

All About Arno

**A Parent Handbook
2009-2010**

Mission Statement

We, the Arno Family believe in providing a caring, motivating, and safe environment where students are challenged to achieve to the best of their ability and become respectful, responsible participants of a global community.

A PTA School
A North Central Association Credited School
ALLEN PARK BOARD OF EDUCATION
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Mission Statement

Allen Park Public Schools is a community committed to helping students reach their potential with the ability to creatively think as well as collaborate and thrive in a global society. We believe that our mission is to educate for lifelong learning with an uncompromising commitment to excellence.

Arno Elementary School
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Allen Park, MI 48101

313 827-1050
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Susan Vokal, Principal
Linda Clark, Secretary
Michelle DesJardins, Student Advocate

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Welcome to Arno!

On behalf of the staff, students and parents, we welcome you to Arno Elementary! The “All About Arno” booklet has been prepared to assist you in learning about Arno School, special offerings, and important guidelines.

We take great pride in our students and the efforts put forth on their behalf. We are continually improving programs, activities, and educational opportunities for Arno Students. Our goal is to provide children with the ability to become motivated, self-assured, and lifelong learners who are able to work and play in harmony with others.

One of the key components in the success of our students is family and parental support, which is why we welcome and encourage you to become involved in the “Arno Family.” Please feel free to contact the office if you have additional questions or need further information after reviewing the “All About Arno” booklet. Once again welcome!

Now, for a look at this special place ~ Arno Elementary!

Sincerely,
Sue Vokal, Principal



Visitors Are Welcome!

We welcome visitors to Arno School, but for the safety of our children, all visitors and guests must register at the school office upon entering the building.

Thank you for your cooperation!

The Arno Belief Statements

We, the Arno Family believe that our children:

- have diverse learning needs that must be met,
- are to be challenged to grow academically, socially, and emotionally,
- are able to succeed when students, teachers and parents work cooperatively,
- have the right to be in a safe, caring, and supportive environment,
- and must grow to understand the impact their actions have on themselves, others, and society.

All people deserve respect and need to cooperate and resolve their differences.

All people have a right to learn in different ways at different rates.

Arno Accreditation

The North Central Association, the nation's largest regional accrediting association, is a voluntary coalition of over 7,600 schools and over 1,000 colleges and universities in a nineteen-state region. The Association works with schools to improve through accreditation and evaluation.

Being accredited means that the school has the resources, personnel, and leadership necessary for effective student learning.

The Arno staff has been involved with the Outcomes Accreditation method of school evaluation. In utilizing this process, we examine how our school practices affect student learning and success.

Arno Elementary, originally accredited in 1993, continues to improve student learning. We received full accreditation in April 2000. We are currently involved in a district wide accreditation with the other buildings in the district. We are implementing strategies in the areas of non-fiction reading, writing and math.



Student Entry

Immunization/Physical Examinations

The Michigan Department of Public Education has changed the immunization requirements of enrolling students.

All kindergarten students and other students entering school for the first time will be excluded unless all state immunization requirements have been met and evidence of those requirements has been submitted. Unless compliance forms are filed by the date of entrance (which is the first day of school), the child, who is enrolled as a student at Arno, will be excluded from attendance. Please be certain your son or daughter has been properly immunized.

In addition to the 1st dosage of MMR (Measles, Mumps and Rubella) vaccine, a 2nd dosage is required. The 2nd dosage is also required for students' transferring from other school districts. Also, one dose of varicella (chicken pox vaccine) after 12 months or current lab immunity or reliable history of the disease is required.

All kindergarten children are requested to have a physical examination. State Law requires that children be immunized against diphtheria, tetanus, pertussis, polio, rubella, and measles.

Forms

Like our parents, we are concerned not only in the education of Arno students, but in their safety and well being as well. In an effort to protect all students, it is extremely important that parents complete and return the following forms to the school, found in the first day materials packet.

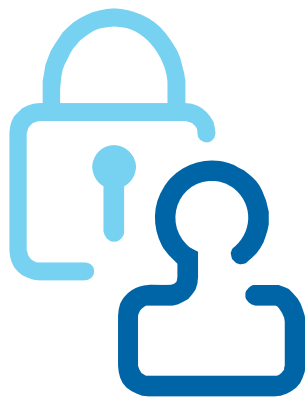
- Physical Education Permission
- Emergency Dismissal
- Emergency Card
- Allen Park Code of Conduct/All About Arno acknowledgement receipt (Code of Conduct may be viewed on-line at the school's website).
- Medication form (if applicable)
- PTA Involvement form
- Free/Reduced Lunch Form (if applicable)



Safety Precautions

The schools throughout the district have adopted policies to facilitate a safe environment for the student and staff. The following procedures have been implemented here at Arno; all doors will be locked after the second morning bell and remain locked throughout the day. The only exception will be the main doors near the office.

All staff and students will be instructed not to open the doors for anyone. All visitors will have to enter through the main doors off Fox Street. Students who arrive after the 8:39. M. bell will have to enter through these same doors. All visitors will be required to check in at the main office. A visitor is anyone who is not an Arno employee or student. All district employees (including our Superintendent, Dr. Sturock) check in at the office when they visit.

