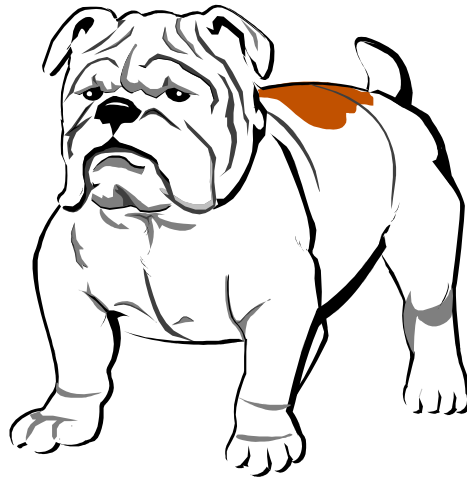


GRAND VIEW ELEMENTARY

2009-2010



PARENT INFORMATION HANDBOOK

Office: 254-6121 – Mrs. Austin
254-6125 – Mrs. Haik
Attendance Hotline 254-6120
Fax: 254-6123

3701 52ND STREET S.W.
GRANDVILLE, MI 49418
www.grandville.k12.mi.us

FOREWORD

This handbook has been prepared to acquaint you with our school's procedures, policies and activities. Please take time to read through this handbook and refer to it during the year.

A special "Welcome" to all of the new families who will be attending our school this year.

If you have any questions or concerns not answered in this handbook, please call the school. Better yet, come in to visit with us. You are always welcome at your school and are encouraged to be involved in your child's education at home and at school.

MISSION STATEMENT

The staff and parents of Grand View Elementary are committed to offering experiences and opportunities that follow our **GRAND V** Vision for the Future

I Integrity

E Excellence

W Working Together

GRANDVILLE PUBLIC SCHOOLS STATEMENT OF NONDISCRIMINATION FOR SCHOOL AND CLASSROOM

Grandville Public Schools is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of race, color, religion, marital status, national origin, sex, age or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Tim Purkey, Title IX Coordinator, at 3839 Prairie Street SW, Grandville, MI 49418 or (616) 254-6557.

GRANDVILLE DISTRICT BUILDING PHONE NUMBERS

Ron Caniff.....(Superintendent).....	254-6570
Central.....	254-6010
Century Park Learning Center.....	254-6820
Cummings.....	254-6040
East.....	254-6080
Grand View.....	254-6120
South.....	254-6210
West.....	254-6250
Image Program.....	254-6270
Middle School.....	254-6610
High School.....	254-6430
Community Education.....	254-6553
Pre-School.....	254-6553
School Nurse.....	254-6455
Transportation.....	254-6530

Points of Pride

Access to wireless technology in classrooms
Caring, highly skilled, positive, dedicated staff & office personnel
Collaborative culture (teachers/parents/students)
Distance Learning - "virtual" field trips
Educational Opportunities for All Learners
Excellent library/media center
High Academic Achievement on Standardized Tests; MAP, MEAP
High Level of Parent and Community Involvement
Literate-rich, child-centered environments in the classrooms and library
National Blue Ribbon Exemplary School
Network wireless capability throughout the whole building
Parent/Teacher/Child Club
Parent Volunteers and clerical helpers
Science Lab with Specialized Science Teacher
Videostreaming
Wireless and portable laptop labs
Data Projectors

Community Service/Outreach and Partnership Activities

Circle Theatre Partnership
D.A. Blodgett - Holiday Family Adoption
Grandville Public Library
Kids' Food Basket
Partnership with Taft Elementary

Building and/or Parent Sponsored Activities

Awards Assembly (6th grade); Building-wide Community Service Projects; Carnival; Classroom Musicals; End-of-Year School Picnic; Father/Daughter Event; Father/Son Event; Grand Friends Day; Holiday parties; Lip Sync Family Fun Night (student performances); March is Reading Month Program; Mother/Daughter Event; Mother/Son Event; Open House; Parent Information Night; Pizza Nights; Popcorn Days; Santa Secret Shop; School Spirit Days; Skating Parties - ice skating and roller skating; Talent Show and Yearbook

Special Student Events or Student Group Activities

Assemblies; Beat the Winter Blues; Book Fairs; Card Club; CARE Week; Chess Tournament; Dance Team; Feelin' Good Mileage Club; Field Day Activities; Food Drives; GVBVN School News Program; Health Expo; Intramurals; Kids Caring For Kids Service Drives; Market Day; Michigan Festival; Sing-A-Long; Staff versus Student athletic events; Student Council (school projects, tour guides, community service, mentors); Wax Museum and Winter Class Challenge

