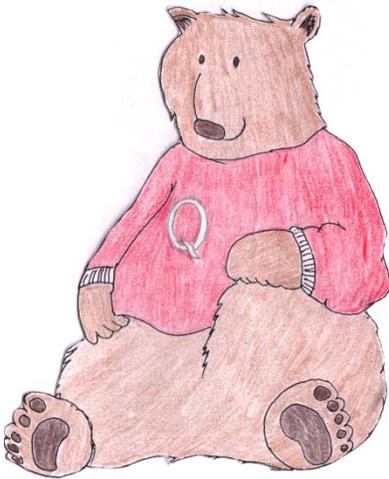


Quarton Handbook

2020-2021



B E YOUR BEST
E NCOURAGE THE REST
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S TRIVE FOR SUCCESS!

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September 2020

Dear Students and Parents:

Welcome to another amazing year at Quarton! The information provided in the handbook will also be available to you online at our Quarton website.

As always, our two school rules, Safety First and Be Kind to Others are listed in this handbook. Please take the time to sit down with your family and get acquainted with the information in this resource guide. It is very important that you are familiar with our school policies.

This handbook provides one-way communication to you. Please contact us if you have questions, concerns or suggestions. We want to continue to work with you to make your time at Quarton Elementary School some of the best years they possibly can be.

Again, welcome and I hope you have a fabulous school year!

Sincerely,



Jill Ghiardi-Coignet

QUARTON HANDBOOK

Birmingham Public Schools Mission Statement

By ensuring educational excellence, we challenge and inspire all learners to positively impact their world.

Vision

All learners are inspired and engaged develop fully and have a positive impact on our diverse, global society, where:

Students develop a passion for ethical leadership, learning, excelling, innovating and contributing.

Staff work collectively and collaboratively to ensure a rigorous academic and caring environment that meets the needs of all learners.

Parents and guardians support the positive development of their children and collaborate with staff for great outcomes for their children.

Community members create necessary support for children to develop well, and are active partners in ensuring the continuation of a great community.

Core Values

All Learners - We value and respect each member of our community and are committed to each learner's growth and development.

Diversity - We encourage and embrace the unique qualities each person contributes to our community.

Collaboration - We foster collaboration through positive engagement and meaningful dialogue in all our interactions.

Innovation - We inspire innovation and growth by modeling courage, resilience, curiosity, creativity, risk-taking, exploration and reflection.

Excellence - We inspire educational excellence by challenging all learners to reach their full potential.

Leadership - We empower all learners to demonstrate strong character as they lead and mentor within the school and community.

Learning - We instill passion and excitement for continuous learning through an intellectually rich, engaging and safe learning environment.

Community of Character - We foster civic responsibility by engaging in service learning and inspiring all learners to become involved in local, national and international topics.

BOARD OF EDUCATION

Kimberly Whitman – President
Lori Ajlouny – Vice President
Adrienne Young – Secretary
Brian Jennings – Treasurer
Amy Hochkammer – Trustee
Nicole McKinney – Trustee
Jennifer Rass – Trustee

The Birmingham Board of Education has regularly scheduled business meetings on the first and third Tuesdays of each month at 7:00 pm. These meetings take place at the BPS Administration Office, 31301 Evergreen Road, Beverly Hills 48025. During the course of the evening there is always room on the agenda for public comment on any matter pertaining to education in this district. The Board welcomes and needs your input. Board meetings are also shown live on BPS Channel 17 and recast later in the same week (refer to your BPS Channel 17 program guide.)

Quarton Elementary School Mission, Belief and Goal Statement

Quarton School Mission

Ensure Learning for All

Quarton Belief Statements

All children can learn.

Children are our most valuable resource.

Educating children is a cooperative responsibility of school personnel, students, parents, and community.

Children are entitled to an education that prepares them as thinking, reasoning and socially-conscious citizens.

Education must include all areas of development – cognitive, physical, emotional, and social.

A positive approach is the key to academic and personal fulfillment.

Students must be constantly challenged and encouraged to reach their full potential.

Children learn in a developmentally appropriate, child-centered environment which continuously meets individual needs.

Each person is unique and entitled to be treated with respect and dignity.

Children need to experience success in learning.

All children have a right to a quality education in a safe and caring environment.

Everyone is a lifelong learner.

2020-2021 Student Performance Goals

The entire Quarton Staff is members of one of our School Improvement Goals. The staff participated in the implementation of the School Improvement Plan. We will focus on three areas of the curriculum: reading, mathematics and character education.

Through data analysis of both district and state assessments, it was determined that mathematics and reading are areas of needed growth. We continued to utilize our Professional Learning Communities to help implement these two academic areas in a cohesive process to teaching mathematics reading at all grade levels.

All students at Quarton Elementary will increase their ability to effectively decode, encode and comprehend text at their appropriate grade level. We will continue to follow the reading workshop process and utilize common assessments to ensure all children are improving.

All students at Quarton Elementary School will increase their math proficiency as measured by local, district and state assessments. We continue to analyze data and utilize it to drive and inform our instruction. Our data indicates that staff will determine student needs, inform instruction and use targeted interventions in the areas of Measurement & Data, Operations & Algebraic thinking and/or Numbers and Operations.

Another area of focus for us this year will be to ensure that all students at Quarton Elementary will develop positive social-emotional relationships. All students at Quarton Elementary School will develop these relationships by direction from our Character Education Team. We will continue to instill the traits of our Quarton Motto: Be Your Best, Encourage the Rest, Accept, Respect & Strive for Success.

QUARTON ELEMENTARY

STAFF ROSTER

2020-2021

Mrs. Jill Ghiardi-Coignet, Principal

Kindergarten

Ms. Lucy Keller - 109
Mrs. Stacey Lee - 110
Ms. Kaitlyn Prater - 108
Mrs. Jeannie Wriska -107

Preschool - 104

Mrs. Christina Wascha 3's
Mrs. Diana (Dee Dee) Lang (Aide 3's)
Mrs. Anastasia Tomzin (Aide 3's/4's)
Mrs. Karen Wischmeyer (Aide 3's AM)
TBD-4's teacher

School Librarian

Mrs. Sharla Lawshea

Band – Bears Den

Mr. Adam Hendry

Technology Operational Asst

Mr. Treymayne Tademy

Orchestra-Conf Room

Mr. Bobby DeLisle

First Grade

Mrs. Elaine Allan - 102
Ms. Kelli Lewis – 103(L)
Miss Jen Wind - 101
Mrs. Jenni Tuomi - 105

Kids Club-111

TBD- AM Director
Ms. Anastasia Tomazin – AM Aide
Mrs. Caitlin Smith - PM Director
Mrs. Lori Harden - PM Aide

ART - 111

Ms. Alana Wynes

Cafeteria

Ms. Luisa Branstrom

Physical Education

Mr. Kyle Cameron
Mr. Derek DiGiovanni

School Office

Mrs. Linda Sackett
Mrs. Keri Robson

Second Grade

Mrs. Chelsea Alessi - 208
Mrs. Marta Babinchak - 211
Mrs. Rosalie Woch

Community School Organizer

Mrs. Joel Ostrowski

Vocal Music-D104

Mrs. Beth Buchanan
Mrs. Lauren McNurlen

Custodial Staff

Ms. Valerie Wing
Deborah Custard

Social Worker

Ms. Kathy Bailey

Spanish-207

Ms. Sydney Downey

Third Grade

Mrs. Stephanie Barnes - 212
Mrs. Kimber Ghareeb - 213

Psychologist

Mrs. Amy Wilson-Mohr

LRC – 106A & 106B

Mrs. Rebecca Daugherty
Ms. Morgan North

Noon Supervisors

Diane Meloche – Kdg.
Jane Sigers - Kdg.
Mariani Abdul-Rahman - 2nd
Tanya Milosevich - 1st
Georgina Smith - 3rd
Tina Acho - 4th
Madeleine Pazzi - 5th
Patricia Bobone

Fourth Grade

Ms. Cescily Spann – 204
Ms. Patrice Wyatt – 206
Mrs. Kim Ziegler - 205

Instructional Specialist

Mrs. Andréa Yakima

Reading Specialist

Mrs. Tresa Johnson

Paraprofessionals/educators

Mrs. Beth Biehl – LRC
Mrs. Amy Loeffler – LRC
Ms. Emilia Booth - LRC
Colleen Bonner – LRC

Speech

Mrs. Emmylou Garza-Prisby

Fifth Grade

Mrs. Kellie Bahri – 202
Mrs. Karen Lynch - 201

Counselor

Ms. Kelsey Arsenault

Therapist- LRC - 106A

Mrs. Kristen Lutsch – O.T.
Ms. Amanda Gutowski – P.T.

