

Clive Family Handbook



2009-2010

Dear Parents and Students,

We cordially welcome you to the 2009-2010 school year at Clive Elementary School. Research shows that students have a greater chance of being successful in school when their parents are actively involved and communicate effectively with teachers. Our interest and enthusiasm is contagious for our children.

It is our desire to provide each Clive student a learning environment that is warm, caring, safe, and educationally stimulating. The Clive staff will strive to maintain a comprehensive curriculum, encouragement, support, and positive self-concepts. This is exemplified in our mission statement:

"The staff of Clive Elementary School believes that every student is capable of learning. Each child is entitled to a supportive climate, which promotes feelings of dignity and self-worth. Recognizing the uniqueness of children and the diversity of their needs, the staff accepts the responsibility for planning and implementing appropriate and productive learning experiences for all students."

We look forward to a great school year. We all have responsibilities in our school community and working together we will make this a very successful year. To meet these school responsibilities, we ask that students continue to work on a goal of being respectful and responsible, especially in the areas of:

- * being on time;
- * being prepared to learn each school day;
- * doing your very best;
- * respecting yourself, others, and property.

We are truly excited to share in the cooperative adventure for the education of your child; and we sincerely appreciate your support, communication, and active involvement in your child's future.

Sincerely,

The Clive Staff

Clive Philosophy and Mission Statement

The staff of Clive Elementary School believes that every student is capable of learning. Each child is entitled to a supportive climate, which promotes feelings of dignity and self-worth. Recognizing the uniqueness of children and the diversity of their needs, the staff accepts the responsibility for planning and implementing appropriate and productive learning experiences for all students.

Objectives

1. To provide learning experiences which allow all students, with their unique learning needs, to develop to their potential.
2. To provide opportunities that will enable each child to grow intellectually, physically, emotionally, and socially.
3. To provide a learning environment which emphasizes development of basic skills in language arts, mathematics, science, social studies, fine and applied arts, and physical education.
4. To recognize the dignity, integrity, and worth of each student.
5. To help each child become a responsible and productive citizen.
6. To maintain a safe learning environment in which errors can be made without loss of dignity or feelings of self worth.
7. To help students develop self-understanding as they establish personal goals.
8. To evaluate and modify the curriculum to meet the perceived needs of all students.
9. To involve the home and community as active partners with the school in promoting learning as a lifelong process.
10. To use the varied instructional techniques, technologies, and strategies to capitalize on and strengthen the teaching skills of the staff and the learning styles of the students.

Clive Behavior Expectations and Philosophy

Beliefs

Our mission for every student at Clive School is to entitle them to a supportive climate, which promotes feelings of dignity and self-worth. We have been chosen to guide children in this journey. Our task is to teach and encourage responsible behavior and control irresponsible behavior. Our ultimate goal in West Des Moines is to have quality schools.

Our guidelines are designed to ensure the safety and general well being of our students, and to provide a reasonable set of behavioral boundaries within the school setting. Successful implementation of these behavioral expectations is a shared responsibility.

Student Responsibilities:

- Follow directions the first time they are given.
- Treat each student and staff member with respect.
- Use appropriate voice and language at all times.
- Make our school a clean and safe place.

Parent Responsibilities:

- Discuss guidelines with your children.
- Provide reinforcement of concerns when contacted by the school.
- Cooperate with school in both written and verbal communications.
- Involvement with the school when notified about your child's behavior.

Staff Responsibilities:

- Consistently apply expectation and discipline procedures.
- Recognize and reinforce positive student behavior.
- Communicate student concerns and needs to parents.
- Teach students appropriate social skills.

Goal

Our goal is for students to take responsibility for their own actions, and to respect themselves, other students, adults, and property at Clive School.

General Rules of Behavior

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas that require the application of very specific rules. The following types of conduct are never permissible: 1) fighting or harming others; 2) defiance of school staff; 3) the use of profanity; 4) possession of alcohol, drugs, weapons, or other dangerous objects; 5) vandalism; 6) harassment; 7) theft; and 8) misuse of the computer.

Major offenses as highlighted in the general rules of behavior will be referred to the office for review. It will be the principal's responsibility to assign those consequences as appropriate to include time-out (classroom, office, lunch, recess, etc.), apology, behavior improvement plan, community service, detention, and/or suspension (in-school or out-of-school).

Please also refer to the district handbook, which refer to district-wide policies (School Board Policy 503.1).