Special Programs

Academic competitions/clubs; projects; field trips; Study Island Academic On-line Academic Support Program Grades 2 through 8; 2nd Grade Eye Dissection; 2nd Grade Music Program; 3rd Grade Economy; 3rd Grade Grand Rapids Museum Read and Connect Program; 3rd Grade Recorder Program; 5th Grade Camp; 5th Grade Lung Dissection; 5th Grade MEAPonomics; 5th Grade Symphony; 6th Grade Advanced Math; 6th Grade Band, Choir, Orchestra; 6th Grade Chicago Trip; 6th Grade EcoBus; 6th Grade Heart Dissection; 6th Grade Mock Trial; 6th Grade Safety Patrol; Accelerated Math; Accelerated Reader Program; Capturing Kids Hearts; Career Education Program; Circle Theatre; Computer Instruction Course; Conflict Resolution Program; Drug and Alcohol Awareness Lessons; Field Trips - 2 + per grade level; Foreign Language Student Program; Geography Bee; Girls-on-the-Run Program; Grand Rapids Symphony; GVBVN School News Program; Internet Safety Lessons; Family Fun Run; KIDZ Have Rights; Lego League; Math Pentathlon; Presidential Physical Fitness; Punt, Pass and Kick Competition; Read-a-thon; Recycling; Reproductive Health Lessons; Safekidz; Sensory-motor group; SOAR & Read Naturally Reading Intervention Programs; ALEKS Math Intervention Program; Specialized teachers in Music, Physical Education, Art and Science; Spelling Bee; Student Council; Traildawks Running Club; Walk-a-thon; Walking Club; Water Safety Classes; and Wee Deliver

**GRAND VIEW STAFF
2009-2010**

Principal	Jean Carroll-Hamilton	Resource Room	Amanda Gaul
Asst. Principal	Megan Harley		Megan Harley
Secretaries	Cheryl Haik Brenda Austin	ECSE Teacher	Katy Schroeder
		ECSE Aide	Anne Fex
Y5's/Kindergarten		Preschool Teacher	Julie Smith-Boyd
	Sarah Kusmierski	Preschool Aide	Deb Kurdelski
	Jerry Neff		
1 st Grade		Science	Tom Kelly
	Jill Arim		
	Andrea Hecksel	Phys. Ed.	Kurt Myers
	Marijane Werner		
		Art	Deb Kreuyer
2 nd Grade		Music	Barb Gossett
	Melissa Burgess		
	Elizabeth Kuiper	Social Worker	Gary Power
	Mary Redick		
3 rd Grade		Psychologist	James Grooters
	Connie Clarey		
	Mary Crowley	Speech Therapist	Bari Fitzpatrick
	Phyllis Walsh		
		Media Center	Amy DeBoer
4 th Grade		6 th gr Technology	Kerry VanderVelde
	Pat Bertram		
	Deb Glazier	Custodians	Gary Collier Kris Harper
	Marla Vanderwier		
5 th Grade		Lunch Money	DJ Opdendyk
	Denise Holmes		
	Jeff Nyenhuis	Lunch Room	Sheila Bosworth Jenny Doss
	Robin O'Connell		
	Sue Sanders		
6 th Grade		Playground	Nancy Hop Jamie Koster Tammy Osga Deb Mekkes Janet Villarreal Candee Williamson
	Val Conley		
	Thad Karnehm		
	Joel Verburg		
At Risk Tutors			
	Debbie Lonergan		
	Paula Weber	Kitchen	Kathy Becker Eljean Kadzban
Bldg/Tech Aide	Pat Rossi Dawn Tillema	Breakfast	Arlene Von Myhr

**GRAND VIEW ELEMENTARY
SCHOOL DAY 2009 – 2010
Daily Time Schedule**

*8:25 – Warning Bell

*8:30 – Tardy Bell – School begins

*11:30 – 3rd/4th out for Recess

11:36 - AM Kindergarten Dismissal



Lunch/Recess

Grades	EAT	RECESS	LUNCH BLOCK
1 st /2 nd	11:55-12:15	12:15-12:55	11:55-12:55
3 rd /4 th	12:10-12:30	11:30-12:10	11:30-12:30
5 th /6 th	11:40-12:00	12:00-12:40	11:40-12:40