Bell Schedule

8:34	Service and Safety Patrol on duty
8:44	First bell, children enter building
8:49	Tardy bell, classes begin
12:05	Half Day dismissal
3:50	School dismissal

School Pictures

Individual student pictures will be taken in the fall by a Kaiser Studio photographer. Parents may order pictures by completing an order form sent home with the student prior to the photographic session. There will be many options for parents via online, email etc. A picture retake date will also be set later in the fall.



ENROLLMENT

All traditional seated courses may also be held virtually.

Enrollment Requirements

Quarton School serves children living in the designated Birmingham attendance area. Subject to principal approval, children from other attendance areas may be accepted (see Open Enrollment). Parents moving to the area are encouraged to contact the school office as soon as possible.

Open Enrollment

All Birmingham schools operate under a policy that enables children to attend any Birmingham school of their choice. There are certain time lines and space requirements that must be met, however. Interested parents should contact the school office.

Kindergarten Enrollment

Children must be five years of age on or before September 1 to enter kindergarten for the 2020-2021 school year. In addition, a physical form and enrollment form will be completed. Immunization requirements must be completed prior to classroom attendance.

Student Information

At the time of initial registration, an Enrollment Data form must be completed. Parents must show a birth certificate. A cumulative record is begun which will follow the student through his/her school years. Parents may review the cumulative records of their children by calling the school office and arranging for an appointment. When children transfer to a Birmingham school, upon request their records are sent to the new school. When children move outside the district, their parents must sign a release of records at the new school and we will forward the records to that school. An enrollment checklist needs to be completed before a new student can attend. All of the items on the checklist must be supplied before a student is considered to be officially enrolled.

Emergency Information

Each year parents are asked to complete an Emergency Information Forms for each of their children. One copy is kept in the office and the other in the student's classroom. Should any changes be made in the data initially provided on this card, please contact the school to keep our information current. Students will only be released to the names provided on the Emergency Information Form.

ATTENDANCE

Students are expected to be in school and in class every day. Activities that occur in the classroom (daily teaching, interactions of students with their teachers and other students, discussions, lectures, audio-visual presentations, reports, etc.) cannot be duplicated and constitutes a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily activities of his/her classes. When he/she is absent, the educational experience of all students in the class can be diminished. In addition, regular and consistent school attendance helps develop responsibility and self-discipline. The Board of Education as an agency of the State is required to enforce the consistent attendance of all students. Attendance shall be required for all District students, except those exempted by providing of State law or District policy and guideline, during the days and hours that the school is in session. Family approved trips are discouraged; however, they are considered excusable absences. Students who arrive after 10:30 a.m. will be considered absent for the a.m. Students leaving school for the day before 2:30 p.m. will be considered absent for the afternoon. In accordance with the Board Policy, a Truancy Action Plan will be implemented. A letter will be sent to families after a student is absent 10 days for absences.

Exceptions to absences are when a student is absent and under medical care – requires doctor note; bereavement, religious observation, and school approved absences. If a child continues to be absent and once he/she reaches 15 absences, a meeting with the parent/guardian, student and principal will be required in order to develop an action plan. If a child is absent 20 days, then a meeting will be made with the parent/guardian and District Truancy Officer. A child who is absent 25 days or more will be referred by the District Truancy Officer to the Oakland Schools Truancy Program.

Arrival at School

Students who are driven to school should not arrive before 8:34 a.m. No outside adult supervision is provided for children before school. Students who are in the building before 8:44 a.m. without an adult will be escorted to Kids Club and their parents billed accordingly.

Dismissal from School

All students will be dismissed at 3:50 p.m. All students not in the Kids Club program should be picked up by 4:00 p.m. After 4:00 p.m. any student remaining in the building and not working directly with a staff member, will be placed in our Kids Club program and will be billed accordingly.

Students who have different arrangements for dismissal must have a written note from parents/guardians indicating the change. If a student is going to go home with another student, both parents should send a note with the child. (this is required to get on the bus)

Tardiness

All students arriving after the start of school are to report to the school office before going to their classrooms. They are issued a tardy slip to turn in to their teacher. Students who arrive after 9:30 a.m. will be absent for the a.m. A letter will be sent to families whose children reach 10 or more tardies. should make every effort to have their children arrive at school on time. This sets the stage for a day and often important information is given at the beginning of the day.



classrooms.
considered
Families
successful

Absence Due to Illness

In the interest of safety, all absences should be reported to the school by 8:50 a.m. Please leave a message with the date, child's name, teacher and reason for the absence. This is important information that will assist us in being proactive in identifying and properly reporting any patterns in absences. Also, please try to indicate the length of time your child will be absent. The school office will attempt to reach parents of children who are absent if the parents have not called in on the message recorder.

When children are ill they should remain at home until fully recovered and able to participate in all school activities. During lunch and classroom recesses, the only supervision provided is on the playground. Therefore, it is not possible to permit children to remain indoors unless there is a serious medical problem (i.e. a broken limb or recovery from surgery). If children contract a communicable disease, the school office should be notified.

Children's Appointments Outside of School

Whenever possible, children's appointments to the doctor, dentist, therapist or tutor should be made after school, or when school is not in session. If it is necessary for a child to see these specialists, the school should be informed by the parent as to when the child will leave school how he or she will be picked up, and when the child will return to school.



Family Vacations

Parents should make every effort to plan family vacations to coincide with the school vacations. Teaching is more than completing assignments, thus the classroom instruction missed cannot really be "made up." If children will be absent due to a vacation, it is the family's responsibility to communicate that prior to the trip with the classroom teacher and the office. A reasonable effort will be made to provide work prior to the trip or make up work. Parents should have their children read on a regular basis. The students should also write about their experience on this trip. This writing will be collected by the teacher upon their return to school.

Emergency Message/Items for Students

When an emergency necessitates a student contact during the school day, please call the school office at 203-3425. We will see that the message is delivered to your child without undue interruption of classroom activities. We would request that you try to keep these messages/items to a minimum. If you come in with a delivery or message for your child, **PLEASE** let the school deliver the message/item. A drop off bin is located inside of the office. Please place your item in the basket and label it with your child's name and teacher's name. Someone from the staff will deliver these items to the classrooms. We are trying to keep class interruptions to a minimum.

SCHOOL HEALTH SERVICES

Communicable Diseases Policy

When children contract a communicable disease, the school office should be notified so that other parents can be alerted. The school office must keep weekly counts of communicable diseases for the Oakland County Health Department. The school district will provide communicable disease information as directed by the Oakland County Health Division. The most important thing is prevention. Keep in mind that the greatest deterrent to any communicable illness is proper hygiene. Frequent hand washing with soap and water, covering nose and mouth with tissue when coughing or sneezing, properly disposing of used tissues, and remaining at home when sick, are all critical steps in the prevention of such illnesses. Stay informed, be proactive about prevention and consult with your physician if you have specific health questions. Additional health information is available at <http://www.oakgov.com/health/>

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

Symptoms common to communicable diseases:

- Red or running eyes, sneezing or discharging nose.
- Cough, particularly if persistent or productive.
- Sores and crusts on the 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 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 may also be symptoms of non-communicable diseases, but must be considered as signs of illness that should have medical attention. “

Oakland County Health Division

When to Return to School Guidelines

- 1) Any child who has had a fever should not return to school until 24 hours of normal temperature have passed.
- 2) Any child who vomits should not return to school until 24 hours have passed with no vomiting.
- 3) Diarrhea may be difficult for a child to manage in school and may be a symptom of a contagious illness. Diarrhea can also be very upsetting to a child. Treatment requires diet modification, rest and fluids, which can be better managed at home.
- 4) If your child was diagnosed with conjunctivitis, please bring in a doctor's note stating he/she can come back to school.
- 5) If your child has developed a rash, please bring in a doctor's note stating he/she can come back to school.