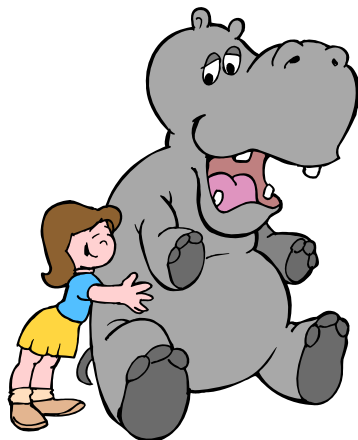


Medication

Your physician must prescribe any and all medications that your child may need to take during school hours. This includes both prescription drugs (Ritalin and antibiotics) and over-the-counter medication (i.e., aspirin, antacids, etc.). Please obtain necessary “Medication Authorization” forms from the office before visiting your physician. This form must be returned to the office with each prescription. Please refer to the Allen Park Code of Conduct for policies regarding dispensation of medication. All medications must be dispensed through the school office. With the exception of inhalers and epipens, provided we have a doctor’s prescriptive use on file. Cough drops may be sent in but must remain with your child’s teacher.

Health

All cases of communicable diseases must be reported to the Health Department. If your child has a communicable disease or infection, please report it to the office immediately.



The School Day – Arrival and Dismissal Morning and After-School Rush Hour!

Arno's hallways are quite busy during the first 15 minutes of each day and directly after school.

Please help us to provide a safe and orderly environment by following these simple rules when bringing your child to school:

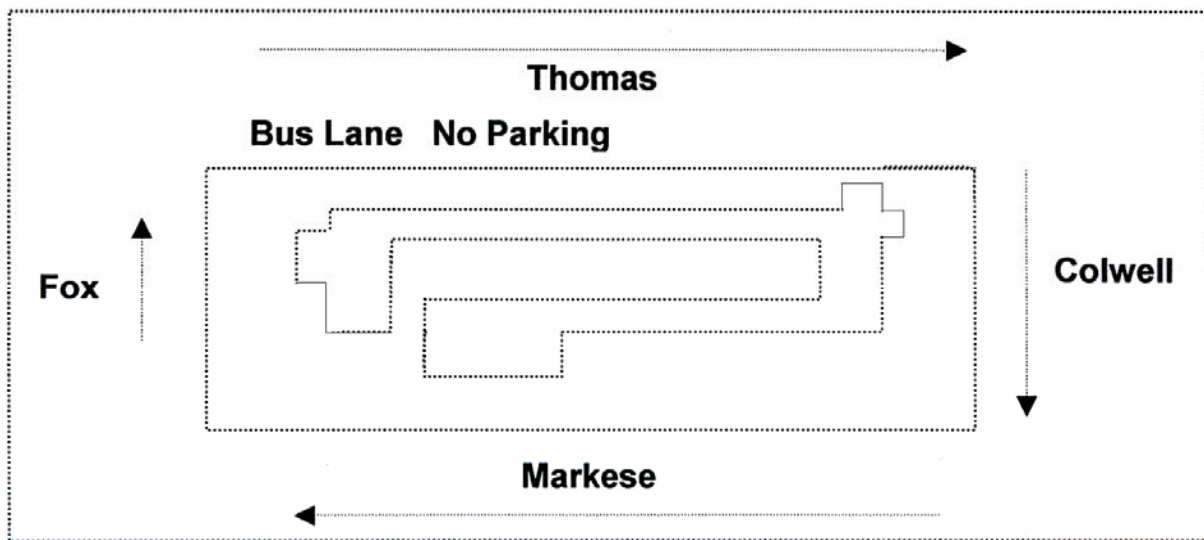
- All students should line up with classmates outside of the building;
- Parents are asked to refrain from walking students to classroom doors inside the building; and, at the end of the day;
- Parents are asked to wait for their child outside of the building so that classes can be dismissed in a timely and orderly fashion.
- Please do not hold a conference with the teacher as the bell rings, as he/she must attend to students.
- During inclement weather conditions, we ask that parents remain in the vestibule area so hallways are clear for student dismissal.

Greeters

In the morning we have parents who volunteer to greet and open the car doors for arriving students. Please follow their directions. They help to keep traffic moving.

Traffic Pattern

Please note – for our children’s safety, when driving to and from school, please follow the diagram (clockwise traffic flow). This will help to prevent congestion and possible injury to those students who must cross nearby streets. Please **do not double park or ask your child to cross the street in the middle of the block** to get to your car. All children should cross at the street corners. Also, please observe the “No Parking” signs in the area on Thomas, which is used for the busses. Remember that pedestrian have the right-of-way when crossing the street. Parents, please model respect for the safeties by responding to their directions when crossing the streets. **Please do not park or wait in drop-off zones.**



Arrival/Dismissal

Student safety is our first concern. Therefore, we ask that **students not arrive at school any earlier than 10 minutes before the morning bell.** Students who are left unsupervised could face a potentially dangerous situation.

Latchkey services are available from 7:00 A.M. to 8:34 A.M. and 3:31 P.M. to 6:00 P.M. Parents may obtain further information by contracting the Community Services office at (313) 827-2660.

Students in grades four and five are permitted to play on the playground prior to the bell. We ask that all younger students remain at their assigned doors. These assignments are made with the safety of our students in mind.

Door Assignments By Room Number for Arrival/Dismissal

Fox Street	Thomas	Markese near Fox	Markese/ Playground	Markese/ Driveway
109	116	101	124	128
111	118	102	125	130
114	117	104	127	132
112	122	110	129	
	113			

School Schedule

First Bell	8:34 A.M.
Classes Begin	8:39 A.M.
Morning Dismissal (AM – K)	11:45 A.M.
Lunch A	11:25 – 12:05 P.M.
Lunch B	11:55 – 12:35 P.M.
Lunch C	12:25 – 1:05 P.M.
PM Kindergarten begins	12:25 P.M.
Dismissal	3:31 P.M.
Half-day Dismissal	11:45 P.M.