*12:10 – 3rd/4th in from recess

12:32 – PM Kindergarten Begins

*12:40 – 5th/6th in from recess

*12:55 – 1st/2nd graders in from recess

*3:38 - Student Dismissal

Preschool: M/W/F(3 yr. olds) 8:45-11:15 M/W/F(4 yr. olds) 12:15-2:45 T/Th (3/4 yr. mix) 9:00-11:30 ECSE: 8:55-11:30

*Denotes Bells

Indoor Recess Plan

Wind Chill: -10 or below = in

-9 to 0 = half in, half out:

3rd/4th out 11:30-11:50 11:50-12:10 in

5th/6th out 12:00-12:20 12:20-12:40 in

1st/2nd out 12:15-12:35 12:35-12:55 in

0 + = out

PARENT TEACHER COMMITTEE

Grand View has a strong P.T.C. which provides our students with many exciting activities. We encourage your support and involvement in the following areas: Classroom Help, Room Parents, P.T.C. Meetings and the many other special events offered at Grand View.

P.T.C. BOARD

President	Pam Deheus	532-3137
Vice President	Sarah Rusthoven	534-2244
Secretary	Jodie Root	530-3315
Treasurer	Stephanie Schultz	532-0793
Volunteer Coordinator	Janette Casey	261-0029

We invite and need your input at P.T.C. meetings. Child care is provided free of charge. At each meeting Mrs. Carroll-Hamilton and a staff representative speak, the financial status of the organization is discussed and old and new business is conducted. Parents need to be in a partnership with teachers and support staff to make this year at Grand View an enriching one for all students. We thank you for your advancement of this purpose.

MEETING DATES

All meetings usually take place the third Tuesday of the month at 9:00 A.M.

September 22

October 20

November 17

December – No meeting

January 19

February – No meeting

March 16

April 20

May 18

ABSENCES

Aside from the fact that school attendance is compulsory by Michigan law, at Grand View, we believe that regular school attendance is an asset to the learning process. On the day your child is absent from school, you **must** call the school office by 9 a.m., giving the reason for the student being absent. In the event you forget to call, one of the secretaries will attempt to contact you. Parents need only call the first day of your child being absent. Mornings are an especially busy time in the office. If you do not talk directly to a secretary, leave a message on the attendance line voice mail and they will retrieve it. The attendance line is available 24 hours, 7 days a week. Students arriving after the 8:30 starting time must report to the office and will be considered tardy.

Extended absences may require a doctor's note. Absences due to family vacations are discouraged, however, parents requesting "make up school work" for vacations must request the work at least 3 days before the student leaves. The teacher has the option of giving the "make up" work before or after the child's vacation. The student will have the length of time he/she was gone to complete the assignments. Example: A student is gone for 5 school days, so he/she has 5 school days after he/she returns to make up the work. The teacher can use his/her discretion to make other accommodations in a particular situation. Prior to Spring Break, excessive absences or tardies (10 or more) will result in parent notification and/or a referral to KISD for truancy proceedings. 6th grade band and orchestra attendance is also monitored, including appropriate consequences for missing class (warnings, phone call home, detention, etc.). Exceptional Attendance Awards are given to students with less than 3 absences and 10 tardies at the end of the school year.



Any communicable disease, such as head lice or chicken pox, must be reported to the school. Grandville has a "No Nit Policy" in relation to head lice. This means that children are not allowed in school with eggs in their hair and children are sent home if eggs are found on periodic class checks.

Our guideline is that you do not send your child to school if he or she has sniffles, a cough, a fever, stomachaches, headaches or has vomited within the past 24 hours. Children are in close contact with each other and as a result do pass colds, viruses, etc. back and forth. A good rule to follow is: if your child is well enough to play outdoors and take part in normal school activities, he or she is well enough to come to school. Your cooperation in this matter is greatly appreciated.

Our expectation is that students who are absent from school do not attend after school and evening events the day of their absence.

ACCELERATION

We have an accelerated math program where advanced math students move up a grade level for math instruction. One major indicator of qualification is our Spring MAP math testing. However, if you feel your child qualifies for this program, talk to your child's classroom teacher. Students are accelerated in other subject areas within their own classroom and through the IMAGE program for gifted and talented students.

ACTIVITIES

Students will be involved in field trips, fun nights, assemblies, school parties, etc. It is our intention to keep the parents notified of these activities and the requirements for participation in such activities well in advance of the scheduled date.

AFTER SCHOOL DETENTION

May be assigned to students as part of our below the line behavior policy for extreme behavioral offenses.

