outside to pick up your child.



3. All cars stopping along the sidewalk must load from the passenger side. No parking is permitted in the bus lane.
4. Once student is picked up driver will proceed along the designated one way street.

****Parents & Guardian's must remain outside of the building to pick up their child. This is for safety purposes.**

SIGNING STUDENTS OUT EARLY:

- Parents or guardians need to sign a student out in the office before checking them out for the day. Office staff may ask for ID to verify the adult has permission according to the registration form to remove the student from school. Children who are returning to school from an appointment or who are arriving late are required to check in at the office

before they return to class. Please note: **We try to maximize all student learning time so please refrain from signing your child out early unless it is an emergency.**

- **See Alexander Attendance Procedure on page 20.**

SAFE BUS RIDING:

Students at Alexander Elementary are expected to conduct themselves according to the **Code of Conduct and our Alexander Pride Expectations for our Positive Behavior Supports Program** and to practice such virtues as productivity, respect, integrity, determination, and excellence, in all school settings—including on the bus. Following school rules on the bus is essential not only for developing good character, but for ensuring students' safety.

The proper behavior among students while being transported on a bus is fundamental to safety. The lack of appropriate behavior on the bus has an effect on every student's safety. The most dangerous aspect of unruly behavior is the distraction it causes to the bus driver, whose main focus is in concentrating on traffic and traffic conditions, not on discipline. Any behavior that causes the driver to shift their attention from traffic to discipline will not be tolerated. Safe student transportation for all students is our goal.

If a student breaks a rule on the bus, the driver will notify the principal, and swift action will be taken. **Serious misbehavior may lead to the suspension or expulsion of bus riding privileges. Riding the bus is a privilege and is limited to only a few students. The school will remove students from the bus unless the bus rules are followed.**

Parents with specific complaints about bus service should notify the principal Mrs. Henline or call transportation at: 263-2464 to specifically speak about an incident.

MONEY AND OTHER VALUABLE PROPERTY:

Students are encouraged to leave all money and other valuable property at home. **The School assumes no responsibility for the loss or theft of such articles. If electronic devices such as Ipads, Ipods, cell phones, etc... are brought to school the teacher will keep them in a safe spot throughout the day and return them at the end of the day.**

CELL PHONE POLICY:

Alexander recognizes that cell phones have become a common tool for communication among our students today. Students may bring cellphones to school only for the PURPOSE OF SAFETY. They are to be turned off and in backpacks or given to the teacher when they collect them at the beginning of the day. Students may use the office phone in case of an emergency with a note from their teacher. **Once a student has boarded the bus or entered their car they may use them.**

1. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses.

2. Cell phones are not to be used during instructional time unless specified by the teacher as there will be opportunities for “Bring your own device” to school days.

CANDY, GUM, AND TOYS:

Students may not bring candy, toys, gum or other non-school related items to school unless approved by the principal. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited. Gum is **not** allowed in school unless given as a special reward by the teacher. Please help us keep our school beautiful!

INCLEMENT WEATHER: THE QUICKEST AND EASIEST WAY TO LEARN ABOUT A SCHOOL CLOSING IS VIA THE SCHOOL DISTRICT’S WEBSITE [HTTPS://WWW.ADRIANMAPLES.ORG/](https://www.adrianmaples.org/)) ALONG WITH MAKING SURE YOU ARE CONNECTED TO THE DISTRICTS AUTOMATED **BLACKBOARD CONNECT** SYSTEM WITH A CURRENT CELL PHONE NUMBER THAT ALERTS PARENTS TO INFORMATION ABOUT SCHOOL CLOSINGS AND DELAYS, **ALEXANDER FACEBOOK PAGE**, AND THE FOLLOWING TELEVISION AND RADIO STATIONS — **CHANNEL 13, CHANNEL 24, CHANNEL 11, WLEN, AND WABJ/WQTE**. ALSO YOU CAN LIKE THE “**MAPLE PRIDE**” FACEBOOK PAGE ALONG WITH THE “**ALEXANDER ELEMENTARY**” FACEBOOK PAGE. ALSO SCHOOL DELAYS AND CLOSINGS CAN BE FOUND AT [HTTPS://WWW.ADRIANMAPLES.ORG/](https://www.adrianmaples.org/)

Below is the procedure the Adrian Public Schools will follow when weather conditions become threatening. Because severe weather conditions can occur at any place and any time, students and staff will follow these safety procedures.