Head Lice

Head lice (pediculosis) can be a sensitive topic and while it does not pose a significant health hazard, a case of head lice can create concern. The District follows the recommendations of the Michigan Department of Community Health, the Michigan Department of Education and the American Academy of Pediatrics in responding to cases of head lice. The most effective approach to this issue involves parental awareness and diligence. It is recommended that parents/guardians learn what to look for so that they can regularly monitor their child for any lice infestation. If a child is absent due to head lice, he or she must be checked by school personnel prior to coming back to school. The Michigan Head Lice Manual provides information about identification, prevention and treatment and can be viewed at

http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf

Medication at School

School personnel are prohibited from dispensing medication or treatment other than first aid unless the required forms and procedures are on file in the school office. This includes a form completed by the child's doctor and the medication in the prescription container. We will happily perform this service. Forms are located on our Quarton website. Medications are given at the office. Children must never be sent to school with medication to take on their own i.e. cough drops, Tylenol etc. This is for your child's safety, as well as the safety of the other students.

Vision Screening

Vision screening is done annually in grades 1, 3, 5 and in other grades by teacher request. Parents are contacted only in cases where professional attention is needed. Vision screening is carried out by a trained technician through the Oakland County Health Department.

Hearing Screening

Hearing screening is done annually in grades K, 2, 4 and in other grades by teacher request. Parents are contacted only in cases where professional attention is needed. Hearing testing is carried out by a trained technician through the Oakland County Health Department.

Student Insurance

The school district offers inexpensive group accident insurance coverage. Enrollment forms are distributed during the first week of school. We are not liable for personal property losses or student injuries. Parents are encouraged to carry this coverage on their homeowners' policy.

SAFETY

Emergency & Disaster Procedures

In the event of fire, tornado, or other possible disaster, an emergency plan will be put into operation to assure the greatest possible protection for the children. We practice these plans with the children throughout the school year. Inclement Weather Warning When a warning is issued for inclement weather while school is in session, students and staff will be moved to the areas in the building assigned for such an emergency. During a warning, there will be no access into the building. Students and staff will remain in the assigned areas until the warning is lifted. If the warning extends beyond dismissal time, the school will communicate, as soon as it is safe to do so, how the delayed release of students will be managed, including dismissal time and procedures, parent pick-up, bus transportation, and after-hours student supervision.

Fire

In the event of fire, children will exit from the building with their teachers. It may be necessary to take them to a predetermined area.

Emergency School Closing

There are two situations which may affect the operation of school. The first is when severe weather precludes the opening of school. In this case, parents are asked to tune in on local radio stations for school closing announcements. The second possibility would be Emergency school closing during the day after students have arrived due to a power failure or snow storm. If the school is determined to be unsafe, students and staff will walk to Redeemer Lutheran Church on Maple. The students will be dismissed from the church to their parents or their scheduled bus. Meanwhile, the Room Parents will attempt to contact all parents. Each family should make advanced plans in case the students were to be dismissed early. Children must know where to go, and/or how they can reach you, if school were to close early. Kids Club and any other after-school activities would be canceled. School closing information will also be available through a recording on our main number (248-203-3425) or BPS Administration (248-203-3000), on the cable channel BPS 17, or on the web site birmingham.k12.mi.us. Parents are requested not to call the radio stations, police, or school officials. Parking The parking lot is for staff cars. This lot will be temporarily closed in the morning and afternoon for arrival and dismissal. Parents dropping off students may park on the north side of Oak between Chesterfield and Glenhurst or the east side of Chesterfield. Please observe the No Parking signs and do not park in the bus drop off area on Chesterfield. Large orange cones will be placed in the bus area indicating the busses have not arrived. Also, please observe the No Parking/Drop Off/Pick Up signs on the south side of Oak.

Parking

The parking lot behind the school is for staff cars. This lot will be temporarily closed in the morning and afternoon for arrival and dismissal. Parents dropping off students may do so on Oak or the east side of Chesterfield. Please observe the No Parking signs and do not park in the bus drop off area on Chesterfield. Large orange cones will be placed in the bus area indicating the busses have not arrived. Also, please observe the No Parking/Drop Off/Pick Up signs on the south side of Oak.

ARRIVAL & DISMISSAL

Traffic and Parking during drop off and pick up

Drop off (8:40 – 9:00 a.m.) and pick up (3:40 – 4:05 p.m.) around Quarton School can be extremely crowded. The school's small parking lot is closed during these times and is reserved for full time staff members during school hours. For this reason, students are encouraged to walk, bike, car pool or take the bus. Parents who choose to drop off students are asked to observe the following:

- Arrival and Pick Up Lane: We have two lanes that are removed from Oak Street to allow for arrival and pick up of our students. Vehicles traveling eastbound are asked to move into the right lane and pull as far forward as possible. Vehicles that don't normally travel east bound may enter the lane by turning left. We are asking everyone to remember patience and cooperation to allow cars coming from the east and west to turn into the lot. Alternating cars is highly recommended. Please pull as far forward toward Chesterfield as possible. The lane closest to the sidewalk should be utilized for drop off and pick up of the children. We are highly encouraging the children to enter/exit on the passenger side of vehicles as it is the closest and safest to our sidewalk. Parents/Guardians are not allowed to exit the car during the arrival and dismissal of the students. This lane is supposed to be for quick entry and exit to vehicles. Once children have been dropped off or picked up, the vehicle should pull into the left lane and proceed to the exit of our arrival and dismissal lane to re-join Oak Street. When leaving our arrival/dismissal lane, cars may only turn right onto Oak Street. As a reminder, during arrival and dismissal hours, cars may not turn at the stop light located at Oak and Chesterfield.
- Drop Off: In the morning, eastbound vehicles on Oak Street will enter the drop off lane and pull up into the right lane along the sidewalk. Vehicles traveling westbound will make a left into the arrival/dismissal lane. Please pull as far forward toward Chesterfield as possible. Once your child has been dropped off or picked up, please enter into the left side of the lane and proceed to the exit of our school lane to re-enter onto Oak Street.
- Pick Up: In the afternoon, vehicles may wait in their cars with their motors running along the south side of the arrival/dismissal lane. Once your child enters your car (preferably on the passenger side), please pull into the left lane as quickly as possible to re-enter Oak. Please do not block the driveway entrance into our parking lot, waiting to pick up.
- There are hash marks located at the entrance to the student arrival/dismissal lane. Vehicles may not park or wait in this area. This is to allow westbound vehicles or emergency vehicles to make a wide left turn into the arrival/dismissal lane.
- Parents and students who park or are dropped off elsewhere should only cross the street, with help from a crossing guard, at the corner of Oak and Chesterfield or Oak and Glenhurst.
- Parking is not permitted in the arrival/dismissal lane on the south side of Oak Street during drop off and pick up hours. Please observe the no parking signs/ student drop off signs that are posted along this area. Parking will be allowed in this lane between the hours of 9:15 – 3:30 p.m. We are encouraging vehicles to park between the parking lot and tennis courts of the arrival/dismissal lane between the above hours rather than parking in our small lot.
- Parking is also not permitted in the indented area on the west side of Chesterfield, where the buses drop off and pick up. Please observe the no parking signs. Our buses arrive at different times so please refrain from dropping off in this area. However, we will place cones in this area prior to the buses arriving indicating not to use this area.

Entrance/Exit Doors: Students, who walk, ride their bike or get a ride may line up at any of our entrance doors;

- Main Office Door (located on Oak)
- "Rainy Day" door (located on Oak closest to Chesterfield)
- "Bear Door" (located on Chesterfield)
- "Playground Door" (located off of the playground in the back of the building under the awning)

However, the closest proximity to the classrooms can be found by entering at the following doors:

Kindergarten – Bear Door (Door #16)
First Grade – Main Office Door (Door #1)
Second Grade – Rainy Day (Door #17) or Playground Door (Door # 15)
Third Grade - Rainy Day Door (Door #17)
Fourth & Fifth Grade – Main Office Door (Door #1)

All bus students will line up at the Bear door on Chesterfield. The kindergarten students will line up inside the building at the Bear door, which is located off of Chesterfield. Grades 1-5 will each have a specific line dedicated for their grade level.