ARRIVAL AND DEPARTURE TO AND FROM SCHOOL

If your children walk to school, they should not arrive more than 10 minutes (8:20) before the start of the school day, unless they are participating in our breakfast program which starts at 8:10. Parents, if you are dropping your child off, please observe the 10 minute time period before the start of the day. In the morning students will wait in the front lobby until the first bus arrives and may then go to their lockers. Afternoon kindergarteners and their parents should wait in the lobby until 12:22 or the first bus arrives and may then go to their lockers.

Parents should encourage their children to leave the school grounds at the end of the school day and go directly home. We must have written notification from you if your child is going to be picked up by anyone other than a parent. There should be no deviation from the normal going home routine without written parent permission. Our expectation is that a student will take his/her normal mode of transportation (i.e.-bus, parent pick up) home each day. If your child has permission to walk home from school-we will need **written permission from you on that day** turned into the office for our records. Those picking up a child before school is dismissed or for an appointment or to go out to lunch (including parents) **must sign them out in the office and back in when they return**. This policy is for your child's protection. We urge that you adhere to it!

Each classroom has a specific exit door to use at the end of the day. Students being picked up by parents will exit through the doors facing the soccer field. If you must come in to the building to pick up your child, we ask that you wait in the front lobby rather than in the congested hallway outside the classroom.

AT-RISK TUTOR PROGRAM

Our school offers two learning centers (K-3rd & 4th-6th) to work with students who are struggling in various academic areas. Two tutors and parent volunteers work with students one on one, in small groups and occasionally in large groups. Concepts are re-taught and often pre-teaching takes place.

BIRTHDAYS, TREATS, INVITATIONS, ETC.

Children often bring "treats" for the room when it is their birthday. It is the policy of the district that no food prepared at home may be consumed by the students at school parties, picnics, etc. during school hours. Candies and baked goods purchased from a commercial establishment and in their original packaging are permitted. Students are discouraged from passing out private birthday party invitations at school unless they are inviting the entire class. We also do not allow the individual decorating of lockers for any occasion unless it is school sponsored (i.e. Girls on the Run).



BOARD OF EDUCATION POLICIES

Board of Education Policies are accessible on line at: <http://www.grandville.k12.mi.us/home.asp> Click on "Administration", "Board of Education", Board Policies on Line. This site also has search capabilities. By typing in a key word, you can access all policies that are associated with the key word being used.

BREAKFAST PROGRAM

Breakfast is offered at Grand View beginning at 8:10 am. Students pick up their food and pay in the kitchen and eat on the stage. The cost is \$1.10. It can be paid in cash or charged to your child's hot lunch account.

BUS CONCERNS

Any concerns or problems with the busses can be addressed by contacting the Transportation Department. The phone number is 254-6530. Those students who ride the bus will be expected to ride it in the morning and at the end of the day unless they have a note stating otherwise. (i.e. If a child who normally rides the bus states a parent is picking them up at the end of the day, they will be put on the bus if they don't have a note from the parent.) This happens often and children can easily confuse conversations that took place in the morning. Please put any changes to daily bus transportation in writing. Students may NOT ride any bus other than their assigned bus. Requests for friends to ride home on different busses will not be honored. We ask parents to instruct their children of the following rules in addition to those that they would receive from the bus driver:

1. Be on time and board the bus in an orderly manner.
2. Students must share seats, remain in them and face forward.
3. Keep voices quiet. No shouting, screaming, singing or whistling can be allowed.
4. No fighting, arguing, pushing, hitting or kicking.
5. Keep all parts of your body, and all objects, inside the bus.
6. No profanity, smoking, spitting or throwing of objects.
7. Keep the aisle clear at all times. Band instruments and book bags are to be held on lap.
8. No food, candy or drinks should be consumed while on the bus.
9. Follow driver's instructions for crossing after leaving the bus.
10. No harmful or illegal objects on the bus.
11. Do not litter, write on, or damage the bus in any way.
12. The emergency door is to be used for emergencies only.
13. Students ARE NOT ALLOWED to ride any bus except their assigned bus.
14. All school rules apply on the bus.

CHAIN OF COMMUNICATION

If a problem or concern should develop with your child, a teacher, or an activity or incident at school, please talk with the teacher immediately to bring about increased understanding and a quick resolution. Issues which are not satisfactorily resolved with a teacher may then be addressed with the assistant principal or principal.

CODE OF CONDUCT

(Available on the Grand View website.) Please review it with your child. It outlines the expected behaviors and potential consequences of inappropriate behaviors. All policies included in the Code of Conduct apply to Grand View students.

