

# **STEVENSON ELEMENTARY SCHOOL**

A United Way Community School

**PARENT/STUDENT HANDBOOK**

**STRIVING FOR EXCELLENCE**

Mrs. Tonya Hickman, Principal

Mr. Stephon Thompson, AES

Mrs. Melanie Land, CSC

**2023-2024**

**ADLAI E. STEVENSON ELEMENTARY**

**MISSION STATEMENT**

Stevenson Elementary School **is a welcoming community hub** that engages, supports and strengthens students, families and neighborhoods. As the demands of our world continue to change, we will empower all students to be dedicated, lifelong learners and responsible citizens by preparing them to excel academically, emotionally, physically and socially.

**VISION STATEMENT**

Stevenson Elementary School is a strong and enriching academic learning environment that **builds community and partnerships** which will revitalize Stevenson’s learning community and give our scholars the vibrant futures they deserve.

**ADLAI E. STEVENSON ELEMENTARY**

**BELIEFS**

**WE BELIEVE:**

-that students are the focus of everything we do.

-that equal access to a quality and challenging curriculum is the right of

 all  students.

-that active family involvement is important to student success.

-that every person has worth and dignity.

-that open-mindedness and continuous improvement are essential to all

 we do.

-that integrity and trust are essential for human relationships to prosper.

-that cooperation, collaboration and communication are essential to the

 success of an organization.

-that inquiry, exploration and pursuit of knowledge and understanding

 are integral parts of learning.

-that commitment and high expectations yield powerful results.

-that innovation and creativity are valuable.

-that tolerance and a democratic way of life demand an educated populace.

-that all human beings want to achieve.

-that diversity is a strength that enriches learning.

-that people learn in a variety of ways.

-that learning is a lifelong process.

-that global change demands local response.

-that community involvement is important to produce desirable schools.

-that a quality education requires a peaceful, safe, secure and

 supportive environment.

**The Mighty Falcon’s**

**School Pledge**

My potential is unlimited…..

The obstacles I face....

will not defeat me

My character defines my actions

My knowledge empowers me

For I am destined for success

I matter!

                              

**Frequently Used Names and Telephone Numbers**

**Administrators**

Mrs.Tonya Hickman, Principal

248-746-8842

Mr. Stephon Thompson, AES

248-746-8847

Mrs. Melanie Land, Community Schools Coordinator

248-746-7721

**Main Office: Administrative Assistants**

Ms. Cheryl Foster

248-746-8840

Ms. Debra Tyler (Attendance)

248-746-8841

**Social Worker**

Juanita Longmire-Williams

248-746-8766

**Psychologist**

Mrs. Gianna Coburn

248-746-7221

**Speech-Language Pathologist**

Ms. Aretha Bradley

248-746-8559

**Literacy Coach Title One Coordinator**

Mrs.Carlis Gaddis Ms. Sasha Jones

248-746-8843 248-746-5031

**Main Office Fax Number**

248-746-8945

**ADLAI E. STEVENSON ELEMENTARY**

Dear Parents:

It is essential to the learning process that the school and the home maintain an open line of communication. As in the past, **Stevenson School anticipates an exciting and rewarding year for the students**.

This handbook has been prepared to ensure that you **receive information needed to answer questions regarding policies, procedures, rules and regulations.**

I am confident that with this handbook, both you and your child(ren) will have pertinent information regarding Stevenson Elementary School.

If you have questions, please do not hesitate to contact our school office at (248) 746-8840.

Educationally yours,

Tonya Hickman

Tonya Hickman

Principal

tonya.hickman@southfieldk12.org

**“STEVENSON COMMUNITY GOLDEN RULES”**

Stevenson Elementary School is a united community that provides a strong and enriching academic learning environment with high expectations and success for all students.