Additional considerations:

Visitors

Visitor Notification System (VNS) Protocol:

Main entrance doors will be locked within 5 minutes after the start of the school day, and will not be reopened until the end of the school day. When a visitor approaches the main entrance of the school building, he/she shall press the intercom button and office personnel will assist them as soon as possible. If the reason for the visit is within the school's protocol for accepting a visitor, the visitor shall be directed to report immediately to the main office. If the visitor has any reason to enter the main part of the building, he/she shall be instructed on how to sign in and will be issued a visitor's 'ID.' The ID shall be placed where it is visible to staff and students. Visitors must sign out at the end of the visit.

Students will be called to the office to meet parents who need to pick them up. Parents must sign out children using the book in the office.

The schedule below indicated the activation times for our parents/guardians and visitors:

7:30 – 8:45 a.m.	Keypad entry is available for Kids Club families
Throughout the Day	Visitor Notification System is active. All exterior doors are locked and visitors will use the VNS system to enter the building
3:45 p.m.	Visitor Notification system is turned off and main doors are unlocked for parents to pick up children. VNS is reactivated at 4:05 p.m.
4:00 – 6:00 p.m.	Main entrance door is locked. Keypad entry is available for Kids Club families.

School Doors

Children are encouraged to utilize the following doors. Kindergarten and those using the bus system enter through the Chesterfield "Bear Door." Students riding their bikes to school use the playground door near the bike racks for arrival and dismissal. All other students will enter/exit from their suggested grade level door. The following doors are the closest proximity for our classrooms.

Kindergarten – Bear Door - (located on Chesterfield: Door #16)

First Grade – Main Office Door - (located on Oak: Door # 1)

Second Grade – Rainy Day (Door #17) or Playground Door (located off of the playground in the back of the building – green metal awning: Door # 15)

Third Grade - Rainy Day Door (located on Oak closest to Chesterfield: Door #17)

Fourth & Fifth Grades – Main Office Door (located on Oak: Door #1)

All bus students will line up at the Bear door on Chesterfield. The kindergarten students will line up inside the building at the Bear door, which is located off of Chesterfield. Grades 1-5 will each have a specific line dedicated for their grade level. If siblings would like to pick up their brother/sister from class, please make sure both teachers are aware of this request in writing.

STUDENT SERVICES

Band-Aid Center

A small room in the office is our Band-Aid Center. The Center will be staffed with parents during school hours. Parent volunteers will assist the office staff in the Band-Aid Center. Children may be sent to the Band-Aid Center to receive aid for an illness or an injury.

Lost and Found

The Lost and Found is located in the multipurpose room hallway. Small items such as jewelry should be brought to the office.

Lunch Program

The school lunch program is run on a point of service computer system. Each student has his/her own account from which to debit lunch and milk purchases with the following costs:



- Student milk is 50¢ for white or chocolate.
- Student lunch is \$3.00 which includes milk.

To fund the BPS system, utilize the Meal Time online program or send a check to school for the desired amount or utilize the online service. Please indicate the child(ren)'s name(s) in the memo line. Have your child give lunch checks to the classroom teacher first thing in the morning so that it can be forwarded to the Cafeteria Manager. Make checks payable to: BPS Lunch Program. If a child has a negative balance of \$5.00, an alternate lunch will be provided until the negative balance is cleared.

- 10 lunches = \$30.00
- 20 lunches = \$60.00
- 20 milks = \$10.00

Dress Code

Student dress and grooming are the responsibility of the parents and student. Respecting individuality, the following rules for dress are established, as necessary for the operation of the schools and school related activities:

1. Shorts/skirts must be as long as the students' fingertips when their arms are fully extended down when standing.
2. The following tops are not allowed: strapless; backless; halter; low-cut; or tube.
3. No apparel considered a distraction in the classroom.
4. Tank top straps should be at least the width of two fingers and should not be too low in the front.
5. Dress shall be clean for the protection of health and comfort of all individuals.
6. Dress shall not have any features which will damage physical property.
7. Footwear must be worn at all times and protect the foot and safeguard the health of the student inside and on the playground. Open-toed shoes and sandals are not safe on stairs and are not allowed.
8. Heelies and rollerblades are not permitted on school property.
9. Head apparel, except for religious or medical purposes, must not be worn inside the school building during school days.
10. Apparel which displays messages related to violence, sex, drugs, alcohol, cigarettes, or inappropriate language is not permitted.
11. Undergarments and midriff (front and back) must be covered.
12. No wearing of low riding pants/jeans substantially below the waist.
13. Form fitting/spandex-type leggings/yoga pants must be covered by a top/skirt/shorts.
14. During cold weather, students are expected to dress for the weather. In order to go outside for recess, students must wear the following items: a winter coat, hat, mittens or gloves, boots and snow pants. Students will not be allowed to play on the field without both snow pants and boots.

Assessments

The Michigan Department of Education requires all students to be tested. Students in grades three, four, and five are given the English/Language Arts (ELA) and Math tests (M-Step). Grade 5 is also tested in science and social studies (M-Step). These tests are given in the spring. State and federal laws require all students to take these assessments. Students with special needs may be given accommodations or alternate assessments as determined by an Individualized Education Plan (IEP). The BPS District also assesses all students K-5 using NWEA. Students are assessed in both English/Language Arts (ELA) and Math. Parents always receive copies of the testing results.

INSTRUCTIONAL PROGRAMS

Basic Instructional Programs

The Birmingham elementary instructional program emphasizes basic skills at the elementary level; however, our longer-term goals include developing thinking skills, communication skills, and independent and responsible thought and action. Subjects taught include reading skills, reading comprehension, independent math skills, concepts and applications, writing and handwriting, grammar and language, spelling, science, social studies, health, study skills and technology.

Associate Instructional Programs

ART - The art program is offered on a 4-day rotation in grades K - 5 by a professional staff member and is aimed at the total growth of the learner. There is a strong emphasis on learning the elements of art and principles of composition at each level of ability. Since art is easily related to other objectives, the art program is frequently integrated with classroom learning activities.

MEDIA CENTER - The media center instruction is presented by a teacher certified in library science to students grades K - 2. Students in grades 3-5 will have the opportunity to come to the Media Center throughout the week. The program strives to bring students, books and other materials together in pleasant and regular association from their earliest school years. Sequential lessons are designed to assist learners in their ability to find, evaluate, generate and apply information. Lessons in literary appreciation, research skill development and computer literacy are an integral part of the total educational experience in preparing students for a complex world and at the same time enriching their lives.

MUSIC/INSTRUMENTAL - Instrumental music is an elective for students in grade five and provides the opportunity to explore stringed, woodwind and percussion instruments. A concert is held each year to show student progress to parents and the community. Without daily practice at home, the experience will not be successful and meaningful. Parents and students selecting this option have a responsibility in providing practice time at home.

MUSIC/VOCAL - The vocal music program provides children in grades K - 5 with many varied experiences in melodic and harmonic singing along with listening, instruments, rhythmic movement, basic vocal techniques, basic music and reading techniques. Our own music heritage is presented in addition to that of other cultures, people and places. An important part of this program is the opportunity for children to perform both in class and during school-wide assemblies and concerts for parents.

PHYSICAL EDUCATION - All children receive instruction from a physical education specialist. Physical fitness, health, individual and team skills, and other developmental experiences are provided to children. Emphasis is placed on the relationship between a healthy body and a healthy mind.

In the event a child is returning from a prolonged illness or serious accident, it is beneficial for the parent to send a written statement from the doctor regarding the child's participation in physical education activities. Children will be excused from classes by written permission from the doctor. For safety reasons, students are required to wear gym shoes during all physical education classes. Gym shoes must have shoelaces or velcro straps. Loafer style or "slip on" tennis shoes are not considered gym shoes. Parents are asked to provide a clean pair of gym shoes that remain at school.