DRILLS

Fire, severe weather and lock-down drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event a real emergency occurs. Teachers and administrators will explain drill procedures to students and directions for the drills will be carefully worked out through repetition.

EMERGENCY SCHOOL CLOSING

In the event that school is not going to be in session due to an unexpected emergency or inclement weather, announcements will be made on all major local radio & TV stations. You may also check the Grandville website.

Make sure that you have discussed with your child procedures they should follow should school be dismissed early. Your child should know a relative (Grandma/Grandpa) or a neighbor who will care for him/her in case of early dismissal. Children are not allowed to ride home with someone not listed on their emergency/student data form.

A two hour delay for fog or ice/snow means there is NO morning kindergarten, NO 6th grade band/orchestra/choir—and breakfast will not be served. School hot lunch will be provided as usual.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. This includes a student's disciplinary record including any suspension or expulsion action against the student.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FIELD TRIPS

Most field trips are funded through the PTC fund raisers and the building budget. Permission slips will be sent home prior to the trip along with information as to the date, time and destination. You may be asked to help supervise on some of these trips. We will make every effort to give as many different parents as possible a chance to chaperone the various field trips. Students must ride the bus to and from the field trip destination.

HEARING AND VISION TESTING

Kindergarten students are required to have hearing and vision testing done before starting school. Hearing tests are done during the school year for grades 2 and 4. Vision testing is done for grades 1, 3 and 5.

ILLNESS/INJURY AT SCHOOL

In the event your child should become ill or injured at school, every effort will be made to contact you or the emergency number indicated on your enrollment forms. For minor bumps, bruises, skinned knees & elbows, etc., we will administer lots of TLC (tender loving care). However, we do not administer aspirin or any other medications unless we have a doctor's note to do so. If your son or daughter has any health problems such as allergies, asthma, etc. that we should be aware of, please let us know as soon as school begins and make sure this information is on emergency forms each year. If your child has a serious allergy in need of an "allergy plan" (which details what to do in an allergy emergency), please inform the office so we can get you the appropriate paperwork.



INSURANCE

The school does not have health or accident insurance to cover injuries at school. Payments for any injuries would have to be paid for through the parent's health insurance, or the health insurance plan that is offered by the school district to parents at the beginning of the school year. This health insurance plan must be purchased when school starts. Forms will be sent home.

The school district does not have insurance to cover the loss of personal equipment such as band instruments, clothing, athletic equipment, radios, or anything of a personal nature that an individual may bring to school. Students who bring these items should take precautions to see that these items are properly cared for and do so with the understanding that any loss of such equipment would have to be covered by the parent's homeowner's insurance.

LEGAL ISSUES

Be aware of the following legislation:

1. Students are prohibited from bringing any weapons or other dangerous items on to school property. (Firearm, dagger, knife with blade over 3 inches, pocket knife opened by a mechanical device, iron bar, brass knuckles, lighters, matches...)
2. Physical or verbal assault will not be tolerated. Verbal assault is any statement or act, oral or written, which can reasonably be expected to induce in another personal fear of danger of bodily injury or harm.
3. Sexual harassment is prohibited by school employees and pupils.
4. Use of school computers and other electronic media is a privilege. No expectation of privacy exists for users of such media.

For detailed policy you may also refer to our district “Code of Conduct” , available on the district website or in our office.

LIBRARY

Students will have the opportunity to check books out with the librarian to assist the student. Kindergartners may check one book out and grades first through sixth may check out two books. We ask for parent cooperation to have the students return the books in one week. A child may check another book out when each book is returned. If a book is lost or damaged, the student is responsible. Our library is closed over the lunch hour for media use, material circulation and Accelerated Reader.



LOST AND FOUND

Lost and found boxes are located in the lobby. Your child may check for any lost articles. Parents may also come in and check for missing items. All items including coats, hats, boots, and gloves, lunch boxes, etc. should be labeled with your child’s name. We donate unclaimed items to our inner-city partner school.

LUNCH PROGRAM

Menus are sent home the last Friday of the month for the following month. Students may purchase a hot lunch (\$1.75), milk and juice (\$.35) using their hot lunch card. Parents have the option of sending money on a daily or weekly basis in an envelope with the child’s and teacher’s name or to make a deposit on-line at www.lunchdeposit.com To set up an on-line account for payments or checking your child’s balance, call the office for your child’s student number which is needed to set this up. If your account does not have enough money in it, you will receive a note detailing your balance.

Those families qualifying for free or reduced meals must apply each school year. Applications are available in the office or on-line.