**Stevenson staff teach, model, and reinforce the following tenets of behavior:**

|  |  |
| --- | --- |
| **Be Respectful (to all)**  In speech & With actions --Speak kindly to adults & students --Monitor your space & keep your  body there (keep your hands and feet in your space)--Speak in a low voice inside--Take turns speaking--Use proper names--Speak with polite language--Accept others’ differences --Pick up litter & keep our  school clean | **Be Responsible/Act Responsibly**--Attend school on time--Tell the truth--Complete work on time--Do your best work--Own your actions (Apologize if necessary)--Organize your materials--Focus on your task |
| **Build & Maintain Positive Relationships**--Treat all (adults & students) with  kindness--Reach out to help others--Ask “Do you  need help?” --Praise kindnesses- Encourage each other--Invite parents & community to  participate--Cooperate with your team or group in every activity | **Be Safe**--Have fun & follow the rules on the  playground--Listen to adults--Ask adults for help--Use kind words to resolve conflict--Wait patiently for your turn--Keep your hands and feet in your space |

**SCHOOL GOALS**

 

Among the specific responsibilities the school has to the students and their parents are the following:

1. Maintain a complete and effective academic program.
2. Provide an instructional program geared to the needs of each child.
3. Make appropriate instructional materials available for use by the children.
4. Provide for the safety and welfare of all children.
5. Assist parents with the important task of developing and maintaining good behavior on the part of the children.
6. Keep parents updated and aware of their child’s progress.
7. Evaluate our performance and facility. Make changes that are positive.

   

ONE TEAM WORKING TOGETHER

TO ACHIEVE OUR DREAM

(Students, Staff, Parents and Community)

**D - DETERMINATION**

### R - RESPECT FOR OURSELVES AND OTHERS

**E - EXCELLENCE FOR ALL STUDENTS**

### A - ATTITUDE AND POSITIVE INTERACTIONS

**M - MOTIVATION TO SUCCEED**

**T - TASK ORIENTED**

**E - EDUCATION AND KNOWLEDGE**

**A - ACHIEVEMENT FOR ALL**

**M - MASTERY OF SKILLS**

###  SCHOOL HOURS

* Students may enter the building at 7:50 a.m.
* Classes will begin at 8:00 a. m.
* School will be dismissed at 3:15 p.m.
* Students entering the classroom after 8:00 a.m. are marked tardy.

**If a child arrives after 8:05 a.m., a parent must sign the child in at the front door.**  Please inform your child of their end of the school day instructions before leaving home. The school office staff will inform the students of instructions in case of an emergency.

 **VISITORS TO SCHOOL**

The City of Southfield has an ordinance that requires all visitors, parents included, to report to the main office when entering Stevenson or any public school. An infraction of this ordinance is a misdemeanor and subject to a $500.00 fine. All visitors and guests entering Stevenson school must report to the office and register.

* Visitors must sign the Sign-In Log prior to receiving a Visitor Pass.
* The date and room number will be entered on the Visitor Pass.
* The office will notify the classroom teacher of incoming visitors.
* Staff members will not converse with any adult who does not have a Visitor Pass.

We would appreciate your cooperation in enforcing this ordinance for the safety of all.

## DRESS CODE

**(Please label your scholar’s clothing)**

Southfield Public Schools is dedicated to preparing each student for college and career readiness. Student dress should promote a positive learning environment, encourage community and family ties, and support healthy and safe behavior.

A Southfield Public School District student will not dress in a manner that negatively impacts the learning process or educational setting. Students may not dress in a manner that is obscene, offensive, provocative, distractive, or indecent as these detract from the learning environment. This includes, but is not limited to, students wearing clothing that positively supports and depicts messages of violence, drugs, sexual themes, hate, vulgarity, and criminal behaviors. Students are expected to adhere to the following appearance guidelines while on school property and during school-related events:

* Clothing must be worn in a tasteful manner. **Shirts, blouses, and tops should fully cover backs, torsos, and cleavage on all students** (males, females and gender non-conformists), without any indecent exposure, including undergarments and associated undergarment straps or bands. **No low cut tops allowed or bare midriffs (all students). Accordingly, pants that “sag” to expose underwear, torn or ripped pants, or shirts that rise up to expose skin are prohibited.**
* Pants, shorts, and skirts should be worn appropriately. **Pants, trousers, and bottoms should fully cover undergarments,** without any indecent exposure including underwear linings and underwear bands. **Skirts should fully cover the entire thigh.** If leggings/yoga pants are worn, shirts or skirts should cover the buttocks.
* If students decide to wear clothing or accessories with messaging, the messages must be positive, and not include hateful, offensive, violent or explicit language, images, or words. Students should not wear items of clothing which have obscene, vulgar or sexual statements or pictures/images which promote alcohol, tobacco or illegal substances.
* Students are not to wear pajamas or loungewear, sheer garments and or tight form-fitting clothing. Clothing with excessive tears or otherwise in disrepair should not be worn.
* School appropriate footwear must be worn on school premises at all times (no flip flops, house shoes or athletic slides).
* Hooded sweatshirts are allowed, but hoods may not be worn indoors. Hats and coats are to be stored in the student’s locker during the school day. No bandanas, do-rags or gang-affiliated attire are permitted.