School Busses

Some of our students depend on riding the bus to get to school. It is a privilege to ride the bus. Please review the guidelines for bus safety found in the Allen Park Code of Conduct book with your child. Students violating the bus rules will result in disciplinary action also found in the Allen Park Code of Conduct. Severe student action that affects the health or safety of the students on the bus may cause immediate bus suspension by the principal. **Non-bussed students are not allowed to ride the bus at any time; however in an emergency, parents may present a written request to the principal asking for bus privileges on a short term basis (1-2 days).**

Attending School is Important Attendance

It is important that good attendance patterns are formed early in a student's educational career. Regular attendance increases the likelihood for student success. Studies have shown that if a student is absent more than six days it adversely affects his/her education.

It is extremely important that students arrive to school on time. This enables students to form good work habits that will affect them for the rest of their lives. Students receive instructions regarding expectations for the day. If they are tardy, it negatively impacts the start to their day. It also causes a disruption for the remainder of the class. Please make every effort to help your child arrive on time for school. Parents of students with excessive absences and tardies will receive a letter and/or call by the school personnel as stated in the Code of Conduct. Please refer to this document for details.



Absences

Parents are asked to contact the school office (313-827-1050) when their child is ill and will be absent. An answering machine is utilized when school personnel are not available to answer the phones. Please have the following information readily available:

- . Child's full name;
- . Teacher's name or room number
- . Reason for absence; and,
- . Number of days student will be absent.

Contacting the school is important and will save valuable time for the school secretary who will contact the child's home when an absence has not been reported.

In all prolonged absences, a written note should be forwarded to the school office. The district's Code of Conduct contains further information regarding absenteeism. Please refer to the Code of Conduct

Early Dismissal

On occasion, parents may request an early dismissal for their child. Arrangements for early dismissal must be made in advance by contacting the school office via the telephone or letter. For student safety, the school office will handle all early dismissals only. An authorized adult must visit the school office upon arrival to "sign out" the child. Please refer to the Code of Conduct.

Dismissal Arrangements

Please **inform your child ahead of time** in regards to after school arrangements. A message may be delivered in an **emergency** situation. This will keep classroom interruptions to a minimum.

Vacations

Long vacations that will keep students from attending school are discouraged, since the learning process involves classroom discussion and demonstration. If parents are planning a special trip, their child's teacher should be notified, in writing, at least one week in advance so that adequate time is allowed for homework and assignments. Please note that **vacation days are considered as unexcused absences**. Please refer to the Code of Conduct.

Homework

Requests for homework will be initiated when students are absent for more than one day. In order to give teachers adequate time to fulfill requests, parents must contact the school office prior to **9:00 A.M. on the second day of the student's absence to request homework**. Parents may obtain student homework from the school office on the same day the request was made between 3:10 P.M. and 4:00 P.M. (Homework may be sent home with a fellow student if the office is provided with the student's name and room number.)

Arno Behavior Program ~ PBS Positive Behavior Supports

The Arno Elementary family has always worked towards creating a caring, safe, and stimulating environment for all students. In an effort to continue to improve school climate, a committee was formed to develop a Positive Behavior Support committee. The entire staff will focus on creating a positive school climate that fosters cooperation, academic excellence, respect, caring and safety.

The core values of Respect, Responsibility, and Safety will be promoted for all students and the entire Arno Elementary family.

We will introduce PBS with posters around the building, assemblies and classroom activities. All of the staff will take time to teach their students the positive behaviors they are expected to demonstrate throughout the building. They will also consistently acknowledge students who demonstrate these positive behaviors.

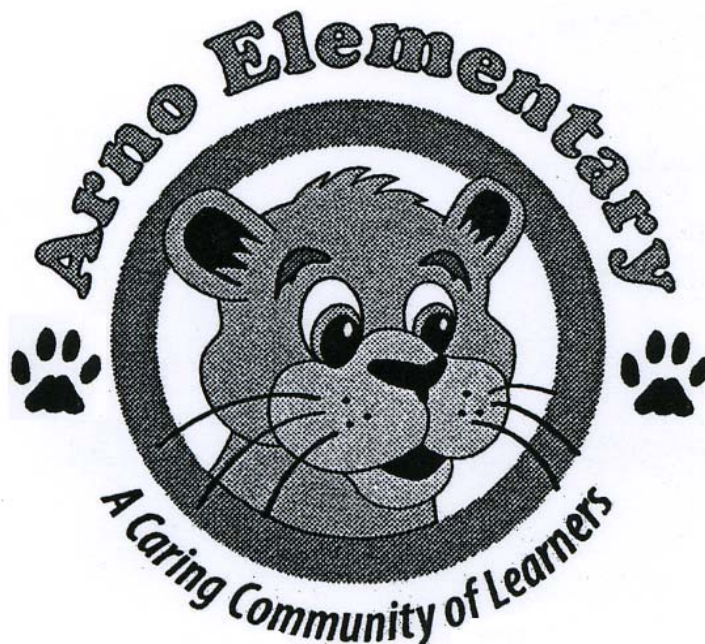
We ask that you review and discuss the positive behaviors described on the matrix being provided to you. With home and school working together, we hope to educate students to become responsible and respectful not only for this year but well into the future.