LUNCHROOM RULES AND PROCEDURES

1. Students must be quiet and polite at all times. General noise must be kept to an acceptable minimum.
2. Students are not to leave their seats for any reason unless authorized by an adult. They should raise their hand if they have a question or problem.

3. Students are responsible for taking care of and properly disposing of all materials before they are excused.
4. Students, after being excused by an adult, are to go to their locker, classroom and/or playground in a quiet, polite and orderly manner. No running or fooling around in the halls.
5. Students must always demonstrate proper respect for the lunch supervisors and hallway monitors.
6. All food and drinks must be consumed in the lunchroom.
7. Gum is not allowed in the lunchroom or hallways.



MEDICATIONS

Elementary school students may not self-administer medications at school. If a child is to receive any medication during the school day, the parent or guardian should bring the medication and the doctor's signed instructions to the school office. Medical forms are also posted on our website and may be printed from there. Never send medication with your child.

1. Prescription medication containers will carry the pharmacy label with the patient's name, doctor's name, name of medication, dosage and instructions.
2. All medications will be accompanied by a letter of instruction and authorization signed by the parent. Forms are available from the school office or on our district website. A letter written by the parent is acceptable provided the necessary information is included. Written instructions from a physician are required in cases of long term medication, i.e.: Ritalin. The instructions will contain, as a minimum:
 - a. Name of medication
 - b. Dosage and time to be taken
 - c. Estimated time for administration
 - d. Possible side effects
3. The above instructions will be kept by the person responsible for giving the medication with a copy in the school office.
4. The medication will be kept in a safe place in the school office which is convenient to the adult administering the medication but not accessible to students.
5. The school principal may designate an adult employee to administer the medication. The medication will be administered in the school office. The designated adult may be a teacher, school secretary, or aide. The designated adult will insure that the medication is taken in accordance with the written instructions and pharmacy label. Such designated adult, when acting within the scope of his/her instructions, will be considered an agent of the principal for purposes of legal authority and responsibility.

MONEY

If money is being sent to school, an envelope needs to be marked with the child's name, what the money is for, and teacher's name and grade.

NOTES

We have designated Friday as note day at Grand View. We will try to send all notes, lunch menus and teacher newsletters home on Friday in your child's Friday Folder. The Principals' newsletter will go home on the last Friday of each month. To save on paper and copy costs we send notes to the youngest or only child of the family. This year we will pilot sending our school newsletter electronically for those who choose to get it by e-mail.

PARENT/TEACHER CONFERENCES

Regularly scheduled parent/teacher conferences are held in the fall and the spring of each school year. These conferences are held by appointment and you will be notified well in advance of your appointment time. We hope you will make a special effort to attend, as a conference with your child's teacher is of great importance to the child, and hopefully to you as well. Additional conferences are welcomed by the Grand View staff. Please make appointments with a teacher for any special conference in advance by calling, e-mailing or writing a note to the teacher.



PARENT INVOLVEMENT POLICY

Our Board of Education policy regarding parent involvement is available on our district web site.

PARKING

We have had problems with people parking in the bus loading/unloading zone-both before and after the school day and during the lunch hour. **PLEASE NOTE** – parking in front of the building along the canopy and in front of the gym is prohibited for vehicles other than the school busses. This is to ensure the safety of our children. Student drop off and pick up by car is at the side doors by the east side of the gym and the soccer field.

PARTIES

There are three holiday parties throughout the school year – Halloween, Christmas and Valentine's Day. Room parents will plan the parties with the teachers.

PERSONAL APPEARANCE AND CLEANLINESS

Students should be taught good grooming. We assume that parents know what their child's personal appearance and cleanliness is for school that day. Label all your child's personal items such as lunch boxes, school bags, back packs, sweaters, jackets, boots and mittens. Please send your child in clothing that will take lots of play and work. (The following clothes are inappropriate for the school and learning environment: revealing tank tops, spaghetti strap tops, see-through tops, short shorts or mini skirts – should be mid-thigh on down, bare midriff, and high heels. Bandanas and hats are also prohibited from being worn in the building during the school day.) Your child should be able to dress him/herself and take care of his or her personal health habits, such as bathroom needs and hand washing.

PET POLICY

Due to allergies, safety and a fear of various animals by some of our students, we have established a pet policy. Caged pets are allowed to visit the school. Animals on leashes or other pets may visit but will need to meet the class under the canopy out front or between the double entrance doors. All pet visits should be coordinated with your child's teacher.