SPANISH - Spanish is taught 45 minutes two days a week to third through fifth grade students. It is also taught once per week to 2nd grade.

Auxiliary Programs

KIDS CLUB - Quarton Kids Club provides a safe, comfortable, and stimulating environment for kindergarten through fifth grade before and after school. Children engage with crafts, games, outdoor or gym time, as well as, other activities. Homework time is also provided. Special activities such as Waffle Wednesdays and the occasional Friday Flick Days are big hits. PM Kids Club students are offered a healthy snack daily. Students must register to attend kids club. Please see Quarton's website for further information or register directly using the following link: <https://connect.schoolcareworks.com/login.jsp> Contact the CSO for further information.

Hours: Quarton Kids Club is available Monday through Friday from 7:00 a.m. to 8:45 a.m. and 3:50 p.m. to 6:00 p.m. Half day hours are from 12:05 to 6:00 p.m. Kids Club begins on the first day of school (pm only on the first day) in the fall and meets every day that school is in session. The Kids Club schedule follows the Birmingham School District calendar.

PRESCHOOL -Quarton Preschool is a play-based preschool program for children ages 3 and 4. Our 3-year-old program is 2 have days a week and our 4-year-old program is 3 half days a week with options for extended hours. Children learn and explore in an age-appropriate and engaging environment. The curriculum enhances physical, emotional, social, creative, and intellectual growth of each individual child. The preschool program located at Quarton Elementary School is tuition-based and licensed by the State of Michigan. The maximum staff to child ratio is 1:8. Preschool registration begins in January for currently enrolled preschool families and on February 1st for new families. Contact the CSO for more information.

Special Services

HOME BOUND TEACHER - Children with long-term illness or injuries can receive instruction while at home. Arrangements are made by contacting the office.

INSTRUCTIONAL SPECIALIST –The Instructional Specialist’s role will be two-fold. It will be to provide enrichment services to identified students, as well as work with students for short-term interventions in specific skills. The Instructional Specialist will work with grade level teachers to assist them in developing differentiated teaching practices, through the use of data. He/she will also use a Response to Intervention model to determine the needs of students.

LRC (LEARNING RESOURCE CENTER) - The Learning Resource Center is staffed by a teacher with specialized training in the diagnosis and remediation of children with exceptional needs. The program must follow precise state and federal laws which dictate the criteria to be met in order for a child to enter and/or leave the program. Both teachers and/or parents may make a referral for a student to be screened for possible testing. If a student appears to meet the criteria, further testing is initiated with parent permission. Then a meeting will be held to which parents are invited to discuss the student's needs and specific learning disability and the proper action to be taken. Program goals will usually include assistance or modifications in the classroom, but can also involve small group instruction in the LRC.

READING SUPPORT - Reading specialists provide three major services to students, parents and staff members. First, students' academic progress is monitored within each school. Assessment is offered when students are referred by their parents or staff members, or when students appears to be having academic difficulties. Second, reading specialists provide direct student instruction in all reading-related areas. Third, they consult with parents and staff providing continued communication and support in the home/school environment. An important part of Reading Support is Reading Recovery which provides individual tutoring for first graders.

SCHOOL PSYCHOLOGIST - The services of a school psychologist are available to conduct an individual study on a child, as well as to consult generally with staff and parents regarding problems at school or in the home. The psychologist's analysis provides both the school and the parents with information on the student's potential, academic achievement, and how the student views himself as a person. The insights achieved through this source are used to help the school plan the student's program to better suit their individual needs.

SOCIAL WORKER - The services of the school social worker are extended to students who are experiencing personal or social adjustment problems at school and/or home. The referral procedure generally involves the building team which is comprised of the classroom teacher, special educational personnel, the social worker, school psychologist, and building principal. Concerns by staff or parents regarding a student's adjustment and achievement are presented to the team, an evaluation of the student is initiated, and team recommendations for the student are presented to staff and parents. Social work service may include direct individual counseling and/or consultation with staff and parents. Parents are consulted prior to and during the period of service to the child. The social worker monitors progress of the student, and works cooperatively with the building team to maximize the student's success within the school environment.

SPEECH THERAPIST - The therapist will evaluate speech and language behavior of students to determine those whose speech development requires special attention. Tests to diagnose a problem may be given in the following areas:

Language Development: Assessment of student's ability to process, understand and communicate verbal ideas.

Articulation: Assessment of the student's ability to speak clearly and effectively.

Voice: Assessment of the student's ability to utilize appropriate voice pitch, loudness or quality of speech.

Fluency: Assessment of the student's ability to speak without excessive interruptions; repetition of sounds, words, phrases or sentences which interfere with effective communication.

Parents are always contacted prior to a formal individual assessment or enrollment of children in a speech therapy program.

STUDENT ACTIVITIES

Parties

The following is a list of class parties that may be held:

Halloween
Winter
Valentine's Day
Hundred's Day
End of the Year



Food in the Classroom

The district does not support the use of food as a reward in the classroom. However, there are times, such as special classroom events, when food may be appropriate. At these times, the district encourages the use of healthy snacks. Families should consider sending fruit, raw vegetables, or other low fat/low sugar foods. It is also important that parents/guardians check with the classroom teacher before providing any snacks. There may be students in the classroom who have food allergies and/or dietary restrictions. It is important to remember that food allergies can be life threatening.

Quarton Elementary School Party Guidelines

Parties are to remain on-site unless related to a Quarton Cares volunteer opportunity. Please respect the authority of the teacher and the school environment when planning all parties. No siblings allowed unless otherwise specified. The following steps should be taken when planning a party.

- Classroom party coordinator communicates with the teacher one month prior to the party. The classroom teacher will provide the party coordinator with a *party checklist* which would ultimately be approved/disapproved by the building principal. Direction is received from the teacher and a party checklist is filled out.
- Classroom party coordinator communicates with committee, tentative plans are made and form completed and returned to teacher for approval two weeks prior to party.
- Information from the party checklist should be communicated to the parent body with teacher preview prior to sending information.
- *End of Year Parties* may not take place in individual homes. Typically, kindergarten and 1st grades remain on site. Grades 2-5 parties will be determined by grade-level teachers. A party checklist must be completed for all end-of-year parties.

Birthdays and Other Celebrations (ex. Mystery Reader and Student of the Week)

We want to celebrate and recognize birthdays of our children as we know they are important events for our students. However, the recognition of a child's birthday is optional in the classroom. If the parents wish to celebrate a child's birthday, we are changing our recognition to be nonfood-based. More and more children have dietary restrictions, such as food intolerance, food allergies, students with medical conditions and those trying to reduce their consumption of foods that are high in calories and low in nutrition. Public schools have an obligation to be as inclusive as possible while meeting the needs of all students. Also, children naturally enjoy being active participants and do not want to feel left out or different. To comply with the spirit of inclusion and to promote wellness, the following ideas are being presented as ways to celebrate holidays or to honor children celebrating a birthday in class that improve the health and safety of our school children while promoting educational alternatives to such traditions as the "cupcake party." Please do not send in food treats to celebrate your child. We will not be able to pass those out and you will be asked to take them back home. Also, please do not allow your child to pass out birthday invitations at school unless they are inviting all the students in the class. Classroom snack time will still exist for our students. If snacks need to be limited due to allergies, etc. we will communicate that to your specific class. We will also still celebrate our classroom parties and special events with some food choices. We continue to encourage healthy choices and choosing foods that all children can consume during these times. Bagels will also continue to be sold through PTA and are a parent/guardian choice. If the parents/guardians of a birthday child prefer to buy a gift to acknowledge their child, below are ideas that the entire class can enjoy: Some ideas for non-food treats: 22 pencils, erasers, pens, post its, fun note paper, pencil sharpeners, stickers, scented pencils or markers, colorful erasers, 3-D bookmarks, stencil rulers, rubber bracelets, pencil toppers, party favors (bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, bubbles, etc.). A class gift: A book that is read and donated to the class library with the student's name in it or a game for the classroom (this is a great way for the child to be remembered for years to come).