A tornado watch is the term used in areas where a tornado might possibly occur during the next several hours.

A tornado warning means that a tornado has been sighted in the area and there is a strong possibility that a tornado may occur. Take immediate safety precautions.

- If severe weather conditions occur during regular school hours (tornado watch or tornado warning) students will not be sent home early.
- School programs will follow their regular schedule during a tornado watch.
- In the event of a tornado warning, all students will be taken to a safe area in their building as prescribed by the Lenawee County Sheriff’s Department. Parents who wish to pick up their student should come to the main office of their student’s school.
- At the end of a regularly scheduled school day, students will be sent home during a tornado watch. However, during a tornado warning, students will be kept at school until the tornado warning has been lifted.

Wind Chill Information

DEAR ADRIAN PUBLIC SCHOOLS FAMILIES,

During a very cold Michigan winter that can bring with it challenges in the way of weather, I wanted to share with you the school district's protocols for closing school in the event of inclement weather conditions particularly in situations where there is a wind chill advisory in effect.

Please note that, most often, the decision to close school is the result of a number of factors, rather than just a single factor. To close school based on the temperature alone, (rather than in conjunction with concerns about road conditions, bus issues or other safety considerations), the actual temperature combined with wind chill would need to be greater (colder) than -20 to -25 degrees below zero. This figure is based on the range of temperature/wind chill that carries a higher risk of frostbite at the thirty minute threshold (for exposed skin.)

We encourage families to take extra care to ensure that students are dressed appropriately for the cold weather as they travel to and from school. (When the actual temperature and/or wind chill is below ten degrees, our elementary school students will remain indoors for recess.) What are the factors considered when school is canceled?

First and foremost, the safety and wellbeing of our students, staff and families are paramount in any decision to close schools. When a "snow day" or "inclement weather day" is called, it is done as early as possible (before 5:30 a.m. and often earlier) but only after much deliberation among district officials who monitor road and building conditions throughout the night; consult with other area school superintendents; and the monitoring of various weather forecasts for our area.

The weather conditions and issues taken into consideration when closing/delaying school due to inclement weather include:

The amount of snowfall and its impact on road (including side roads and dirt roads) and parking lot conditions and the ability to safely transport students to school.

The timing of a storm and the ability of local road crews and district personnel to clear roads and parking lots in time for the safe transport of students to school.

Ice or freezing rain and its impact on road and parking lot conditions as well as the potential for downed trees and power lines and the ability to safely transport students to school.

Dangerous temperatures or wind chills that carry a high risk for frostbite in a short period of time (30 minutes or less). To close school based on cold alone (rather than in conjunction with concerns about road conditions, bus issues or other safety considerations), the actual

temperature combined with wind chill considerations would need to be greater (colder) than -20 to -25 degrees below zero. This figure is based on the range of temperature/wind chill that carries a higher risk of frostbite at the thirty minute threshold (for exposed skin.)

Building problems caused by weather conditions such as loss of heat, power or water service. The quickest and easiest way to learn about a school closing is via the school district's website (www.theadrianmaples.com) and the following television and radio stations — Channel 13, Channel 24, Channel 11, WLEN, and WABJ/WQTE.

Any delays and cancellations can also be found by calling the district's main phone line of [\(517\) 263-2115](tel:5172632115).

I hope you will find this information helpful as we traverse the rest of this Michigan winter and all that it may bring. Keep safe, warm, and think spring!