PLAYGROUND & BELOW THE LINE BEHAVIOR

Grand View's building rule is: RESPECT students, staff and our school. This refers to keeping hands and feet to themselves, listening carefully, following directions, working quietly, walking, being kind, polite, helpful and honest, and taking care of school property. We take the issue of a productive, safe learning environment very seriously. School rules as well as playground, lunchroom and individual room rules will be discussed at length with students at

the beginning of the school year. All policies outlined in the Code of Conduct, available on the Grand View website, also apply to our students.

We also expect students to abide by the following guidelines:

1. NO skateboards, roller blades, or Healties (with wheels) at school.
2. NO Ipods, MP3 players, radios, walkie talkies, tape, DVD or CD players, laser lights, electronic games, cell phones, etc. at school unless authorized by teacher.
3. Respect for school property is important: Children should play away from lawn, trees and shrubs. Students are to play only on the North side of the building. They must stay on the playground and soccer areas. They should use paths leading to the playground areas. NO students should be in the front or ends of the school during lunch/recess. The Varsity soccer field is off limits unless supervised.
4. **REPORTING INJURIES – Encourage your child to report minor bumps and bruises to the playground supervisor or to a teacher.**
5. No running, pushing, shoving, etc. in the halls or classrooms.
6. Students are to remain on the school grounds at noon unless they have a written note from their parents, cleared by teacher or principals.
7. One child at a time may use the slide and swings and they must be seated. No jumping out of swings. No walking up or jumping off slides.
8. Students should take care of drinks, bathroom, etc. before going out for noon recess.
9. Certain games and activities are too dangerous to permit on the playground including:
 - a. “King of the Mountain” games or any other games involving riding on each other’s back.
 - b. Football or rugby
 - c. Use of ropes, except for jumping
 - d. Use of baseballs or bats
 - e. NO snow ball throwing
 - f. NO throwing stones
 - g. NO standing on equipment (tire swings, slides, hamburger...)
 - h. NO cleats
10. Collecting cards are allowed during recess but should not be out during instructional time. Students bring card collections to school at their own risk. We will not deal with “issues” involving the trading, loss, etc. of cards.
11. No candy, gum or food is to be consumed on the playground during recess.

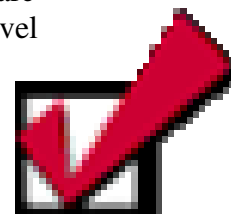
All staff have been trained to recognize and deal with disruptive or aggressive behavior, called “Below The Line” behavior. Students have participated in both discussions and bully prevention training to encourage them to make positive choices. Grand View’s definition of “Below The Line” behavior and rubric (guide) for follow-through and consequences are included. Should a student engage in behavior that violates school rules (below the line behavior), a referral form will be completed and processed according to the rubric by building administration.

RECESS

Our policy is that all students go outside for recess. It is assumed that the students who are too sick to go outside at recess time would benefit by staying home. If there are extenuating circumstances, a doctor's note will be required for a child to stay indoors. On days when weather is extremely cold or rainy, recess breaks are shortened or held indoors. When temperature is -10° or below recess will be held indoors.

REPORT CARDS

Report cards are distributed each trimester – three times a year. Midterm reports are sent at the middle of each trimester. The format of this midterm report varies by grade level from comments in Friday Folders to checklists to a computerized grade report. You also have access to your child's report card through the Infinite Campus Parent Portal. Grades will be posted within 2 weeks of an assignment due date or test date. If you need to set up an account, call the school office.



SEARCH AND SEIZURE

Search of a student and his/her possessions including lockers, desks and computer information may be conducted at any time there is a reasonable suspicion that the student is in violation of the law or school rules or to protect the health and safety of others. All searches may be conducted with or without the student's consent.

SOLICITATION:

Students are not allowed to sell items to other students during the school day, lunch hour or on the bus.

“SPECIAL” CLASSES

This year our students will have special classes taught by trained instructors in the following areas:



Kindergarten & Y5's: Physical Education and Music

1st, 2nd, 3rd : Physical Education, Music, Art & Science

4th, 5th : Physical Education, Music, Art & Science

6th: Physical Education, Band/Orchestra/Choir, Art, Science & Computer

All students will be participating in physical education. Please make sure they have a pair of tennis shoes at school the days they have PE classes.

SPECIAL EDUCATION

Grand View has a resource room where students who qualify may get intense instruction in a smaller group or one on one setting. Support is also offered through our speech and language teacher and our school social worker.