Responsible Behavior

Hallway:	Using quiet feet and voices Keeping hands and feet to yourself Going directly to your destination Walking in a straight, single file line Taking care of property Walking on the right side Walking slowly
Lunchroom:	Handle food and utensils appropriately Quiet voices Respect the noise signal
Outside Recess:	Play in designated areas Play appropriately and safely Be courteous to others Respond to bell quickly and quietly
Inside Recess:	Remain at chosen activity Play appropriately Quiet voices Prepare for work when the bell rings
Media Center:	Handle books and materials appropriately Quiet voices Walk at all times Use computers appropriately
Computer Usage:	Only log into your user ID Leave your area clean Sign in and out for the computer lab at the media center desk
Assembly Rules:	Quiet voices until performance Sit appropriately Eyes facing the front Hands and feet to self Respect performers

Classroom Rules

Rules will be established in each regular classroom with assistance and involvement of the students in the class. Those rules will be consistent with Board Policies and District Discipline Expectations.

A plan will be developed by teachers and/or grade levels to meet the specific age appropriate needs of students who are having behavior concerns in any areas of the building. Classroom teachers will work with parents to develop a comprehensive plan for students engaging in inappropriate behaviors. The homeroom teacher will contact parents by notes or phone calls to involve the parent in this process.

Consequences

When a student makes an inappropriate choice, the supervisor will calmly and consistently implement the consequence that is most appropriate.

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| 1. Verbal reprimand | 6. Detention |
| 2. Positive practice | 7. In-school suspension |
| 3. Repetitive practice | 8. Out-of-school suspension |
| 4. Time out | 9. Expulsion |
| 5. Noon Recess | |

Encouragement Procedures

Staff will consistently encourage responsible behavior through positive interactions.

1. Initiate friendly interactions with students.
2. Compliment individual students on their safety, courtesy, and respect (verbal or written).
3. Compliment a teacher (so students can hear), citing examples of individual or class-wide responsibility (verbal or written).
4. Recognize student success for classroom and school-wide behaviors through individual recognition.

In addition to the foregoing disciplinary actions set out in the section above, the teacher, building administrator, or designee shall have the responsibility to provide additional corrective/supportive action as needed such as: counseling of students, parent conferences, rearranging schedules, suggesting for students to receive outside counseling, or restricting activities.

Communications

Staff Communications

The teachers at Clive School work very diligently in sharing on-going communication. Examples include progress reports, individual and classroom notes, special daily or weekly individual student checks, phone calls, and special conferences to communicate successes and ways to help your child be more successful. Our goal is to create a positive partnership for the benefit of each student at Clive School.

If you need to contact a teacher with a question, concern, or sharing a success, there are many opportunities available.

- Between the hours of 8:15 - 4:15 please contact the office with a message.
- Generally between 8:15 and 8:50 each morning is a good time to call, however, many meetings do occur during this time.
- Another good time to call is during your child's special classes of art, music or physical education.
- After 4:15, you can leave a voice mail message and that message will be delivered the next morning. If an emergency should occur, please call the school number (633-5800) and press 0, which will connect you with the Learning Resource Center. They will work to assist you with the emergency. They do have the capability to contact Clive School through the principal's personal line or a pager at Kids West, if someone at school needs to be contacted.

We encourage you to avoid the start (8:50-9:05 or end (3:50-4:05) of our school day. These are generally hectic times in all classrooms. This allows us to start your child's day and end the day on the most positive note possible.

The staff members at Clive are also available through e-mail. Staff members will be sharing their e-mail addresses through written communications.

Student Programs

Kids Bank

Kids Bank was begun as a cooperative effort between Bankers Trust West and Clive Elementary School during the 1991-1992 school year. It was designed as an educational opportunity for students. The goal is to provide students the opportunity to gain insight into the organization and operation of a financial institution through hands-on participation. Kids Bank focuses on the application of basic academic and social skills to a true to life situation as well as exemplifying the importance of a savings plan.

Kids Bank provides for varying levels of participation for students. Every student, grade 1-6 is eligible as a depositor. Students in grades 3-6 qualify to apply as bank tellers or board members. New tellers and board members are selected each semester to give as many students the opportunity to participate as possible.

Students learn, through participation in Kids Bank, about business skills and concepts, but also about consumer economics, especially if they serve on the Board of Directors. Leadership positions are available if one wants to serve as a Chairman of the Board or Secretary, and all gain experience with positive peer and adult role models. Students develop awareness of the operation, responsibility and importance of confidentiality in a savings institution. All students at Clive are encouraged, through the operation of Kids Bank, to develop and maintain a savings program and to look into one of the many career opportunities available in today's world.

A letter inviting students to participate is sent home in early September. Watch for it!

New Student Ambassadors

The Clive Ambassadors take new students on a tour of the school building so that the new students have an opportunity to gain a sense of belonging and a sense of familiarity with their surroundings.

