



Whitmore Lake Elementary School

Handbook

2015 – 2016

School Year

*Partnering with students,
parents, and the community
to provide exceptional,
personalized education.*

A Message From The Principal....

Dear Parents/Guardians and Students:

This handbook is written with the intent of keeping everyone here at Whitmore Lake Elementary School safe, comfortable and secure. It contains valuable information to assist you in better understanding the policies, procedures, and day-to-day operations of our school. By following these guidelines, we strive to protect and ensure the success of each student.

Parents/Guardians, please read and review this handbook carefully with your child(ren) so together you fully understand our rules, policies and procedures. We also recommend that you occasionally review the handbook together for continual understanding of it's contents. Teachers will also be reviewing the handbook with students for consistency and understanding.

Thank you in advance for partnering with us in our efforts to provide a quality environment of student focused learning.

The WLES staff and I look forward to a very positive and productive school year.

If you have any further questions or concerns, please feel free to contact our office.

Sincerely,

Sue Wanamaker, Principal
Whitmore Lake Elementary

Equal Education Opportunity

The Whitmore Lake Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in the District.

MISSION STATEMENT

WHITMORE LAKE PUBLIC SCHOOLS

Partnering with students, parents, and the community to provide exceptional, personalized education.

VISION STATEMENT

WHITMORE LAKE PUBLIC SCHOOLS

Providing each individual the inspiration to dream and the skills to succeed.

SCHOOL IMPROVEMENT GOAL

WHITMORE LAKE ELEMENTARY SCHOOL

The School Improvement Team's goal is to use assessment tools effectively to improve student achievement in all content areas.

School-Wide Partnership

The Whitmore Lake Elementary School-Wide Partnership Committee is working to increase family and community involvement in order to enhance student learning and development.

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(Please sign and return this page. Thank you!)	

WHITMORE LAKE ELEMENTARY SCHOOL

STAFF

Staff	Title	Room #
Sue Wanamaker (Sue.Wanamaker@wlps.net) Office	Principal	Main
Danielle Baitinger (Danielle.Baitinger@wlps.net)	Administrative Assistant	Main Office
Casey Livingston (Casey.L.Livingston@wlps.net)	Administrative Assistant	Main Office
Marisa MacDonell (Marisa.MacDonell@wlps.net)	Kindergarten	A-4
Deb Moran (Deb.Moran@wlps.net)	Kindergarten	A-2
Tara Ouillette (Tara.Ouillett@wlps.net)	Kindergarten	A-1
Andrea Gustafson (Andrea.Gustafson@wlps.net)	First Grade	A-6
Caroline Semrau (Caroline.Semrau@wlps.net)	First Grade	A-7
Katie Talmadge (Katie.Talmadge@wlps.net)	Second Grade	A-8
Kim Bakker (Kim.Bakker@wlps.net)	Second Grade	A-11
Cathy Schneider (Cathy.Schneider@wlps.net)	Second Grade	A-13
Carolyn Otterman (Carolyn.Otterman@wlps.net)	Third Grade	A-15
John Withers (John.Withers@wlps.net)	Third Grade	A-16
Loren Birdyshaw (Loren.Birdyshaw@wlps.net)	Fourth Grade	B-21
Kristen Welton (Kristen.Welton@wlps.net)	Fourth Grade	B-22
Shelly Lyon (Shelly.Lyon@wlps.net)	Fifth Grade	B-26
Jeannie Matovski (Jeannie.Matovski@wlps.net)	Fifth Grade	B-23
Matthew Wozniak (Matthew.Wozniak@wlps.net)	Fifth Grade	B-27
David Chapman (David.Chapman@wlps.net)	Sixth Grade	B-29
Patti Kobeck (Patti.Kobeck@wlps.net)	Sixth Grade	B-28
Aimee Taylor (Aimee.Taylor@wlps.net)	Physical Education	Gym
Lisa Shanks (Lisa.Shanks@wlps.net)	Music	C-1
Tracy Carbary (Tracy.Carbary@wlps.net)	Art	B-20
Mike Kirby (Mike.Kirby@wlps.net)	Band	B-18
Rachel Scheidt (Rachel.Scheidt@wlps.net)	District Social Worker	B-24
Elizabeth Brunty (Elizabeth.Brunty@wlps.net)	Teacher Consultant	A-14
Jane Hill (Jane.Hill@wlps.net)	Teacher Consultant	A-5
Elizabeth Levy (Elizabeth.Levy@wlps.net)	Teacher Consultant	B-25
Kendra Smith (Kendra.Smith@wlps.net)	Teacher Consultant	A-5
Annabel Walker (Annabel.Walker@wlps.net)	Teacher Consultant	B-25
Kathryn Woods (Kathryn.Woods@wlps.net)	Teacher Consultant	B-19
Heidi Roy-Borland (Heidi.Roy-Borland@wlps.net)	Title One Teacher	A-9
Eileen Somers (Eileen.Sommers@wlps.net)	Occupational Therapist	B-24

