

Henry Ford Elementary



“Home of the Dolphins”

ARRIVAL TO SCHOOL

School begins at 8:20 a.m. Children are not to arrive early. Crossing guards will not be on duty to cross children before 7:35 a.m. Breakfast begins at 8:00 a.m. Teachers will be planning at that time. Please respect this planning and preparation time. A well prepared teacher is essential to a child’s education.

ATTENDANCE

The importance of regular attendance cannot be over emphasized! A child should be in school every day that he/she is physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. If a student is repeatedly absent without proper cause, a conference may be held with the parents and appropriate school staff to help in solving the problem.

ABSENCES

If a child is going to be absent from school, or late to school, parents are requested to call the school (481-8275) between 7:35 a.m. and 8:30 a.m. If a child does not arrive at school, we want to be sure he/she is safe with you.

TARDINESS

Any student arriving late to school after 8:25 a.m. should report to the office before going to their classroom.

REQUEST TO LEAVE SCHOOL EARLY

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to the parents unless the school has been notified by the parent that they have granted permission for someone else to pick up their youngster.

DISMISSAL

School dismisses at 3:20 p.m. Parents will be notified of dismissal time on the scheduled half days during the week when they are to occur. Arrangements must be made for child care/supervision after the dismissal time unless notification by the teacher/school has been received by the parent. Half days are 8:20 a.m. to 11:30 a.m.

EMERGENCY INFORMATION

Keep us up-to-date on any changes of phone numbers in order that we may reach you quickly in case of an emergency. It is also important that you notify the school immediately of any health problem which your child may be experiencing and which may need care during the school day. If you change

your address, home telephone number, or parent's work number, please notify the secretary at once.

MEDICATION IN SCHOOL

Medication may be administered in school only if it has been prescribed by the physician. Request to Administer Medication form and provide the medication in the prescription container. It is kept in a locked area of the office and is dispensed from the main office of the school. Children requiring medication three times a day should be given the medication at home (before school, after school, and at bedtime).

ILLNESS: DISEASE CONTROL

An important part of the school health program is illness control. Parents are notified when there is a communicable disease in their child's classroom. Children with communicable disease are excluded from school in accordance with the guidelines recommended by the Washtenaw County Health Department.

REQUESTS FOR INSIDE RECESS

All requests for children to be kept inside during recess or the noon hour should be sent to the school principal for approval. In general, if a child is not to go outside, they are too ill to come to school. Exceptions will be made if a physician requests it for health reasons.

BUS RULES: DON'T LOSE YOUR RIDING PRIVILEGE FOLLOW THESE RULES

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. Bus driver is authorized to assign seats.

STUDENT DRESS

The home and school need to cooperate in the matter of appropriate dress for school. School is the child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. Appropriate clothing is that clothing which is clean, comfortable, and does not distract from the educational environment. Boots should not be worn in the classroom. As a health and safety precaution, children wearing shoe-boots should bring a pair of shoes to be worn while in school.

Short shorts, halter tops, midriff tops, or any other similarly inappropriate clothing is not allowed and parents will be called to provide a change of clothing.

SCHOOL DISCIPLINE POLICY/SCHOOL RULES

Introduction

The goal of the Henry Ford Elementary Discipline Policy is to guide student behavior and to help students recognize behavior that is appropriate in the school setting. It will also help the students learn that they must take responsibility for the decisions they make in their choice of behaviors and realize that they must accept the consequences for those choices. Students are to behave in a manner that allows other students to learn. Behavior that distracts students or the teacher or behaviors that in any way present a threat to the safety of the student or those around him/her will not be considered appropriate. Repeated violations of rules will result in a teacher student conference, a phone call to the parent, a referral to the principal, a parent conference, and/or a suspension.

Teacher' Statement

The rules stated below are general school rules. Individual teachers may establish rules for their own classrooms.

Statement of Behavior

We will demonstrate self-control through:

- I. Treating others in a courteous and respectful manner.
- II. Practicing behaviors that insure the safety of themselves and others.
- III. Showing respect for property.

Examples of specific behaviors for the sections of the above statement follow:

I. Treating others in a courteous and respectful manner.

- Students will keep their hands to themselves.
- Students will move quietly in the hall.
- Students will show respect and be helpful to all school personnel and to visitors to the building.
- Assemblies - Students are to behave in a manner that allows others present to enjoy the presentation in a quiet, respectful atmosphere. Students will be attentive, remain seated, be courteous to the speaker, will not "boo" or whistle, and will not carry items in to the assembly unless assigned to do so.

Statement of Behavior Continued

Examples of specific behaviors for the sections of the above statement follow:

I. Treating others in a courteous and respectful manner.

- Lunch - Students are to behave in the lunch area in a manner that allows others present a safe and pleasant atmosphere in which to eat their lunch.
- Students are to avoid using profanity or other inappropriate language.
- Students will arrive at their destination on time (no loitering).
- Students will respect classrooms that are in session.
- Students will respect individual differences.

II. Practicing Safe Behaviors

- Students should not throw objects at other students, push other students, or act in any manner that can bring harm to another individual.
- Students will walk in the halls.
- Students will keep hands to themselves.
- Students will not engage in fighting of any kind.
- Students will enter and leave the building in an orderly manner.
- Students will stay within the identified playground boundaries.
- Students will not use martial arts (Karate, etc.).
- Students will use safety sense on all playground equipment.
- Students will follow the rules for safe conduct on the bus.
- Students will remain in supervised areas during lunch and recess.

III. Showing respect for, and pride in, the school property and environment.

- Students will keep their hands to themselves.
- Students will be responsible for helping to keep their classroom and general school areas in a clean and orderly condition.
- Students will use the proper waste receptacles to dispose of trash.