Southfield Public Schools recognizes that each student’s choice of dress and grooming is an expression of personal style and individual preference. Southfield Public Schools will not interfere with a student’s decision regarding their appearance, except when the choices interfere with the learning environment or school safety.

**Violators of the dress** code will receive a warning and a written letter or phone call to the parent. **Repeated dress code violations** will result in an **out of school suspension.**

### MICHIGAN FIRST CREDIT UNION

Michigan First Credit Union of Southfield has partnered with Stevenson Elementary School to provide an in-school student run credit union branch. Students learn the value of saving and depositing money into their own account. The student volunteers gain job experience by learning about customer service and banking. Students who did not open an account during the previous school year should pick-up an application for a new account at the school office. $10.00 is the minimum to open an account. All student accounts are part of Michigan First Credit Union’s MoneyKids & MAX Program.

Stevenson’s in-school credit union will be open each Thursday from 12:30 – 2:00 p.m. Teach your children to “MAX”imize their savings!!

### GENERAL INFORMATION

Students will be excused during the school day if parents call for them in person or send written permission for them to leave with another person (in extreme emergency). Parents must come into the office and sign their child out.

Students MAY NOT ALTER their normal method of going to or coming from school without a written note. We will not accept verbal instruction via the children. A child’s health and safety is a major concern for all of us. We trust that you have discussed with your child the safest and most direct route to and from school.

If your child walks, or you drive, please help him to judge his time, so that he arrives no earlier than ten (10) minutes before the start of school. No child will be permitted to wait in the school hall prior to this time. If you need to drop the student off earlier, we have a Latch Key program to assist you.

Children who are in school for the full day will be expected to take part in all school activities, including gym and recess, unless excused by a doctor’s note.

If a child becomes ill in school and we feel he should be sent home, the office will contact you and you must make arrangements to pick-up your child.

If your child needs to be medicated during the day, please call the office for further information. Appropriate forms must be completed and signed by the parent/guardian and the doctor.

Toys, electronic games, bats, balls, tape recorders, radios, and/or other personal items may not be brought to school. If children have a need for particular items, the school will provide them.

Children’s wraps, boots, gym shoes and other personal items **are to be labeled.**

Left items can be promptly returned to owners when they are labeled. Also, names should be written on lunch boxes and bags to eliminate confusion. When glasses are carried, please label the case. PLEASE CHECK THE DESIGNATED LOST AND FOUND AREA, located in the dock area. After a reasonable amount of time has elapsed and owners of articles are not located, unclaimed items will be sent to needy families or agencies.

### FIRE, TORNADO AND LOCK DOWN DRILLS

**Safety, order and control are the primary purposes of the drill.**

1. Students are to stop work immediately and wait for directions from the teacher.

2. Students who are out of the room at the time the signal is sounded should join the nearest class to leave the building in case of fire or to take cover in case of a tornado.

3. No crowding, running, yelling, or talking is permitted at any time during the fire, tornado, or lockdown drills. Students should stay with their group.

### EMERGENCY DISMISSAL

An emergency early dismissal might be necessary because of weather conditions or other unforeseen circumstances. In the event this should occur, it is more important that your child knows what to do, particularly if you are not home at such time. They should be able to go to the home of a relative, friend or neighbor who can care for them. **Your child should know who this person is in case of emergency (they must be indicated on the emergency card).**

### INCLEMENT WEATHER

On days when it becomes necessary to close school because of adverse weather conditions, announcements will be carried on Southfield Public Schools website ([www.southfieldk12.org](http://www.southfieldk12.org)), Stevenson’s Social Media pages, radio stations, television stations, Southfield Educational Cable TV. Parents are requested to tune to any of these sources for announcements rather than calling local schools, the district switchboard, or the police department.

### CABLE CHANNEL

Channel 16 is the Southfield Public School’s channel. Please watch this channel for announcements concerning our school and Southfield Public Schools.