WHITMORE LAKE ELEMENTARY SCHOOL

STAFF

Staff	Title	Room #
Jennifer Winstanley (Jennifer.Winstanley@wlps.net)	Speech Teacher	B-24
Diane Greenley(Diane.Greenley@wlsp.net)	Speech Teacher	B-24
Pam Blount (Pam.Blount@wlps.net)	Media Technician	Media Center
Cinda Atkins (Cinda.Atkins@wlps.net)	Paraprofessional	
Sue Corrie (Sue.Corrie@wlps.net)	Paraprofessional	
Pam Donohue (Pam.Donohue@wlps.net)	Paraprofessional	
Tamra Hinz(Tamra.Hinz@wlps.net)	Paraprofessional	
Debbie Holtz (Debbie.Holtz@wlps.net)	Paraprofessional	
Diane McGee(Diane.McGee@wlps.net)	Paraprofessional	
Ken Sailer (Ken.Sailer@wlps.net)	Paraprofessional	
Denise Smith (Denise.Smith@wlps.net)	Paraprofessional	
Katie Waters (Katie.Waters@wlps.net)	Paraprofessional	
Diane Tomakowski (Diane.Tomakowski@wlps.net)	Director of Food Services	
Betty Kramer (Betty.Kramer@wlps.net)	Kitchen Manager	
Paula Gonzalez (Paula.Gonzalez@wlps.net)	Kitchen	
Diane Montanari (Diane.Montanari@wlps.net)	Kitchen	
Jill Weldon (Jill.Weldon@wlps.net)	Kitchen	
Jan Flook (Jan.Flook@wlps.net)	Lunchroom Supervisor	
Renee Anderson (Renee.Anderson@wlps.net)	Lunchroom Supervisor	
Joy Bradley (Joy.Bradley@wlps.net)	Lunchroom Supervisor/Crossing Guard	
Amie Fry (Amie.Fry@wlps.net)	Lunchroom Supervisor/Crossing Guard	
Kids Club (Melinda Villarreal)	Room A-3, Extension 1003	
Bev Fouty	Custodian	

GENERAL INFORMATION

School Hours

Kindergarten – 6 th Grade	8:50 a.m. – 3:45 p.m.
Office Hours	7:30 a.m. – 4:30 p.m.

Children who eat breakfast at school may arrive at 8:20 a.m.
Students that walk to school should arrive no earlier than 8:40 a.m. and no later than 8:50 a.m.