The specially trained Student Ambassadors work with the school guidance counselor and principal at the beginning of the school year by introducing the new students to staff members and talking with them about classes and activities available at Clive School.

During the first four weeks of school, the guidance counselor meets with all the new students. The students talk about what it is like to be at a new school and how to successfully make the adjustment to different surroundings.

New Student Helpers

Two students from each homeroom work during the year to welcome new students into their classroom. The guidance counselor trains New Student Helpers so they know how to give the new student a tour of Clive School, to introduce the new student to staff members and to help make sure the new student feels welcomed and a valued member of the class. Teachers and other class members also assist the New Student Helpers to ensure that the new student gains a sense of belonging at Clive. The New Student Helpers' job continues throughout the year.

Safety Patrol / Crossing Guards

Fifth graders are given the opportunity to serve on the Safety Patrol. Service on the Safety Patrol is voluntary, open to all that are interested, and means a sacrifice of a few minutes each day in order to fulfill the duties as a member.

The primary aims of the Patrol are:

- To help protect children from automobile accidents while they are on their way to and from school.
- To help children to develop sound habits in use of streets.
- To foster qualities of leadership and good citizenship in Patrol members.

In addition to our student Safety Patrol, an adult crossing guard is stationed directly across from the school's entrance to assist pedestrians across 73rd Street before and after school. This is in cooperation with the City of Windsor Heights. For those students who need to cross the intersection of 73rd Street and Hickman, adult crossing guards are stationed there before and after school. This is in cooperation with the City of Urbandale.

Student Council

Student Council at Clive is an organized group of students, which meet two times a month. During the month of September, two representatives are elected from each classroom in grades 1-6. At the first meeting, "Parliamentary Procedure" is explained, practiced, and used to conduct all meetings. The following officers are elected at the second meeting: President, Vice President, and Secretary.

Student Council is a place to allow students to share ideas and bring suggestions from the student body of ways to improve the school or possible community service projects. Student Council members learn about democracy and responsibility. Recycling is promoted throughout the building. Other projects involve collecting food for the food pantry, Campbell Soup Labels, and Box Tops. The main goal of the Student Council is to include as many students as possible in every project we do.

Sixth Grade Role Models

As part of our character education emphasis, sixth grade students are working as good citizens and leaders at Clive. They are doing this by becoming active members in the Role Model Program. The program is designed to give students an opportunity to work as good citizens by volunteering to help students and staff at School. To qualify for the program sixth graders need to show they are role models to others by working hard in class and exhibiting respectful behaviors. They need to have in their possession two out of the three 'responsibility cards' sixth grade teachers distribute at the beginning of each week. Students retain responsibility cards for tasks such as turning homework in on time, having materials ready to use in class, working cooperatively in groups, showing respect for other students and staff, and many more activities and expectations.

Once students qualify for the program, they are then selected to carry out a variety of activities that need to be accomplished at school. Teachers and other staff members complete a form requesting the help of a role model. Sixth graders have volunteered to help with activities such as the following:

- Read to younger students
- Carry flags at our school assembly
- Lead the school in the Pledge of Allegiance
- Introduce speakers at our school assemblies
- Learn games about the CHARACTER COUNTS pillars to teach to younger children in their classrooms
- Mentor a younger student
- Help organize items for Clive Family Outreach
- Videotape for American Character Week
- Make announcements on the intercom

Clive Connections
Clive School's Families and Faculty Working Together for Our Kids

Welcome to Clive Connections, the parent-teacher organization (PTO) for Clive Elementary. Every parent and guardian of a Clive student as well as each faculty member is included within Clive Connections.

We are fortunate to have an active PTO at Clive. Through your volunteer hours, you help your child as well as many others. Research proves children perform better in school when their families are involved in school activities. All students benefit from fund-raising and extra help in the classrooms.

From computer software, fine arts appreciation and reading programs to field trips and special classroom supplies, the money raised through Clive Connections activities greatly enhances an already strong curriculum.

Volunteers work in the office or classrooms and also coordinate many programs. Your involvement with Clive Connections is key to fun and successful classroom parties, too (Fall Festival, Winter Celebration, and Valentine's Day).

Thank you for your past volunteer contributions. We look forward to seeing you again this year and meeting new volunteers to help our students excel during their elementary school experience.

The officers for the 2009-2010 school year are:
Tracy Willits, president 278-5782
Stephanie Vande Berg, vice president 720-2312
Kevin Boyd/P.J. Hurley, co-treasurers 278-8368
Sharon Miller, secretary 225-2199

Volunteer coordinator for 2009-2010 is Kristi Reck (270-0392).

Clive Connections' email address is cliveconnections@yahoo.com.