Arno Elementary Behavior Expectations Matrix

	Classrooms	Bathrooms	Office	Cafeteria
Be Respectful	<ul style="list-style-type: none"> • Use appropriate and positive language. • Listen when others are speaking and speak when it is your turn. • Respect others, all staff and property. 	<ul style="list-style-type: none"> • Respect the privacy of others. • Get in and out as quickly as possible. • Keep bathrooms clean. 	<ul style="list-style-type: none"> • Report to the desk and address the staff politely. • Wait quietly. • Use “please”, “thank you”, and “excuse” me.. 	<ul style="list-style-type: none"> • Use appropriate and positive language. • Use good manners. • Follow all staff directions the first time given. • Use “indoor” voice.
Be Responsible	<ul style="list-style-type: none"> • Follow directions the first time they are given. • Take care of your personal belongings and clean up after yourself. • Give your best effort. • Be prepared. • Be honest. 	<ul style="list-style-type: none"> • Report graffiti, damage, or disturbances to a staff member. • Flush the toilet. • Clean up after yourself. 	<ul style="list-style-type: none"> • Tell the truth • Give best effort to be a problem solver. 	<ul style="list-style-type: none"> • Keep all food in the cafeteria. • Clean up after yourself • Respond to “quiet” signal when prompted.
Be Safe	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Use peaceful solutions. • Sit correctly on chairs. 	<ul style="list-style-type: none"> • Wash hands with soap. • Keep water in sink/toilet. • Place towels in wastebasket. 	<ul style="list-style-type: none"> • Wait patiently while sitting or standing in one place 	<ul style="list-style-type: none"> • Get permission to leave your table. • Keep hands, feet, and objects to yourself. • Walk at a safe pace.

	Arrival/Departure	Hallways	Recess/ Playground	Bus
Be Respectful	<ul style="list-style-type: none"> • Use appropriate and positive language. • Remove all hats and hoods upon arrival. • Follow all staff directions the first time given. • Use “indoor” voice. 	<ul style="list-style-type: none"> • Walk quietly. • Respect all hallway displays. 	<ul style="list-style-type: none"> • Follow all staff directions the first time given. • Use appropriate and positive language 	<ul style="list-style-type: none"> • Listen for and follow directions. • Use “indoor” voice • Use appropriate language.
Be Responsible	<ul style="list-style-type: none"> • Wait at your assigned entrance. • Follow established procedures (including bus riders). • Enter and exit quietly. • Hang up coat and belongings. 	<ul style="list-style-type: none"> • Report problems to a staff member. • Get to class on time. 	<ul style="list-style-type: none"> • Report disturbances, accidents, and injuries to staff members. • Follow established procedures. • Put all materials away after use. 	<ul style="list-style-type: none"> • Keep the bus clean. • Get on and off the bus quickly and quietly. • Report problems to an adult or safety. • Keep all personal items with you.
Be Safe	<ul style="list-style-type: none"> • Cross at corners. • Stay on sidewalk. • Keep hands, feet, and objects to yourself. • Go directly home (departure). • Walk while on school grounds. 	<ul style="list-style-type: none"> • Walk at a safe pace in a single file line. • Keep hands, feet, and objects to yourself. • Do not open outside doors for anyone. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Use games, equipment, and materials properly. • Enter and exit in orderly lines. 	<ul style="list-style-type: none"> • Sit bottom to bottom and back to back. • Remain seated until the bus comes to a complete stop.

Assemblies	
Be Respectful	<ul style="list-style-type: none"> • Use “indoor” voice. • Sit flat and still. • Follow directions. • Use good manners. • Remain quiet while presenter is talking. •
Be Responsible	<ul style="list-style-type: none"> • Stay seated with your class. • Respond quickly and remain quiet after Arno peace sign.
Be Safe	<ul style="list-style-type: none"> • Walk at a safe pace and watch where you step. • Keep hands, feet, and objects to yourself. • Remain seated until dismissed.



Breakfast

Children have the opportunity to eat breakfast at school prior to the start of school. Breakfast is served beginning at 8:15 A.M. Students should arrive in enough time to finish eating breakfast and be in their classrooms at 8:39 A.M. when classes begin.

Breakfast includes one hot entrée and several other options: cereal, bagel, juice, fruit, peanut butter uncrustable, cheese stick, yogurt, and milk. Student breakfast may be purchased for \$1.25 or if a student qualifies for reduced benefits it will cost \$.30.

It is encouraged that all students eat breakfast. Research indicates that those who do eat breakfast regularly, do better in school.

Lunch

Children are given a 40-minute lunch period and are urged to complete their meal within 25-30 minutes. Students will then be given a recess period. Students may be excused from recess only with a written parental request and only for a limited number of days. Lunch paraprofessionals oversee both the lunchroom and playground activities. Students, who wish to leave the premises for lunch, must supply the classroom teacher with a parental note giving them permission to leave.

Students have the opportunity to bring their own lunch or purchase a school lunch. A monthly menu is sent home at the end of the previous month. Menu information may also be accessed by visiting our website at <http://www.apps.k12.mi.us/arno/>. Students may purchase a hot or peanut butter and jelly lunch for \$2.25 or \$.40 if a child qualifies for reduced lunch benefits. Lunch includes the main dish of the day, milk, and assorted salad bar choices. When purchased with a lunch, an extra main dish for \$1.25 per serving. Both white and low fat chocolate milk are available for \$.50. Snacks are available for \$.50. Arno School is utilizing a computerized **debit system** for lunch room purchases. Parents are asked to send cash or checks (**made payable to Allen Park Schools**), which is banked in their child's account to be used for lunch and snack purchases. This system is not a charge system, but rather a debit card that will charge food purchases against an existing **balance**. Children qualifying for a free or reduced price lunch will not be discriminated against in any manner. Their cards and accounts are the same as for children who pay the full lunch price. Children are expected to have money in their account or bring money to pay for their lunch. In emergency situations, we will extend credit for a lunch. A call will be made home to resolve the payment issue. When lunch **accounts remain unpaid, the student will be served salad bar and a white milk**. Again the parents will be contacted to remind them to send in the payment for the previous charged lunches.