Field Trips

The education of our children involves experiences beyond the classroom walls. Teachers are encouraged to plan trips throughout the community. Our students in grades K-5 will take busses on their fieldtrips. Trips are incorporated into basic skills instruction. Parent permission is required for all field trips. When a school bus is used for a field trip, all students in the class are expected to ride the bus to and from the field trip destination. Not only does this promote camaraderie, but a school bus is a safe method of transportation.

Nature Center & Bowers Farm

Birmingham Public Schools in conjunction with Bloomfield Hills Schools will provide environmental education to our K-5 students. These programs will provide a wide variety of experiences for our students and support our district curriculum and Common Core State Standards.

Safety Patrol

Students in the fifth grade may volunteer for Safety Patrol. They help by monitoring the school entrances, buses, and assisting students in crossing streets near the school for ten-minute periods preceding the start of school and following dismissal. Some students also help during the lunch and recess time.

Service Squad

Students in the fourth-grade volunteer to help teachers before or after school.

Transportation

The Birmingham School District policy states that **ONLY** children eligible for bus transportation will be allowed to ride on the bus. **If a student will be riding a bus other than his/her normal bus, or will be picked up from school, he/she must have a note from his/her parent.**

Acceptable bus behavior is each student's own responsibility with the support of his/her parents and the school personnel. We request you discuss the following bus instructions with your child. The following guidelines establish the basic framework for the transportation of students:

A. Bus

1. Students are expected to follow the directions of the bus driver.
2. Students are expected to cross in front of the bus when entering the bus from the street.
3. Students will wait until the bus has come to a complete stop before attempting to enter or leave the bus.
4. Students are to keep hands and heads inside the bus at all times.
5. Students are expected to help keep the bus clean, sanitary, and orderly.
6. Students are not allowed to use loud or obscene language while riding on the bus.
7. Students are not to interfere with the driver in any way, so as to distract his/her attention from driving.
8. Students are not to deface the bus in any manner.
9. Students may not open the bus windows unless the driver gives them permission.
10. Students may not eat on the bus.

11. Only the bus driver will determine the need for using the safety door.
12. Tobacco, narcotics, alcohol are not permitted on the bus.
13. The driver has the option to assign seats when necessary.
14. Books, instruments, equipment and other articles may not be transported in the driver's compartment of the bus or placed in school.

The principal has the right to withdraw bus privileges for any student who interferes with the safety of other students on the bus, at the bus stop or with the bus driver.

B. Walkers

All students walking to school are expected to use sidewalks, or, where there are none, walk on the side of the street. Crossing should be made at intersections or other designated locations.



C. Bicycles

Students riding bicycles to school must walk them when on school property. Bicycle racks are provided, and students should be sure that their bicycles are locked to the rack. There shall be no riding of bicycles on school property during school hours. Students are encouraged to wear bicycle helmets. There is to be no riding of bicycles through the parking lot or during school hours. Failure by a student riding a bicycle to school to follow rules and procedures established for safety may result in a ban from having a bicycle on school grounds.

SCHOOL RULES

Safety First and Be Kind to Others

These are Quarton School's two main rules and the following are guidelines to explain those two rules.

I. Proper Use of Equipment

A. Swings

1. No twisting.
2. No standing.
3. Only one person on swing.
4. Push safely; don't run under a moving swing.
5. Swing straight.
6. Don't swing on broken equipment.
7. No climbing on swing structure.
8. Sit on the tire swing. Push carefully at the rider's request. No more than 3 students at a time on the tire swing. Riders/pushers must change positions after singing the ABC song twice (approximately 1 minute).
9. No climbing on the tire swing structure.



B. Slides

1. Sit down, go forward.
2. One down at a time. Be certain that the bottom is clear before another person begins.
3. Slides are made for people only.
4. Don't walk up the slide.
5. Don't interfere with children coming down.
6. No climbing on or over the slide.

C. Spinning Apparatus

1. No more than 3 children at a time
2. Feet must stay on the platform
3. No jumping off while spinning

D. Gaga Pit

1. One player tosses the ball up in the air. Once the ball bounces, it is then in play.
2. Players hit the ball with their hands only, and may not carry or throw the ball. NO smashing of the ball.
3. Anytime the ball hits a wall, it then can be hit by another player.
4. Any player who is touched by the ball (either directly or by a rebound off the wall) is "out" and must step out of the circle. ONLY go in and out of the GGB Pit via the entrance area. NEVER sit on top of the wall.
5. If the ball contacts a player or a player's clothing below the KNEE, that player is eliminated. If the ball contacts the player above the KNEE, the player is still in.
6. If the ball goes out of the gaga court, the last player to touch the ball is eliminated.

7. If a player catches the ball before it bounces, the player who had the last contact with the ball is eliminated.
8. Once the player hits the ball, he or she must wait until the ball touches someone else before hitting it again (no double touches).
9. If there are only two players remaining, a player may hit the ball 2 times in a row. When 2 players are remaining, all other player can begin counting down from 30. If one is not out by then, the game is a tie, and play begins again.
10. Have Fun!!

E. Organized Games: Students are encouraged to remember this is recess and not a real game scenario with referees.

1. Everyone should be allowed to play – you can't say "you can't play."
2. Stop playing or hold the ball when adults or children are passing into the playing field or the whistle is blown.

II. General Playground rules

- A. No hardballs (i.e. baseball or softball)
- B. No tag or chasing in the play structure area (inside the "track").
- C. Play within sight of the supervisors.
- D. First Grade does not play on the far field at lunch recess.
- E. Don't re-enter the building without permission from the supervisor.
- F. When the whistle blows immediately stop playing and return to the pick-up point.
- G. Report all injuries to a supervisor.
- H. Don't use any equipment if there is mud or water under it.
- I. Do not climb fences.
- J. Stay away from stray animals and inform supervisor.
- K. Dress properly. Children will be expected to go out with their class except in extreme cases i.e., broken leg
- L. All clothing worn outside must stay on.
- M. Notify supervisor if balls go on the roof, fence or into the street.

III. General School Conduct

- A. Fighting and pushing are not allowed. Play fighting is not allowed.
- B. Spitting is not allowed.
- C. Rocks, wood chips, sticks, sand, or snowballs are not to be thrown.
- D. Respect other children's games. You can't say "you can't play" when asked by other students. Encourage others to join in your game.
- E. Leave hats and clothing of other people alone.
- F. Balls are not to be thrown at other people or at windows. (NO BOMBARDMENT)
- G. Use appropriate language.
- H. Food is to be eaten/kept only in lunchroom or classroom.
- I. Piggyback rides, tackling, or piling on each other is not permitted.
- J. Follow directions of the supervisor.

IV. Assembly Behavior

- A. Only clapping. (No shouting or booing.)
- B. Be attentive. (No talking when the program is in progress.)

V. Miscellaneous

- A. Always walk in the building.
- B. Gum is not allowed
- C. Respect school property in bathrooms, classrooms, halls and playground.
- D. Keep your hands and feet to yourself.
- E. Quiet in the halls and bathroom during instruction time.

VI. Lunchroom Rules

- A. Keep hands to yourself
- B. Be kind and respectful.
- C. Walk quietly to the playground.
- D. Bags or milk cartons should not be popped.
- E. Throwing, asking for others food or trading food is not allowed. We have many allergies at our school.
- F. Use an inside voice.
- G. Clean up your area, including under the table if necessary
- H. Stay in your seat unless you ask for permission.
- I. Leave your table only after you are dismissed.
- K. Throw your trash away once your table has been dismissed.

Pets at School

Pets are an important member of a family. However, there are many students who are allergic to animal fur, hair, and dander. Therefore, teacher permission must be granted before a student or parent/guardian can bring an animal/pet into a classroom. The teacher must get written permission from all the students' parents/guardians before students are exposed to or come in close contact with animals/pets. Please also refrain from bringing pets onto school property. It is often tempting to bring your dog with you as you walk your child to/from school. Please keep pets off school property.

Character Education

As part of our school wide rules, as well as, the Strategic Plan, Character Education program is being developed with input from the total school community. A survey conducted in 2002-03 yielded the following Character Education Traits as the basis for the BPS and Quarton Character Education Program

- Positive Attitude
- Respect and Kindness
- Honesty and Integrity
- Responsibility and Accountability

These traits will be reinforced as part of the ongoing development of the Character Education. Quarton staff and students follow the guiding principles in our Bear Quote:

Be Your Best
Encourage the Rest
Accept
Respect
Strive for Success!