### SCHOOL CLOSING

Metropolitan radio and TV stations will broadcast school system closing during their regular morning newscasts. In the event that bad weather might necessitate closing Southfield schools, arrangements have been made with radio stations WJR, WWJ, and WXYZ, Stevenson’s Social Media Pages and the Southfield Public Schools website. **Please do not call the school** – listen for school closing announcements on the stations listed. If no announcements regarding Southfield Public Schools are made, it is safe to assume the schools are open. **Join our Remind 101 for instant and emergency communications (See page 28)**

### ATTENDANCE CALLS

If your child is going to be absent from school, please call our 24-hour attendance line at **(248) 746-8844** and leave a message.

**\*\*\*EXCESSIVE\*\*\* ABSENCES/TARDIES**

**It is imperative that students be in regular and punctual attendance in all classes during the instructional school year**, in accordance with the compulsory attendance laws of the State of Michigan. Individual study cannot substitute for active participation in classroom and other school activities. **Continuing and excessive absenteeism from school,** except for reasons of medical impairment or any similarly excusable condition, shall be considered truancy and/or educational neglect. Such instances shall be referred to Oakland Schools Truancy Program, to Oakland County Assistant Prosecutor School Liaison to Juvenile Division of Probate Court, and the Department of Social Services, as appropriate.

**If students are absent or tardy for more than 10 days, parents will receive a notification letter.**  If excessive absences and/or tardies continue after the meeting, a referral will be made to the Oakland Schools Truancy Program (see above.) **A student may also be referred if tardy, as that loss of instructional time accumulates in those instances as well.**

###  LUNCH INFORMATION

The prices for hot lunch, breakfast and beverages are as follows:

#### Lunch

$2.30 per day for regular price lunch

 $ .40 per day for reduced price lunch

#### Breakfast

$1.25 per day for regular price breakfast

$ .30 per day for reduced price breakfast

#### Beverage

$ .50 per each milk or juice purchased

The school lunch program at Stevenson uses the computerized system called

“Mi-Star”. This system tracks lunch

payments, meals purchased and all other lunch information. Weekly payments of $11.50 are preferred. When your child’s account is minus $2.30, a reminder note will be sent home with your child.

Please make sure that your child has lunch or money for lunch before they leave for school in the morning. Parents will not be contacted for students without lunch or lunch money at lunchtime. Students will be given a hot lunch with costs placed on the student’s account and billed to you.

Since our hot lunches are brought to Stevenson School from the high school, it is necessary that we call an order in by 9:00 a. m. If your child is going to be late and wishes to have a hot lunch, please call (248) 746-8840 by 8:45 a.m. to sign your child up for a hot lunch.

Anyone who needs to participate in the reduced or free lunch program must

fill out a form each year. There is only a four-week carryover on eligibility for

this program. The necessary form will be in the student opening packet. Prices

for these programs vary according to qualifications. For students bringing their lunch to school, please know that:

* Glass containers are not acceptable.
* Only single-size servings of chips are acceptable.
* Carbonated beverages are not acceptable.

**LUNCHROOM RULES**

1. All food is to be consumed in the lunchroom

2. **Exchanging food or giving away food is not acceptable.**

3. Throwing of food is never tolerated in the lunchroom or any other place.

4. Students are responsible for discarding all paper, etc. from their lunch

5. Table conversation should be only with others next to you or across from you.

6. Sit at your assigned table and do not get up without permission.

7. All waste is to be placed in the designated receptacle.

8. Manners are the same as expected in a restaurant.

9. Leaving the lunchroom is only permitted by an authorized adult.

10. Only food that is purchased in the lunch line may be placed on your tray.

11. **Students or families are not allowed to DoorDash, or have food delivered to our campus.**

###  GOOD NUTRITION

Nutrition has three implementation strategies:

* Healthy School Meals that meet student expectations
* Nutrition Education that is fun and focused on behavior
* Support from school administrators, parents and other community leaders.