Sincerely,

Bob Behnke , Superintendent

Winter Recess Guidelines

Hello Families,

As the impending cold temperatures, ice and snow looms ahead of us, I wanted to reach out to you to outline the recess expectations at school. When the “real feel” temperature is 10 degrees Fahrenheit and above (wind chill will be factored in), students will go outside for recess. **All students will go outside for recess unless there is a note from a physician that indicates otherwise.** Additionally, if there is snow on the ground we ask that you reinforce the following with your children:

- Students will be allowed to play in the snow with boots and/or snow pants on. Boots are required to play in the snow and snow pants will keep the students from getting wet and staying warm. Additionally ensure that your child has a hat and gloves as well.
- Students who do not come with winter attire (boots) will be allowed on the blacktop near the playground area.
- Students will be required to wear the winter clothing in which they arrived to school.
- Students will not be allowed to call home to replace wet clothing or shoes.
- Snow that is on the ground should stay on the ground.
- Students will not be allowed to use the playground superstructure or swings (the wood chips freeze and do not provide the same protection as they do when they are not frozen).

Please speak to your children about your (and our) expectations for them during recess and ask them to adhere to them.

Research suggests that the movement break that recess provides is much needed by all of our students, so we will monitor the conditions on a daily basis to determine what portions, if any, of the playground we will be able to use for a particular day. Safety, however, is our number one priority and will guide all decisions about whether or not to go outside for recess.

Please contact Mrs. Henline if you have any questions about the recess procedures and thank you in advance for your support. Also please contact the school if you are having difficulty providing these articles of outerwear for your child.

Sincerely,

Mrs. Henline
Principal Alexander Elementary School

SUPPORT STAFF:

The **Administrative Assistant Mrs. Schefka** will serve as the first point of contact for parents, monitors parents' concerns and supports the principal and Leadership Team ensuring compliance with corporate, local, state and federal guidelines and procedures.

The school also has a full-time **Special Education Resource Room Teacher** to address the needs of students requiring other services. The Special Education Director, will serve as a resource to the school in assisting with the implementation of Individual Education Plans (IEPs), special education referral processes, and staff development related to students with special needs. Our Special Education Director for the district is Deb Agnew and she can be reached at dagnew@adrian.k12.mi.us.

The school will contract with local LISD providers for speech, language, and psychological services, occupational therapy, physical therapy, and other related services as identified by students' IEPs.

LEADERSHIP TEAM:

The Leadership Team, led by the principal, will do the following throughout the year:

- Create a school culture that focuses on student and adult learning.
- Set high expectations and standards for the academic and social development of all students and the performance of adults.
- Demand content and instruction that ensures student achievement of academic standards as outlined in the charter agreement.
- Create a school philosophy that values continuous learning for adults tied into student learning and other school goals.
- Use multiple sources of data collection to analyze barriers to achievement and to access, identify and apply instructional improvement.
- Actively engage the community to create shared responsibility for student and school success.

Attendance Policy

Dear Alexander Families:

Our goal at Alexander Elementary School is to have all students attend school every day! School success goes hand and hand with good attendance! Help your student be successful in school by building a habit of good attendance.

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!!

Clearly going to school regularly matters!

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- **Make sure your children keep a regular bedtime and establish a morning routine.**
- **Lay out clothes and pack backpacks the night before.**
- **Ensure your children go to school every day unless they are truly sick**
- **Avoid scheduling vacations or doctor's appointments when school is in session.**
- **Talk to teachers and counselors for advice if your children feel anxious about going to school.**
- **Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.**

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact our school at 517-263-9533.

Alexander Elementary Attendance Procedures

Adrian Public Schools

Daily attendance procedure is as follows:

- The classroom teacher enters attendance, the office verifies the teacher's entries, and inputs excused absences, and tardies.

Alexander attendance policy is as follows:

- Parents receive a letter after five absences/tardies that have not been verified with specific illnesses/appointments.
- Parents receive an attendance concern letter after seven absences/tardies.
- Parents receive an attendance directive letter after ten absences. If the student attendance does not improve, the truant officer is notified.
- Tardies are from 8:36-9:30 AM
- AM absence starts at 9:31 AM
- PM absence starts at 12:01 PM
- SOE for the PM starts at 3:15 PM

Mrs. Henline

Mrs. Henline
Alexander Elementary Principal