BOARD OF EDUCATION

President:	Ken Dignan	Trustee:	Lisa McCully
Vice President:	Lynn Slagle	Trustee:	Jeff Vega
Secretary:	Rita LaForest	Trustee:	Jim Vibbart
Treasurer:	Bob Henry		

- Board of Education Meetings – 7:00 PM – Whitmore Lake High School
- 2nd Mondays – Workshop Meetings
- 4th Mondays – Regular Meeting

ADMINISTRATION

Superintendent	Thomas DeKeyser	449-4464
High School Principal	Thomas DeKeyser	449-4461
Elementary School Principal	Sue Wanamaker	449-2051
Transportation	Steve Wolk	449-4463
Preschool Programs	Sue Wanamaker	449-4464
Kids Club	Sue Wanamaker	449-4464

Whitmore Lake Public Schools provide access to equal education by adhering to the Americans with Disabilities Act of 1973. This Act calls for accessible facilities as well as provisions for all students, including disabled students, to the academic and nonacademic programs. If any parent or student has concerns in this area, please see the building principal so accommodations may be considered.

Visitors

All visitors to the Elementary must report to the main office before proceeding to any other part of the building. Visitors should sign-in and obtain a name tag. The name tag helps our staff recognize you and lets us know you've signed in. This process is necessary to keep all students safe.

GENERAL INFORMATION

(continued)

Special Education/Disability Accommodation

Students who are evaluated and found to have a disability or disabilities that necessitate an accommodation or special education or ancillary or other related services are eligible to receive them from the school district. If you believe your child may require an accommodation or special education or ancillary and other related services, please contact Melissa Heuker for further information at melissa.heuker@wlps.net.

Supplies

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

ATTENDANCE

Maintaining regular attendance is one of the most important contributors to school success. All students are expected to be in school each day except for illness, necessary medical appointments, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, or other good cause as may be acceptable to the building principal. Convenience absences (shopping, needed at home, oversleeping) are not acceptable. Students who are home for the treatment of lice are expected to return, treated and nit-free, within 72 hours.

TARDIES

Parents need to walk students who are tardy into the school and sign them in at the office counter. Students who are tardy will need to obtain an admittance slip from the office. The student will then go to her/his classroom.

EXCUSED ABSENCES

If a student is going to be absent, the parents must contact the school 734-449-2051, press 2 by 9:30 a.m. on the day of the absence and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Vacations: Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). Parents must discuss the absence with the principal, the length of the absence must be made clear, and all those involved should have an opportunity to express their views on the potential effects of the absence. The District will only approve a student's absence for a vacation when she/he will be in the company of his/her own parent, but not other students' parents. If a student is absent for any other type of vacation the absence will be considered unexcused, and the student may be subject to truancy regulations. Teachers are not required to give work/assignments before a student's vacation. Teachers may give work before the student leaves on vacation, or after the student returns. All make-up work should be completed in a reasonable amount of time, as determined in writing by the teacher to the student.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

DOCTOR, DENTAL APPOINTMENTS

Students who arrive late or leave early for a doctor/dental appointment need to be escorted in and out of the building by their parent/guardian. The accompanying adult should report to the office to sign the student in/out and have office personnel summon the student from class.

AFTER SCHOOL EVENTS

If you are absent from school, you should not attend after school events (dances, concerts, etc.)

ATTENDANCE

(continued)

EXCESSIVE TARDIES

Teachers may give consequences they deem reasonable for student tardies.

Parents/guardians of students who are habitually tardy will be initially contacted by the classroom teacher, followed-up by involvement of the principal, if necessary.

EXCESSIVE ABSENCES

Excessive absences and their consequences are as follows:

(Combination of unexcused and excused absences per quarter)

5 Absences:	Letter sent home to alert parents/guardians of absenteeism status
8 Absences:	Letter home and phone call to parents/guardians by Social Worker
10 Absences:	Letter home to parents/guardians and written doctor excuse required for further absences. The principal may call home.

Ten or more absences within the span of a school year or an established pattern of excessive absenteeism may result in a referral to Family Court. This would result in the family, school, and a member of the court working together to make sure the student is in school. Special arrangements may be made with the principal for extended illnesses or family emergencies.

HALF DAY ABSENCES

A half day absence shall be considered whenever a student arrives after 10:00 a.m. in the morning or leaves before 2:50 p.m.