Since the school district participates in the National School Lunch Program, qualifying students may apply for either free or reduced lunch prices (\$.40). If you are interested, please contact the school office of an application.

Students are expected to exhibit proper behavior in the lunchroom and on the playground so that a safe environment is maintained for all. Families will be notified of behavior problems involving their child. Continued behavior problems may result in a child losing his/her privilege to stay for lunch, which then will be the parents' responsibility to arrange for their child's lunch outside of the building.

Curriculum

Media Center

Students in grades one through five participated in a weekly media skills class that provides research techniques. All students may check out one library book per week. **(The book must be returned prior to requesting a second book.)** Kindergarten students will be able to check out a book on a weekly basis.

The cost of a book that is lost or damaged will be borne by the student's parent or guardian. Books have been ruined when placed in backpacks with water bottles. Please help us by **either placing the book or the water bottle into a sealed gallon plastic bag.** Thanks for you help.

Accelerated Reader

Our students are motivated to read by the Accelerated Reading Program. Students are required to earn points by reading a book and then taking a test. We keep adding to the test library, but it is a long process. If you would like to assist us in adding to the library of tests, you may “purchase a test” in honor of you or a loved one. A test costs 2.95. A sticker would be placed in the book indicating that a test was purchased in honor of your child. For further information please contact Carol Sizemore at Arno. carol.sizemore@apps.k12.mi.us , subject line AR tests.

Computers

Students in grades kindergarten through five are involved in the computer lab each week. They work on programs that are curriculum driven with teacher assistance. Students are given an opportunity to learn keyboarding skills. Additional computer time is available for classroom use through a mobile laptop computer lab.



Music & Art

Music and Art are integral parts of the curriculum. Students in grades one through five receive a designated day for weekly classes. Kindergarten students will receive art instruction twice weekly.

Physical Education

Students in grades one through five will receive twice weekly scheduled physical education classes. For safety purposes, students are requested to **wear gym shoes on their designated gym day.** Students are also expected to participate in physical education activities unless a written excuse from their physician has been provided.

Health Education

Health Education is also an integral part of the curriculum. All fifth grade students have the opportunity to participate in our Reproductive Health Education Program which is intended to complement, not take the place of parental and home training.

Curriculum Night

Teachers will meet with parents to discuss expectations, curriculum, homework, and behavior policies. Curriculum Night has been designed as **a parent/guardian night only**; please, no children.

Outdoor Education

All fifth grade students have the opportunity to participate in the Outdoor Education program at the YMCA Storer Camp in Napoleon, MI. The children participate in several different classes and hands-on activities, which develop communication, team building and problem solving skills.

Special Personnel and Programs

Special Personnel and Programs are available to assist students who may be experiencing either academic or social-emotional difficulties. If parents have concerns regarding their child's development, they are encouraged to contact the teacher or principal who will begin the referral process for Social Work, Speech and Language, Reading Support or Learning Disability services.

Community Partnership

We are in partnership with the Allen Park Friends of the Library group. Each year they collect used books in the spring and then sell them. Proceeds, in part, go to support the Allen Park Schools Media Centers. So please save your books and consider donating them to this worthy cause



Measuring Success Testing

Each year, elementary students participate in the state and national testing. The Michigan Educational Assessment Program (MEAP) is given to all third, fourth and fifth grade students in the fall in an effort to assess skills in language arts and mathematics. In addition, the fifth grade students are given MEAP science. All test results are shared with students and their parents. Assessment scores serve as a means of identifying student strengths and areas of need that are important for all students.

Student achievement is also measured by a variety of methods including, observational data, projects, rubrics, teacher//text generated tests, DRA (reading), STAR test for reading and Accelerated Math testing. Beginning this year, we will incorporate the MAP (Measure of Academic Progress) computer generated evaluation tool for grades two through five.



Student Placement

To ensure equal learning opportunities for all students, it is the policy of Arno Elementary School not to accept parental requests for specific teachers. Students are placed after much thought and consideration by the teaching staff and principal who work together to assure optimal class composition.

Parents who believe their child has special needs that they would like considered, may submit their request in writing to the building principal no later than June 1 but may not request a teacher. This includes parents who wish to request that their child not be placed with a specific teacher based upon a previous personal experience.

Appropriate and reasonable requests as described above will be given serious consideration; however, we cannot guarantee that all requests can or will be honored. (Please do not put us in an unfavorable position by making requests that do not follow the guidelines.) All requests not following the above guidelines will be returned.



Keep Informed About Your Child's Education Through Zangle ParentConnection!

What is ParentConnection?

Zangle's ParentConnection is a Internet web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (personal Identification number) and password, parents can connect to the school district's student database using a web browser and view their child's data, such as cafeteria reports, emergency information, and attendance records. In addition for secondary students, report cards, transcripts, and daily assignments can be viewed.

ParentConnection allows the parent to view, in one session, data on all their enrolled dependents in the same district, across multiple school sites.

Where do I obtain a PIN and password?

If you are a family new to the Allen Park Public Schools' Community or if you did not have a chance to use ParentConnection during the last school year, **contact the office** for your PIN and password! Those parents having access during the last school year are able to use the same PIN and password beginning September 5, 2009.

What if I already have a PIN and password?

If you were assigned a PIN and password from the last school year, your account temporarily expired for the summer, but will reactivate on September 5, 2009.