STUDENT STUDY TEAM (SST)

Should the teacher or parent have academic or other concerns about a student, we will bring that student to a SST. This is a meeting of building professionals (such as teacher, administrators, psychologist, speech & language pathologist, resource room teacher, previous teacher, social worker, occupational therapist) who work together to address the concerns and develop a plan to meet the needs of the child. This may or may not include testing for special education services.

TARDIES/EARLY DISMISSAL

Another important component to attendance is being on time and staying until the school day is finished. Please make every effort to have your child to school by 8:30. If your child arrives after 8:30, they must report to the office to pick up a tardy slip before they will be allowed into class. If your child begins to develop a pattern of tardies or early dismissals you will be contacted.

TECHNOLOGY

It is our expectation that students will use technology appropriately as outlined in the Acceptable Use Policy agreement signed by parent and student. Students are not given access to on-line communications (e-mail, blogs, MySpace, Facebook, etc.) at school. Concerns about these student to student exchanges on the internet are expected to be handled outside of school by the parents of students involved.

TELEPHONE/ADDRESS CHANGE

Please notify the school immediately if there is a change in your telephone number, address, child care, or person to contact in an emergency. This information is very important in case your child becomes ill or injured and we need to contact you. Please contact the school by phone or by note when or if you move from the area. The teacher and school secretaries need to be notified of your new address, school to be attended and date of leaving so our records can be accurate and forwarded to the new school.

TELEPHONE CALLS

A secretary is on duty from 7:30 to 4:00. Calls for teachers should be made to the teacher's direct line. During school hours messages will be taken for students (unless it is an emergency) and forwarded at a convenient time. Students are not allowed to use cell phones during school hours and are discouraged from using the school telephones except for emergencies.

TEXTBOOKS

Textbooks and other instructional materials are provided for use by the school and should be returned upon request. Students are expected to keep all books in good condition and pay for lost or damaged books.

VISITORS

ALL visitors are required to report to the office when they arrive at the building. We have a folder in the office where you are asked to sign in and also pick up a nametag to wear while in the building. Parents are always welcome at Grand View.

VOLUNTEERS

In an effort to do our best to insure the safety of our students at Grand View, district policy requires a criminal background check on all adults volunteering for an event or activity where the volunteer is the sole adult with a student or group of students without any other school employee supervisor present. The teacher will provide a form when necessary. These background checks are valid for three years.

WEATHER

In the event of a tornado warning we will keep all students in school, away from windows and near an inside wall, even if the warning is in effect at dismissal time. It is a Board of Education policy that dispersal of pupils by bus or foot would be too dangerous.

At any time parents may pick up their OWN children. We must have written authorization from parents if other adults will pick them up. Please **DO NOT** call the school during a tornado watch or warning except in a most serious emergency. It is a time when the teachers, principals and building secretaries are already fully occupied.

GRAND VIEW STAFF PHONE NUMBERS

Main Office & Attendance Line 254-6120
Brenda Austin 254-6121
Cheryl Haik 254-6125

Y5/Kindergarten

Sarah Kusmierski 254-6117
Jerry Neff 254-6137

1st Grade

Jill Arim 254-6133
Andrea Hecksel 254-6127
Marijane Werner 254-6134

2nd Grade

Melissa Burgess 254-6129
Elizabeth Kuiper 254-6136
Mary Redick 254-6130

3rd Grade

Connie Clarey 254-6149
Mary Crowley 254-6140
Phyllis Walsh 254-6132

4th Grade

Pat Bertram 254-6146
Deb Glazier 254-6147
Marla Vanderwier 254-6167

5th Grade

Denise Holmes 254-6154
Jeff Nyenhuis 254-6142
Robin O'Connell 254-6143
Sue Sanders 254-6145

6th Grade

Val Conley 254-6128
Thad Karnehm 254-6148
Joel Verburg 254-6155

Special Services

Amanda Gaul 254-6150
James Grooters 254-6782
Gary Power 254-6775
Bari Fitzpatrick 254-6776
Katy Schroeder 254-6144
Anne Fex (aide) 254-6144

Specials

Kurt Myers 254-6752
Barb Gossett 254-6807
Tom Kelly 254-6760
Deb Kreuyer 254-6810

Media

Amy DeBoer 254-6124
Pat Rossi 254-6157

Learning Center

Deb Lonergan 254-6153
Paula Weber 254-6156

Preschool

Julie Smith-Boyd 254-6138
Deb Kurdelski (aide) 254-6138

All staff e-mails are first initial and last name @ gpsk12.net
Example: chaik@gpsk12.net