Requesting Homework When a Child is Absent

Homework can be available at the end of the school day for children who have been absent. To request homework it is important to call the office no later than 9:30 a.m. Homework may be picked up at the office between 3:00 p.m. and 4:30 p.m. Teachers will do their best to provide homework ahead of time for children whose families are planning pre-excused absences (vacations, etc.). However, this may not always be a viable option.

Please Help Us Minimize Classroom Disruptions

We understand that there are times when it is necessary for you to pick up your child early. We ask that you try to make these occasions rare since early dismissal is disruptive to the other children in the classroom. Another way you can help minimize disruptions is by giving messages (changes in transportation, meetings, plans, etc.) to your child before the school day. We will do all we can to relay **emergency** messages, but with approximately 400 children in the building, we cannot be responsible for non-emergency messages.

Homebound/Hospitalized Service

Please contact the district social worker if an extended leave from school is required.

BUILDING USE & CLOSINGS

Weather Related School Closings and Delays

If early morning weather appears to be a threat parents may call:

School Information Line 449-2051

An ALERTNOW phone message will be sent for weather-caused school closings, delays, or interruptions of bus service. It will also be announced on local TV and radio stations. You can also check our district web site, www.wlps.net, for information.

Early Dismissal

The decision to dismiss the school early is made by the Superintendent of Schools. This decision is not made lightly. Transportation and parent or adult supervision of our students are primary considerations. If for any reason the Elementary needs to dismiss early, parents will be notified as soon as possible. Classroom Fan-Outs will be used for this purpose. Our students' safety comes first, and all efforts will be made to ensure that our students are given full consideration.

School Closing –ALERTNOW

Whitmore Lake Public School District adopted the Saf-T-Net ALERTNOW Emergency Notification Service. This service will allow us to send a message to all of our students' parents on all of their contact numbers within minutes after an emergency or incident has occurred at the school. Please be aware that this may be used for an occasional friendly reminder.

Fire Drills/Severe Weather Alert

Throughout the year all students participate in a number of fire, bus, and tornado drills. Drill procedures for all areas of our building have been established and are carefully followed. Fire drills are required by law and are an important safety precaution.

Lost and Found

Students who find lost articles are asked to take them to the portable closet or "cubby" in the lobby where the owner may claim them.

Use of School Facilities

Those wishing to use the Elementary building should fill out a Building Request Form. This form is available in the Elementary office, Community Recreation office located at 7430 Whitmore Lake Road or on the district website at www.wlps.net. Community Recreation coordinates all building use and will confirm your request. For best results make your requests as early as possible.

SCHOOL & HOME COMMUNICATIONS

Parent/Teacher Conferences

Conferences are held in November. These are scheduled times for you to discuss your child's progress with her/his teacher.

Report Cards

Grades K-6 report cards are given at the end of the semester to notify parents of their child's progress. Students in grades kindergarten through third are assessed on effort, citizenship, and mastery. Students in the fourth through sixth grades are also graded on effort and citizenship in addition to receiving letter grades. These students graders have the opportunity to achieve Honor Roll. If you have concerns, please contact your child's teacher. The report cards students bring home are for parents to keep.

Retention

Parents who are concerned about their child being retained should speak with their classroom teachers as early as possible. Retention is not intended to be punitive. Cases of retention are a joint decision between parent(s), classroom teacher(s), and administration.

School Newsletters and Fliers

Our school newsletter, *The Elementary Express*, includes information about upcoming school events and relates all-important information regarding school activities and procedures. School newsletters are posted on Peachjar. Special fliers are also posted on Peachjar.com to publicize upcoming school or community events. Many teachers send additional information through classroom newsletters, calendars, weekly folders or other systematic communication tools. Check out the lobby area for PTA handouts and informational handouts from our staff.

Classroom Placement

Students in grades first through fourth are assigned to classrooms based on teacher and parent input. Consideration is given to provide balanced classrooms for heterogeneous teaching.