Students have been introduced to the Solve-It Spot as a method of working through disagreements with each other. The following are the steps the children have worked with.

Grades K-1

1. Look at the other person
2. Tell them calmly what happened and how you feel about it.
3. Tell what you did to keep the problem going.
4. Now, what are we going to do so this doesn't happen again?
5. Report what happened to an adult.

Grades 2-5

1. Look at the other person(s).
2. Tell them calmly what happened and how you feel about it.
3. Tell what you did to keep the problem going.
4. Now, what are we going to do so this doesn't happen again?
5. Complete your reflection sheet.

STUDENT RESPONSIBILITIES

Guidelines for Students

The vast majority of students attending Quarton adhere to the rules and expectations set by the school and their parents. Students are encouraged to follow our guidelines and rules. When students have difficulty with that, the school works from a learning opportunity. The BPS district Code of Conduct can be found in the Quick Links on the Quarton webpage.

School Wide Discipline

The School-Wide Discipline Plan was designed by a group of teachers, parents and the principal. The plan is based on the Assertive Discipline model which is the basis for many contemporary school discipline plans across the nation. The plan consists of:

- Clearly making the rules known to students.
- Providing positive consequences for students who keep the rules.

- Providing learning opportunities for students who have not followed the rules. In certain circumstances, there may need to be negative consequences for students who disregard the rules.

Classroom Discipline

Each teacher designs his/her discipline plan for the classroom. Parents and students are informed of the plan.

Bus Discipline

Students who do not follow proper bus conduct will be issued a "bus ticket". Each bus ticket requires a conference with the principal. The principal determines the consequences for the bus ticket. Parents will be given a copy of each ticket. When children receive three bus tickets they are given a short-term suspension from the bus. Additional tickets may result in suspension from the bus for the remainder of the year.

Forbidden Articles

There are certain items that children cannot have in their possession on school property. These items are not safe for use at school. Forbidden articles include: knives, guns, matches, baseballs, baseball bats, skates, skate boards and pets (unless prior permission has been obtained). Larger sums of money, expensive jewelry, toy guns, laser pointers, radios, Ipods, other electronic communication device (ECDs), Pokemon Cards and other toys are also prohibited (unless prior permission has been obtained for electronic devices). While not generally used by elementary students, cellular phones or ECD's may be carried provided that the phone is switched off during school hours. Student possession of any type of weapon is an extremely serious offense which may lead to the expulsion of the student from district schools!

Positive Consequences

All staff members have "Bear Hugs" notes to give to students for kind or helpful acts. These may be given in or out of the classroom. They are presented in appreciation for doing your best by following the Quarton Quote and showing good character – "Encourage the Rest!"

Negative Consequences

If children break a rule, a warning may be issued by any staff member. Warnings are on three-part NCR paper. One copy will be sent home for your signature, one copy goes to the teacher and the other copy is sent to the office. Students are asked to fill out a reflection form to go along with their warning.

Note: A more severe consequence may be given to chronic offenders or for more serious offenses

Technology Acceptable Use Policy

According to Board Policy (7540.03), all students and parents must read and sign the BPS Technology Acceptable Use Policy. Typically, this can be signed just once and remains in effect for the duration of attendance at Quarton. On occasion, when changes to the policy are made, students may need to sign a new policy and return it to their teacher.

PARENT RELATIONS

School Communication

Most communications to parents will be sent home from school electronic means or with the students. Monday is the day we have chosen to send home parent communications. Please carefully go over all communications. The Quarton Weekly Reminder will be sent electronically using BPS Enews. Please register on the Quarton website by clicking on the BPS ENews link to receive updates from the principal and also from your child's current grade level.

Report Cards

The report card and Parent/Teacher Conferences are designed to relay information about the students to the parents. This reporting is done three times a year in the following manner:

- 1st - A report card goes home in November and is followed by a scheduled Parent/Teacher conference.
- 2nd - A report card goes home in March and is followed by a scheduled Parent/Teacher conference.
- 3rd - The final report card is mailed home at the close of the year in June.

We have transitioned to a Standards-Based Report Card, hosted on PowerSchool, and students in grades K-5 do not receive letter grades. The first two report cards are sent home in an envelope which is to be signed by a parent and returned to school. The final card will be mailed home in June.

Class Placement

Our procedure is based on the following beliefs:

- We strive to provide quality customer service and satisfaction.
- Balanced class compositions coupled with a system to match students with the teachers that best fit their learning styles and needs creates the greatest number of satisfied customers.
- Achieving balanced class compositions is a complex task that involves many factors, including boy/girl ratios, teaching and learning styles, academic and social abilities, student interactions, and programming needs.
- Teachers who have daily classroom contact with students are in the best position to make good placements to achieve maximum customer satisfaction. By the spring of each year, teachers have valuable information and insight into students' needs and capabilities and the expectations of their parents.
- Input from parents is important to ensure that the school understands the needs and circumstances of each child. Such input, however, should not include requesting a particular teacher or other specific students in the classroom.
- While individual parents may feel that achieving balanced class composition does not meet the needs of their child, it is assumed that teachers do not make arbitrary decisions and that teachers and the principal believe that a reasonable match has been made consistent with the needs of all students.
- No system is perfect. When parents clearly feel that the school has made a grave error in placement, there should be a defined means to bring such a concern to the school's attention. Information must be submitted to the principal in writing. Because any changes to class lists after they have been finalized will affect the integrity of the entire grade level, however, finalized lists will not be changed unless the principal feels that the school has made a significant oversight that simply must be adjusted.

General Timeline

1. April of Each School Year: Parent Input Forms are available in the office and sent through BPS Enews. Teachers have enough information to make placement decisions. These forms serve only to make sure that the school has not overlooked important considerations in formulating the initial draft of the class lists. Submitting an Input form does not increase the chances of a student receiving a particular teacher because there is no mechanism to make such a request.
2. May of Each School Year: Teachers meet by grade level with the principal to assemble balanced class lists in accordance with the factors listed in the Belief Statement.
3. Each year a firm deadline is set for the receipt of Parent Input Forms.
4. June: Teachers and principal cross-check the initial class lists and makes any necessary adjustments.
5. June: An attempt will be made to notify placement on final report card. If not, placements will be sent to families in mid-August.

Quarton PTA

Quarton has an extremely active and effective Parent Teacher Association (P.T.A.) organization. Parent involvement is totally voluntary, yet Quarton has recently received awards for 100% participation. Active participation as a P.T.A. Officer, Committee Chairperson or volunteer not only benefits our children, but it also enables those participating to have more direct input into the school. For more information, contact the P.T.A. President.

Birmingham Public Schools Policies

The Birmingham Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Director of Personnel Relations, 550 West Merrill, Birmingham, Michigan 48009, (248) 203-3028

Update BPS Policy and Bylaws can be found at the Birmingham Public Schools Website under the Board of Education tab. <http://www.neola.com/birmingham-mi/>

Some of the policies that are recommended for your review:

3122 – Non discrimination

5200 – Attendance

5516 – Anti Hazing

5517 – Anti-Harassment

5517.01 – Bullying and other Aggressive Behavior Toward Students

5136 – Electronic Devices

Code of Conduct updated in 2018

5771 – Search & Seizure

9250 Parent/Guardian Involvement and Relations with Parents/Guardians

8800 Religious/Patriotic Ceremonies and Observances

HOLIDAY POLICY

The U.S. Supreme Court has stated, “one’s education is not complete without the study of comparative religion, or the history of religion as well as the advancement of civilizations.” The school district’s approach to the study of religions is under Policy 8800. This policy follows the national guidelines stemming from Supreme Court cases over the past 30 years. A school district may include the teaching of religion, under the following guidelines:

1. The school’s approach must be **academic**, not devotional.
2. The school should strive for **awareness**, not acceptance of any religion.
3. The school sponsors the **study**, not the practice of any religion.
4. The school may **expose** students to religiously diverse concepts, but may not impose any views.
5. The school **educates**, not denigrates nor promotes any religion.
6. The school may **inform**, not conform students to various beliefs.