# **NOON INDOOR RECESS**

1. Students must remain in assigned designated areas.

2. Play desktop approved games.

3. Walk only, the room is not designed for running or chasing.

4. No objects are to be thrown in classrooms or halls.

5. Disagreements are to be handled by adults. Physical solutions are not acceptable.

6. At no time will the use of foul language be tolerated on the playground or in the classroom.

# **OUTDOOR RECESS**

**We believe in the opportunity for all children to enjoy outdoor recess and expect all children to participate.** School policies indicate that it is permissible for children to enjoy outdoor recess at a wind chill temperature of 20 degrees or above. When it is 20 degrees wind chill or above, we will have outdoor recess. Children who are too ill to enjoy recess outdoors may be too ill (and often too contagious) to function effectively in the classroom. When in doubt, an extra day at home will contribute to your child’s well being.

**If your physician determines it is advisable for your child to remain indoors, a written statement from him/her is necessary.**

# Please make sure your child is dressed appropriately for winter weather. Snow pants, boots, warm coats, hats and mittens are recommended for a child to enjoy outdoor winter recess. Students are reminded to wear boots to school during the winter months even when there is no snow on the ground, as snow often begins falling after the children have arrived.

# **PLAYGROUND AND RECESS RULES**

1. Notify adult(s) on duty if someone is hurt or there is a situation they should know about.

2. Do not interfere with games.

3. Report the presence of dogs or **unknown adults** on the playground to the adult in charge.

4. Stay out of mud and water.

5. Do not fight or play tackle-like games such as Football, Wrestling and Karate. These could result in injury.

6.Football and tackle sports are not allowed.

7. Do not leave the school building or property without the permission of the adult in charge.

8. Throw balls only in organized games. Do not throw other articles such as sand, ice, snow, sticks, wood chips, etc.

9. When a bell or whistle signals the end of recess, stop all activities and line up at the assigned area.

10. If a ball should go outside of the play area, request permission to retrieve it from adults on duty.

11. Food is not to be eaten on the playground.

12. Jackets, etc. worn outside are to remain on unless permission is received to remove them.

Failure to follow recess and playground rules may result in loss of recess.

### SUN SAFETY

Children should wear shirts or blouses with long sleeves to protect their skin when outside. Sunscreen should be applied to skin if they choose to wear short sleeve shirts and/or blouses (be sure to apply

sunscreen to the ears and neck also). Children can also wear hats. The head and neck are common places for skin cancer to appear.

### PHYSICAL FITNESS

Children should be involved in physical activity on a daily basis such as:

Riding bikes, skating, sport activities, running, walking, and playing.

## BUSES

School buses will begin running the first day of school. All bus assignments are made by the Transportation Department. Students scheduled to ride the bus to and from school will receive a postcard containing pertinent information from the transportation department prior to the opening of school. Should you have any questions about your child’s transportation, please call (248) 352-4756.

# **SCHOOL BOARD POLICY**

Students will forfeit their eligibility for transportation by misconduct on the bus. Bus riders are not to make a decision to walk home if they choose.

 **BUS SAFETY RULES**

Student responsibilities center on rules of personal safety and conduct. These rules are just good manners.

# **Conduct which cannot be tolerated:**

* Fighting on or near a bus
* Smoking
* Throwing objects in or out of the bus
* Malicious destruction of school or private property.
* Disruptive language
* Possession or usage of dangerous items. i.e., weapons
* Usage of nuisance items i.e., bean shooter, squirt guns, etc.
* Excessive noise
* Unsafe or unlawful conduct.
* Enter and leave the bus only at the direction of the driver.
* Keep hands and head inside the bus at all times.
* Help to keep the bus clean, sanitary and orderly. Do not eat or litter.
* Remain silent at all railroad crossings and when Emergency vehicle sirens are heard.
* Students should follow the directions of the bus driver at all times.

#####  STUDENT PICK-UP RULES

If you are picking your child up from school each day, the student pick-up area is the porch on the north end of the building.

**Please do not come into the school office to sign out your child early, in the attempt to avoid waiting in the pick-up line.** When students are signed out early on a regular basis, they miss valuable instruction and information at the end of the day. Refrain from signing out your student(s) early, unless it is an emergency situation.

* The dismissal bell rings at 3:15 p.m.
* Your student’s safety is our #1 priority.
* Please don’t call or honk for your child/children to run to your car.
* All children must let us know they are leaving and who they are leaving with. If you are taking home your child’s friend we must have a note from that parent letting us know they approve.
* Do not send your student to the residential streets or back of the school to be picked up. There is no adult supervision and it is a safety issue.
* When walking up to the pick-up area, please remind your child (as we will too) not to run out to greet you. Other parents are pulling out and may not see them running out.