Classroom assignments are posted on the school windows by the main door prior to school opening in September. Parents who request a classroom assignment change must have justifiable reasons and must put their request in writing to the principal. However, classroom re-assignments are rare. Whitmore Lake Elementary regards each of its classroom teachers as professional and capable of excellent teaching.

DISCIPLINE – STUDENT EXPECTATIONS

We strongly believe that a safe, respectful, and caring environment is critical for academic and social learning to take place. The creation and maintenance of such an environment involves the combined efforts of staff, parents, and students. Here at WLES, we use PBIS. (Positive, Behavior, Interventions & Supports)

Expectations for Behavior

The staff of Whitmore Lake Elementary has developed basic expectations for safety, responsibility and respect that we expect all students to follow in all school situations. This includes field trips and any other activities that are sponsored by the school on or off school property. Our school matrix is on the next page.

Consequences for Inappropriate Behavior

The assignment of a consequence for inappropriate behavior may be the decision of the teacher, the principal, or a joint decision between the two. It is based upon the severity of the problem and the history of similar problems occurring in the past. We count on parents to further provide support by making their personal expectations known to students.

When students fail to meet school behavior expectations, any of the following steps may be taken:

- Warning-Use of corrective feedback to let the student know that behavior is not appropriate.
- Conference- With the student and or parent/guardian. This can include direct instruction in the expected or desirable behaviors.
- Time-Out- The student is required to spend a period of time away from scheduled activities/classes. Administrative time-out may take place in the office or other designated location.
- Reflection Sheet-For used to help the student identify negative behavior and space to write a solution for their behavior.
- Privilege Loss-The student is unable to participate in some type of privilege: recess, special event, etc.
- Office Discipline Referral (ODR)-A referral is made to school support staff or outside resources in order to provide assistance or support to the student.
- Suspension-Temporary removal of the student from the classroom or building and all school sponsored activities.
- Parent/Guardian Escort- An arrangement is made for the student's parent/guardian to be present in school with his/her child for some portion of the student's school day.
- Other-An administrative action not listed above. Staff should specify such actions.

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

Teacher Disciplinary Actions

Teachers have authority to utilize a range of behavior management techniques (not including corporal punishment) within the classroom to address minor misbehavior so long as such techniques do not violate Board policies, administrative directives, or State or Federal laws and regulations.

Pursuant to state law (MCL 380.1309) teachers may exclude from class or school activity for one full day a student who in the teacher's opinion is causing a disruption or violating school rules. The teacher may send the student to the principal for supervision and appropriate action. The teacher will ask the student's parent or guardian to attend a conference which may also include other school personnel (counselor, psychologist, social worker, etc.). A school administrator will attend if either the teacher or parent or guardian requests. During this suspension the student will not be returned that day to the class or activity without the teacher's concurrence.

Bullying

It is the policy of Whitmore Lake Public Schools that bullying is not acceptable behavior. Whitmore Lake Elementary adheres to the district policy. Below you will find an explanation of this lengthy policy. To view it in its entirety, please visit the Board of Education Link from our district website (www.wlps.net).

“Bullying” is defined as any gesture or written, verbal, graphic or physical act that is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

When an incident of bullying occurs, these are the expectations:

- Expectations of students: Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal.
- Expectations of teachers/staff member: they are required to report any situation that they believe to be aggressive behavior directed toward a student.
- Expectations of the principal: promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

Suspensions and Expulsions

Suspension (definition): Suspension is the removal of a student from all school property and all school activities for a specific amount of time. There are two types of suspension:

1. Short term – for up to 10 school days
2. Long term suspension – student is removed from school for more than 10 days, but is given a definite date when he or she can return.

Expulsion (definition): An expulsion is the permanent removal of a student from all school property and all school activities. No date for returning to school is set/loss of credit.