Futher information can be found on the Allen Park Schools' website www.apps.k12.mi.us

TeleParent

TeleParent is a communication tool that is interfaced with Zangle allowing us to reach parents and staff immediately and easily. It is a district-wide program that can be customized for each building. There are 3 components:

- . Parental notification of student's attendance
- . Emergency notifications (snow days, building situations that close a school, etc.)
- . Community Outreach messaging (reminders of building activities sent to parents)

This tool will be implemented this year.



Dos and Don'ts

Dress Code

The community, parents and teachers expect the school to maintain high standards of behavior and dress. Furthermore, they recognize the enforcement of these standards as being in the best interest of children. Each school is responsible for developing its own guidelines. Therefore any mode of dress or grooming which is unhealthy, unsafe or in any way inappropriate and which interferes with or distracts from the learning situation, is not allowed. At Arno, the following articles of clothing are not worn in school:

- . hats, head scarves,
- . short-shorts ~ shorts must be finger tip length,
- . tank tops, half-shirts or net shirts ~ **Shirts must have sleeves**
- . no sprayed on or unnatural hair color.
- . clothing that displays inappropriate sayings or pictures will not be permitted.
- . hee-lies may not be worn in school

Parents will be contacted when clothing is considered inappropriate.

Prohibited Items

We ask that students not bring toys to school, especially if they have some sentimental value. This applies to Walkman radios, Game Boys, cell phones, laser pointers, etc.; refer to the Allen Park Code of Code for other prohibited items. If they are to be used in a demonstration, we ask that parents bring them and then pick them up. Also **no pets** are allowed **on school grounds** for student safety and your liability.

School Telephone

School telephones are to be used for business purposes only and are not available for student use. Parents are asked to assist us in helping students become responsible individuals by designing an organizational system at home for getting all needed items to school. Two (2) phone calls per card marking will be allowed in the event of an emergency. Students will be required to sign a log when using the phone.

Students will not be called to the office for phone calls. In the event of an emergency, students will receive messages via the PA. Parents should make prior arrangements with their child regarding after-school plans or activities. Parents please keep telephone calls to a minimum as announcements are time consuming and disruptive to the classroom.

Bicycles/Scooters/Roller Blades

As a safety precaution, students who ride their bicycles/scooters (or use roller blades) to and from school **must walk their bicycles/scooters or remove their roller blades when they are on the school grounds.** Students who do not follow these precautions will have their riding/skating privileges revoked.

Lost and Found

It is very important that your child should have all personal belongings marked or labeled including: boots, scarf, hat, gloves, lunch box, backpack, etc. It helps in the recovery process. All articles found in the school are placed in the lost and found box at the Fox Street entrance. Please encourage your child to check the box on the day the item is lost. Parents are also encouraged to check the box when in the building. Items such as money or jewelry will be held in the office. Items not claimed will be donated to a charity.



Student Involvement

PTA Reflections

The Reflection Program, sponsored by the PTA/PTSA, gives students an opportunity to use their creativity. The program, based on a different theme each year gives students the opportunity to be judged in the following categories: writing, photography, art, or music. All entries are judged at the district level. District winners move on to the state and national competition.

Safety Patrol

All fifth and fourths graders are given the opportunity to apply for the safety patrol program at Arno Elementary. These students help maintain orderly lines and help students safely cross streets. Students will be provided with training.

Broadcast Club

Fifth grade students apply and audition to be a member of the club. Positions include camera person, producer, one air reporter, and anchor person. The club is responsible for daily/weekly broadcasts in the building.



Parental Involvement

Parent-Teacher Conferences

Parent-Teacher Conferences are held soon after the first card marking period and again mid-year. This year, Parent-Teacher Conferences for elementary students will be held on December 3rd and February 11th. Some parents say that their Parent-Teacher Conference is one of the most valuable things they attend all year. We encourage parent participation! It is vital and parents communicate frequently with their child's teacher. Unfortunately, unscheduled conference with teachers cannot be held during class time. However, parents who wish to schedule a conference with their child's teacher anytime during the year should contact the school office for an appointment.

On December 3rd morning kindergarten will not attend class and the afternoon kindergarten will attend in the morning. On February 11th afternoon kindergarten will not attend class.



Special Events

There are a number of special events hosted annually for Arno students and their parents. Please check the PTA newsletter (Arno Action) monthly newsletter, parent letters and the district calendar for more information about upcoming events. Some include:

Parent-Child Olympics	PTA Parent Workshops
Pride Week	Daddy/Daughter Dance
Field Day	Mother/Son Game Night
Bingo for Books	Curriculum Night
Music Concerts	Family Dinners
Family Caring Night	

Bingo for Books

In March, the Arno staff hosts this event to celebrate Reading Month and to promote a love of reading. Students and their parents play bingo for certificates which are then exchanged for a free book. A light dinner is also served for a minimal charge.

Arno Fun Fair

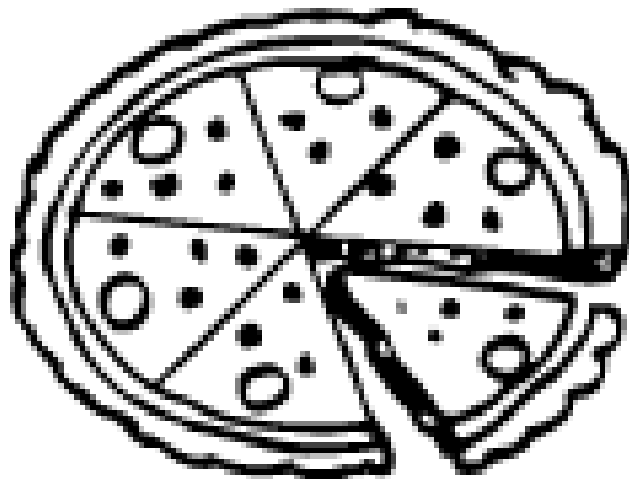
Held on Saturday, it is an opportunity for families to come together at school for some good old fashioned fun, games and food.