Basically, it is the job of the district not to teach religion, but to teach about religion, and religions should have a balanced treatment in such curricular areas as Language Arts, Social Studies and Fine Arts.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

According to law, a student's records are confidential. The contents of a student's file may not be released, except to authorized school personnel, without the written consent of the parent or adult student.

A parent or student 18 years or older has a right to review the student's records. Requests should be made in writing to the building principal. If it is believed that the information is inaccurate or misleading or violates the privacy or other rights of the student, a request may be made to school officials for amendment.

The law does allow the school district to release "directory information" without parental consent. Directory information includes such items as the student's name, address, telephone number, age, photograph, image on film, field of study, participation in school activities and sports, weight and height of athletic team members, and honors and awards received.

If a parent or eligible student does not wish release of directory information, or a portion thereof, or publication of a photograph of a student, written request must be given to the principal by a specific date.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education when a violation of the Family Educational Rights and Privacy Act of 1974 is suspected.

Copies of the Birmingham Board Policy #5125 concerning student records are available through the Department of Guidance and Pupil Personnel and the Information Services Department.

OTHER RIGHTS:

You have the right as a parent:

- To appeal a school policy or decision that prevents your child from expressing controversial views, so long as they are not obscene, slanderous or libelous, and do not cause serious disruption.
- To speak at all public meetings of the local school board.
- To be a member of any parent/citizen group and have your group recognized and heard by school officials.
- To visit your child's classroom during the school day, providing you first notify the school office.
- To attend a minimum number of conferences with your child's teacher.
- To request that your child be excused from reading assigned books you object to on religious, moral or other reasonable grounds.
- To request that your child be excused from school activities you object to on religious, moral or other reasonable grounds.

QUARTON QUIRKS!

A Dictionary of "Quartonese"

All schools have a "language" spoken within the school community. This is our attempt to familiarize you with "Quartonese" - the language spoken at Quarton.

BAND-AID CENTER— located inside the school administrative office, apply band-aids and give TLC. Parents volunteer for two-hour shifts during school hours.

BBFA — the acronym for Birmingham-Bloomfield Families in Action. It is a parent-teacher-community organization which sponsors various educational programs concerning substance abuse awareness.

BEAR HUGS -- are notes of appreciation for acts of good character and kindness (following the Quarton Quote) that students give to others. Classrooms use them in a variety of ways. The goal is to “encourage the rest” by allowing students to acknowledge other students who act in good character.

BIG MAC COMMITTEE — the Money Allocation Committee of the PTA. Project requests for funding can be made through this Committee. At the end of the year, the Committee makes recommendations to the PTA regarding the allocation of available funds. All are welcome to join this committee.

BOX TOPS — box tops are redeemed from Companies for school equipment. There is a collection box in each classroom. The program runs from October until March.

CSO — the Community School Organizer. This person coordinates Preschool and Kids Club. In addition, she is responsible for the before and after school enrichment programs. Mrs. Joel Ostrowski is the CSO at Quarton.

EMILY THOMAS AWARD — an annual award presented at the end of the year to a fifth grader. This award is given in honor of a past Quarton student, Emily Thomas, who suffered severe brain trauma during the summer between fourth and fifth grade. Not only did Emily work courageously to relearn what she had lost due to the injury but she managed to graduate with her class. Throughout the ordeal she maintained a positive attitude. Sadly, Emily passed away a year after leaving Quarton but her remarkable spirit lives on. Each year the principal selects a student who has exhibited outstanding character or effort to receive an award in Emily's memory. That student's name is added to a plaque which is displayed in the entrance hall of Quarton School.

ENews: This is a web-based program that parents register from home or work. This program allows parents to keep updated from the principal for whole school or grade level specific information.

FIFTH GRADE CAMP— an overnight science camp for the fifth graders. The camp takes place in the Fall, during the school week, and lasts for a couple of nights. The camping experience is usually partially funded by a Fourth Grade fundraiser from the previous school year.

FRIENDS OF QUARTON — an alternative to PTA fundraising, Friends of Quarton is a tax-deductible contribution to the Quarton PTA.

FUN RUN — a school jog of approximately one mile through the neighborhood. This event is held every fall. Every student with parental permission participates, awards are given and a treat is served afterward.

GREEN TEAM — is a group of students and parents interested in making Quarton a more environmentally friendly school.

HALLOWEEN PARADE — a favorite annual event which is part of the school's celebration of Halloween. On the designated day, children bring their Halloween costumes to school, change into them at the appropriate time, and parade around the outside of the school to the delight of the neighbors.

HUNDREDS DAY— an event which occurs in February, celebrating the 100th day of school in grades K - 2. Teachers and students bring in 100's of as many small things as possible for display. Of course, everyone counts.

ICE CREAM SOCIAL — the opening social event of the school year. It is sponsored by the PTA in the early fall. The entire Quarton Community is invited.

INSTRUCTIONAL SPECIALIST – The Instructional Specialist's role will be two-fold. It will be to provide enrichment services to identified students, as well as work with students for short-term interventions in specific skills. The Instructional Specialist will work in PLC to assist teachers in developing differentiated teaching practices, through the use of data. He/she will also use a Response to Intervention model to determine the needs of students.

NEXT—It is a social service and educational organization for senior citizens which is housed at the Midvale School. It is involved in many district-wide activities, including the Intergenerational Program that provides volunteers in the classroom.

PAW PRINTS — the school literary magazine published late in the school year. All students are encouraged to submit written pieces and/or art work. Every child who submits work has something published.

PRINCIPAL'S AWARD — an annual award presented at the end of the year to a student who has exhibited outstanding qualities such as leadership, kindness or community spirit. That student's name is added to a plaque which is displayed in the entrance hall of Quarton School.

PROFESSIONAL LEARNING COMMUNITIES (PLC) – a group of educators working as a collaborative team to determine the best educational decisions for students. They will focus on what we expect students to learn, how to know if they have learned it, how to respond when some students don't learn, and what to do if some students already know the curriculum.

PTSA COUNCIL — the abbreviation for the Parent, Teacher and Student Association Council. The district-wide council is made up of representatives of all schools in the district. This Association meets on the 4th Monday of each month and sponsors various events.

QUARTON CARES—involves community service topics and activities that are specific to each grade level at Quarton School. Quarton cares is organized by parent volunteers on the Quarton Community Education Council.

QUARTON QUOTE -- is our touchstone to remind our students to show good character.

Quarton Quote
Be your best.
Encourage the rest.
Accept.
Respect.
Strive for success.

QUARTON WEEKLY REMINDER - this weekly news update will be sent home electronically from the principal.

REFLECTIONS— a district-wide contest sponsored by the Michigan PTSA. Students submit art, music and/or literary work to a jury and selected items are chosen to continue the competition on a state level.

RESPONSE TO INTERVENTION (RTI) – is a practice of providing high-quality instruction and interventions matched to students’ needs, monitoring progress frequently to make changes in instruction or goals and applying child response data to important educational decisions.

ROOM PARENTS — every classroom has parent volunteers who serve as Room Parents. The level of parental involvement at Quarton School enables our teachers to incorporate many activities and festivities that create an atmosphere in which learning is fun. Room Parents coordinate and communicate with the teacher and parents so that these activities run smoothly - for both our children and their teachers. The Room Parents are responsible for coordinating the class parties, field trips and parent volunteers for computers, Math Pentathlon and other classroom activities.

S.I.T.E. — stands for Schools Improve Their Environment. Each school in the District has a committee which works to improve the physical environment of the facility. Quarton's S.I.T.E. Committee landscaped our new Media Center Oak street entrances, maintains flower boxes around the school, and has even been known to spend time pulling weeds.

STUDENT OF THE WEEK— a child selected at random from each class to be a special student for a given week. Every child is the Student of the Week before the school year is completed. Pictures of the students are taken with his or her teacher. During his/her week, that picture and some information prepared by the student are displayed outside the Principal's office. The Student of the Week wears a colored ribbon and students in grades K-5 have the opportunity to have lunch with the Principal during the month. Individual classroom teachers may do something additional/special with their Student of the Week.