#####  DISCIPLINE

The school provides an opportunity to receive an excellent education. **No student has the right to interfere with this opportunity by his/her actions or lack of consideration for others.**  School rules apply on school grounds, going to and from school and at any event where Stevenson School is represented.

Students are under the supervision of several teachers and adult aides during the day. Each will have his/her own reasonable policies. The teacher/aide will handle minor concerns with conferences, corrective assignments and if necessary a call to the home.

There may also be a request for help from the social worker, or principal. You will be notified of any serious or continued problems. Unacceptable conduct includes:

* Fighting or trying to start a fight.
* Defiance of adults/Not following directions
* Possession of sharp instruments and other dangerous objects.
* Theft
* Disrupting the learning environment so that others are deprived of learning.
* Destruction of school or another’s property.
* Unsafe conduct in the halls or classroom.
* Group activities against an individual or another group that could be considered “gang activities.”

**Fighting is considered a serious infraction of our school rules.**  The policy for fighting states that “should a child be involved in a fight, he/she will be issued a reprimand”. Should he/she be involved in a second fight, a longer and stronger measure will be taken. The length of the reprimand will depend on the severity of the offense.

**STUDENT RESPONSIBILITIES**

The following are responsibilities which students are expected to accept:

**Quality of Work**: Students must do their best each day and complete assigned lessons, including homework and assignments missed because of absence**.**

**School Rules:** Each student must conform to school rules and regulationsand accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility. Students must also conform to school rules at all times when they are on the way to and from school**.**

**Attendance:** Students must be regular and punctual in attendance. In case of an absence, a written explanation from the parents or guardians must be provided to the school. Students must remain on the school grounds duringthe entire school day.

**Relation to Others:** Good citizenship in school as well as elsewhere includes respect for the rights of others**.** Students are required to respect the rights and privileges of each person in the school. This includes respect for the property of individuals and of the school**.**

**Personal Standards**: Students must dress appropriately; meet standards of health and cleanliness; be honest, courteous and moral; use only acceptable language; refrain entirely from profanity, obscenity and smoking.

**BEHAVIORS THAT COULD RESULT IN SEVERE REPRIMANDS**

These include, but are not limited to:

* Fighting on or near school
* Speaking disrespectfully to teachers and/or adults.
* Rude or disruptive behavior with a substitute.
* Destruction or defacing of school property.
* Rowdy behaviors or running in the building.
* Writing on walls, throwing paper, etc. in the hall or bathrooms.

Most inappropriate behaviors are corrected with a reminder or warning, followed by a parent phone call from the teacher or principal. Students are given the opportunity to grow and learn. Those who repeat inappropriate behavior will be assigned duties or tasks aimed at avoiding future problems. Remember, serious infractions could result in a suspension or exclusion of the student until a parent/guardian returns with the child or accompanies him/her from class to class.

Suspension from school is usually a last resort for serious or repeated infractions. You will be notified of an out of school suspension.

##  HONOR ROLL CRITERIA

**KINDERGARTEN, FIRST AND SECOND GRADES:**

# **Citizenship**

The student must have exemplary marks in the “Social/Emotional Development” and “Work Habits” sections of the report card.

**THIRD, FOURTH AND FIFTH GRADES:**

# **Citizenship**

A student will receive good citizenship each marking period that he/she receives:

* Developing (3) or Secure (4) in Social/Emotional Development and the Work Habits areas on the report card.

**Scholastic Achievement (3.0 – 3.4)**

The student must earn an overall “B” or above average in the academic subjects.

**Academic Excellence (3.5 – 4.0)**

The student must earn an overall “A” or above average in the academic subjects.

# **ALL GRADE LEVELS:**

# **GRADING/MARKING**

#  **POLICIES**

**General Guidelines:**

Students who have been in attendance less than five weeks during a marking period will not be graded for that period. Citizenship grades and comments may be entered at the teacher’s discretion.

**Citizenship**

4 **Secure** = Outstanding achievement and understanding of all tasks (assigned and extra).

3 **Developing** = Average achievement and understanding of designated tasks.

2 **Beginning** = Completes and understands designated tasks.