Parent Library

Parents are welcome to check out books and CDs from our parent library. The books are displayed in the showcase across from the school office. There are a variety of resources from which to choose that will provide parents with interesting facts and vital information. Books and CDs may be signed out for up to a two-week period through the school office.

Family Dinners

Twice a year, for a minimal charge, students and their families are invited to enjoy a meal served by the Arno staff. It is a great opportunity to meet other families and have a pleasant evening.



Get Involved!

We have several opportunities where you can contribute to your child's educational experience. Listed below are ways in which you can volunteer.

VOICE

The VOICE (Volunteers Organized to Improve Children's Education) program was developed to enhance student learning. Volunteers work with students on an individual basis (or in small groups) with activities directed by the classroom teacher or assist with clerical duties. Parents, grandparents, and community members are invited to join this group of fine people helping to make a difference in the lives of our children! If you are interested in helping please call Sue Vokal (District VOICE Coordinator) at 313-827-1050.

A PTA Affiliated School!

Everyone is invited to join the Arno PTA. The purpose of the Arno PTA is to promote unity between parents, teachers, and the community in order to facilitate a well-rounded education for students. A \$5.00 membership fee will support a variety of activities for students.

The Arno PTA meets the first Thursday of every month during the school year at 7:00 P.M. in Chez Arno (lunchroom). There are many ways to become involved and many levels of participation. More information can be found in the PTA newsletters.

Junior Achievement

Several of our classrooms participate in a five-week Junior Achievement program. Trained consultants present social studies lessons that are correlated to the Michigan Standards and Benchmarks at each grade level. Consultants are trained annually in a 1 ½ hour session. The Junior Achievement office will provide the materials and training. If you are interested in becoming a consultant, please contact the school office.

Kids Hope Mentor

We have formed a partnership with the Allen Park Presbyterian Church. They enlist and train mentors from their congregation to be one on one mentor to Arno students. Each partnership is expected to meet 1 hour weekly for the entire school year, if you are a member of the church, please consider volunteering for this most important work.



Won't You Help?

We have several opportunities where we raise money through the year to help with related school purchases. You can help by obtaining cards or purchasing products that you would normally need. Please check out the opportunities described below.

General Mills Box Tops for Education

Again this year, Arno families will participate in the General Mills "Box Tops for Education" program. Box tops from General Mills products especially marked "Box Tops for Education," will earn Arno School \$.10 for each box top submitted! Box tops can be collected throughout the summer. Purchases for the Media Center and Computer Lab have been made with these funds.

Target "Take Charge of Education"

Target has agreed to pay schools 1% of the purchases made when using a Target credit card. Target will also pay ½% of the purchases made with a Target Visa. If you currently have a card, you may credit your purchases to Arno by calling 1-800-316-6142. Paperwork for a new account is available at any Target store.

Market Day

Convenient, quality food is offered through Market Day each month; while at least 10% of the purchase price comes directly to our school Families receive an order form each month. The food is delivered approximately two (2) weeks after the order is submitted. You may pay at the sale by using cash or check. You may also order on-line at www.marketday.com and prepay using VISA/MasterCard.

Gordon's Fund Funds Card

Gordon's has agreed to pay schools a percentage of particular purchases made when presenting the Fun Funds cards at the register upon check-out. You may pick up paperwork at any Gordon GFS store.

Pop Can Tabs

As an ongoing community service project, students are asked to bring in tabs from cans, which are donated to pay for kidney dialysis time at local facilities.

Campbell Soup Labels

M-M-M Good! Please help us obtain free school equipment by clipping and sending in the UPC labels on Campbell and Frano-American products.

Other Important Info/Services

Latchkey

Latchkey (before and after-school childcare) services are available at school during the hours of 7 A.M. - 8:34 P.M. and 3:31 P.M. - 6 P.M. Parents may obtain registration information by contacting the Community Services office at 313 827-2660. A summer day camp program is also available during the summer months.

Healthy Kids

The Caring Program for Children provides basic health care and preventive services at no cost to uninsured Michigan children who meet program guidelines. Information brochures are available in the school office.

Wellness Initiative

Perhaps you have read in the news that there is growing concern for children and their health. Our district has formed a Wellness Committee to support national and state initiative. This initiative is facilitating life-long wellness through education, increased physical activity, and healthy eating. As part of this plan, we are asking that foods offered for school parties are healthy in nature. Here is a list of suggested snacks: Fresh fruit, fresh vegetables, yogurt, bagels and cream cheese, animal crackers, low-fat popcorn, pretzels, pudding, string cheese, muffins, cheese and crackers, trail mix, granola bars and fruit bars. We are sure there are numerous other healthy snacks; please feel free to discuss them with your child's teacher.

Relay for Life

Our Arno students and staff have adopted the Relay for Life as their pet outreach project. They will be conducting several activities throughout the year to inform families about cancer research and provide support for this important cause.

School Calendar/Closing/Information

School Closings

In the event of an unscheduled school closing, (usually due to inclement weather), please tune to radio stations (WJR or WWJ), local TV stations, or if possible, the district's cable channel. The TeleParent system will automatically call homes to inform families of school closings.

Wayne County K-12 Parent Alerting System

We are pleased to announce that Allen Park Public Schools has been selected to participate in the Wayne County K-12 Parent Alerting System. This is an extension of the Wayne County's County Wide Alert System which is used to alert citizens of the County to emergencies and other incidents that require citizen notification.

When a decision is made to close schools due to weather or if other emergency action is needed, Allen Park Schools now have the ability to deliver a message to your home phone, cell phone, and/or e-mail.

To take advantage of this service, parents must first register at <https://wayne.getalerts.org>. From here, you will be able to select which devices you would like to receive messages at and from which schools you would like to receive messages from.

Comprehensive directions and additional information is available at www.apps.k12.mi.us.

School News and Other Information

The latest updates in school and district information may be found on the district's cable TV channel, or in the district, PTA, and parent newsletters.

Report Cards

Report Cards will be distributed at the end of each quarter.

November 20, 2009

February 5, 2010

April 16, 2010

June 21, 2010 (mailed)

Those students who are absent when report cards are distributed may have their card delivered to their home by a fellow student provided the parent presents a

written authorization. Report cards for kindergartens will be mailed at the end of the second and fourth quarters. Parents are asked to sign and return report cards after each card marking except for the last one.

Kindergarten Orientation

On May 3, 2010, an orientation session will be held at Arno for incoming kindergarten students and their parents. Students will have the opportunity to visit their prospective classrooms. Parents will receive pertinent information about helping your child and services available to them. You should receive a letter one week prior to this event. If you do not receive information or cannot attend, please call the Arno Office at 313-827-1050. You will need to register your child at the child accounting office (located at Riley Center). Should you have registration questions, please call 313-827-2100 ext.1005. You will receive a letter about morning or afternoon placement in mid-August.

Parents will be required to sign their child up for an assessment time which will occur before summer vacation.

We'll Be Right Back!

Elementary school offices and Community School offices (including services for preschool, before/after school child care, extended care, youth and adult enrichment) will be closed for summer recess beginning at the end of the day on Friday, June 25, 2010. Offices will reopen on Monday, August 23, 2010. If your child is registered for the Summer Day Camp program, questions may be directed to program personnel at Community Services 313-827-2660 ext.1704 beginning Monday April 6, 2010.

In-Service Sessions

Six one-half and two full day in-service sessions for professional staff development have been scheduled for the 2009-2010 school year. Students will be dismissed from their afternoon classes on these days at 11:45 P.M. In an effort to provide students with equal learning opportunities, the following schedule applies to kindergarten students

9/25, 1/13, 2/11, Morning kindergarten only
5/12, 6/15 No afternoon kindergarten

12/3, 1/29, 4/29, Afternoon kindergarten attend in the
6/14, 6/16 morning
No morning kindergarten

11/3, 3/18 No school for students

2009-2010 School Calendar

September 9	Students Report
November 26 - 29	Thanksgiving Recess
December 18	Winter Recess (at end of day)
January 4	Classes Resume
February 13 - 16	Mid-winter Recess
April 2 - 11	Spring Recess (at end of day)
April 12	Classes Resume
May 31	Memorial Day – No School
June 17	Summer Recess

Policy of Compliance with Federal Law

It is the policy of the Allen Park School District that no person shall, on the basis of race, color, national origin, sex, age of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Notes

Arno Elementary Staff

2009 ~ 2010

Principal

Susan Vokal

Secretary

Linda Clark

Student Advocate

Michelle DesJardins

C.I. Classroom

Katie Turnwald ~ 104

Kindergarten

Jeanine Haskin ~ 102

Jamie VanDongen ~ 101

First Grade

Barb Pushman ~ 112

Dawn Watson ~ 110

Samantha Yesh ~ 111

Second Grade

Nicole Amonette ~ 118

Julie Martinchick ~ 109

Todd Creutz ~ 113

B.J. Williams ~ 114

Third Grade

Beth Dixon ~ 116

Renee Guyot ~ 117

Rachel Warneck ~ 122

Fourth Grade

Carrie Carpenter ~ 127

Linda Mahanic ~ 125

Lisa Smalley ~ 124

Brian Trionfi ~ 129

Fifth Grade

Melissa Hool ~ 130

Leonard Piestrak ~ 132

Sharon Uhring ~ 128

Resource Room

Michele Sbonek ~ 123

Social Worker

Sandy Bennett ~ 106

Speech Therapist

Stella Boyer ~ 108

Reading Support/Title 1

Barb Chuby ~ 115

Title 1

Beth Wesley ~ Office

Media Specialist

Laura Bate ~ 119

Instrumental Music

Penny Cook ~ 126

Vocal Music

Tracy Hoffman ~ 126

Physical Education

Jenny Dalton ~ gym

Art

Jennifer Brown ~ 131

Elisabeth Cunningham ~ 131

Instructional Aides

Sandy Bove

John Cicotte

Justine Keeley

Margie Palmer

Technical Support Specialist

Carol Sizemore ~ 120

Meda Technician

Linda Mantua ~ 119

Follow That Kid Aide

Brian Barnett

Susan Hodges

Linda McLellan

Yvette Perez

Diane Peyton

Lunchroom Para Pros

Venice Baker

Debbie Burgess

Lisa Johns

Laura Jones

Linda Marcis

Betty Marzano

Barb Woolard

Lunchroom Cashiers

Linda Marcis ~ breakfast

Kristen Melidosian ~ lunch

Food Servers

Penny Perkins ~ lunch

Lucianna Tucci ~ breakfast

Latchkey

Christine Burgess

Debbie Burgess

Michelle DesJardins

Linda Mantua

Anita Thomas

Maintenance

Tim Tanksley ~ days

Doug Grafton ~ afternoons

Sharon Hatline ~ afternoons