1 **Area of Concern** = Lacks average understanding and achievement

All grade levels will allow work to be made up if the missing assignments are the result of an excused absence. In this case the student will be allowed extra time, based on the length of the absence. The assignment will be completed without penalty.

###  CONFERENCES

Student progress is formally reported to parents by written reports and through parent-teacher conferences. In the fall of each year, conferences are held with all parents. A second conference is held in the spring. Parents may schedule conferences at any time by making arrangements with the teacher.

 **HOMEWORK POLICY**

The Stevenson School policy requires that homework be assigned to all students during the week. All students in kindergarten through fifth will receive

homework. All homework is assigned at the discretion of the teacher.

The homework is provided to assist students in learning to organize time effectively, to work independently, and to develop good study habits and self-discipline. Homework also will serve as a supportive link between the students, the parent/guardian and the instructional staff at Stevenson. Homework will serve the following purposes:

* Enhance academic achievement
* Provide essential practice of needed skills
* Help students to develop good work habits
* Promote student self-direction
* Enrich and extend the school experience
* Help students to better budget their time
* Promote student use of out-of-school learning resources
* Assist students in developing personal responsibility

Teachers at each grade level will determine appropriate homework assignments and communicate this information to parents. Teachers will review all homework assignments and will provide feedback to students. Students are responsible for completing and returning all homework assignments. Students’ citizenship or academic grades will reflect homework assignment efforts.

**SEVERE ALLERGIES AND THE SCHOOL AGE CHILD**

**Stevenson is a nut free school.**

**(Please specify on emergency card)**

Allergic disease is the most common illness of childhood and includes bronchial

asthma, hay fever, food, insect sting, skin allergies, or contact allergies (i.e.

poison ivy or latex). None of these diseases can be transmitted from the

allergic child to others. However, some of these allergies may be life threatening.

It is important to know that the most common foods which cause severe allergic

reactions include peanuts, tree nuts, milk, soy, eggs, wheat, fish, and shellfish.

Reactions to peanuts, tree nuts and shellfish tend to be life long and may cause more severe reactions than other foods or substances.

The severely allergic child may have one or more of the following symptoms:

Wheezing and difficulty breathing; itchy eyes, nose or throat; red or watery

eyes; hives; swelling of the lips; mouth or throat; coughing; tightness in the

throat or chest; itching; diarrhea, abdominal cramps, vomiting; irregular pulse and loss of consciousness.

If your child has any of the above symptoms, it is important to get medical

care for your child. If your child is severely allergic to any substance or food, avoidance of that substance or food is necessary and school personnel need to be notified of the child’s allergy. If your child needs medication for an

allergic reaction in school, the parent or guardian must fill out forms at the

school.

It is important to communicate openly with the school about your child’s severe allergy. This will help the school to prepare a plan of action specific to your child’s needs. **The school has EPI-Pens to use in case of an emergency**

**COMMUNICABLE DISEASE**

The following are symptoms suggesting communicable diseases. **Children with these symptoms should be kept at home.**  If any of these symptoms are noted while children are in school, the principal and teachers will contact parents immediately. Parents should be urged to have their children seen by a physician, and must be excluded from school until fully recovered.

**Symptoms common to communicable diseases**:

* Red or runny eyes, sneezing, or discharge from the nose.
* Cough, particularly if persistent or productive.
* Sores and crusts on scalp, face, or body, particularly if red and swollen, or draining.
* Any skin eruption or rash.
* Sore throat.
* Swelling and tenderness of glands, particularly about the face or neck.
* Fever, suggested by a flushed, hot face.
* Nausea and vomiting.
* Pain and stiffness of neck, and headache.
* Jaundice – yellowing of eyes and/or skin.
* Diarrhea and persistent abdominal pain.

Any of the above symptoms may be associated with communicable diseases. They must be considered as signs of illness that should have medical attention.

**Students who have tested positive for Covid and/or have multiple symptoms, MUST stay home until tested.**

**OTHER HEALTH CONCERNS**

If your child has a serious illness (for example diabetes, cerebral palsy, heart conditions, MRSA, etc.), **you must meet with the principal and teacher.** All medical forms must be completed. **Doctor forms must be submitted to the building in order for us to administer medications.**

##  CHAMPIONS LATCHKEY

##  PROGRAM

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