Due Process Rights

Short Term Suspension

Before a student is suspended for a short term, the school will do the following:

1. Conduct an informal preliminary hearing before the suspension where the student will hear the charges brought against him (done either verbally or in writing).
2. The student's parents will be informed of the charges and the preliminary hearing. The hearing will be held on the day of the infraction or as soon thereafter as possible.
3. Give the student an opportunity to present his/her side of the story.
4. If the school believes that allowing the student to remain in the building for a hearing will create "continuing danger to persons and property," or threatens to disrupt the school, the school can suspend the student without a hearing. However, the school must have the hearing within 72 hours (excluding weekends or holidays).

Long Term Suspension or Expulsion

Before a student is suspended for a long term, or expelled, the school will do the following:

1. Set a hearing date before an impartial party(ies).
2. Give written notice of the charges prior to the hearing date.
3. Give written notice of time, place, and date of hearing.
4. Give notice of evidence and witnesses before hearing.
5. Give opportunity to present defense and explain facts.
6. Right to counsel.
7. Give a written decision.
8. Give stenographic or audio transcript of hearing if requested.

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

Articles Prohibited at School

In the interest of keeping all children safe and able to give their full attention to school matters, the following articles are not allowed at school:

- baseball bats
- glass bottles
- glow sticks
- gum
- hard balls
- illegal drugs and any paraphernalia associated with them
- laser lights
- metal silverware
- skateboards/roller blades/shoes with skate wheels, I-pods, MP3 players
- radios, tape recorders, tape players
- video game machines/DS
- walkie-talkies
- water pistols
- weapons (toy, fake, or real)

If these items are brought to school they will be impounded and returned to the parents at their request. Parents are asked to please help children understand the necessity of this regulation and to support the school policy.

Toys may be brought for use on the bus and at recess. Toys should stay in the student's lockers and should not be brought into the classroom unless it is for the occasional purpose of "Show & Tell" or the discretion of the classroom teacher. The school is not responsible for any lost or stolen toys. Teachers have the right to confiscate items not allowed in the classroom and contact parents to make arrangements for the return of the item.

In-line skating, heelies and skate boarding are not allowed on any school property according to School Board policy.

Weapons

Whitmore Lake Elementary considers the bringing of weapons (real or fake) to school an extremely serious infraction.

In accordance with state law, the school will follow the mandate to turn the weapon over to the police and suspend the student until an expulsion hearing can be arranged. State law calls for the expulsion of students who possess weapons on public school grounds or at school events. Students may be expelled for up to 180 days.

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

Weapons as defined by the law are: firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles or other devices designed to inflict serious bodily harm. The weapons law shall be applied appropriately dependant upon the age of the child.

Locker Policy

All property, including lockers and desks, remain the property of the District and must be treated with respect. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. The principal or the principal's designated agent has the authority to search or inspect student lockers to assure school safety and public welfare. Students are not to put stickers on their locker, or to deface them in any way. Students may not place their own personal locks on school lockers; however, sixth grade students will have a lock on their locker that is provided by the school.

Search and Seizure

The principal and/or the principal's designees have the right to search a student, a student's back pack, or a student's locker when the principal: 1) Has reasonable suspicion that a student has violated a rule in the student handbook 2) Has violated a particular law 3) Possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property, or 4) Has a reasonable concern for the safety of the student body as a whole and is acting in the student body's best interest.

Serious Offenses:

Physical Contact

Aggressive physical contact between students is not allowed. This includes tripping, fighting, biting, teasing through physical means, hitting with backpacks or other objects, and participating in games involving physical contact. Consequences of physical contact may involve conflict management or discipline as described previously under "Consequences for Inappropriate Conduct."

Persistent Disobedience

Students who continue to disregard the rules at the Elementary may be subject to suspension. Students who build a discipline record with the principal will be considered for more severe consequences as their record progresses.

Sexual & Racial Harassment

Sexual or racial harassment may take the form of verbal, nonverbal, or physical contact. Sexual or racial harassment in any form will not be tolerated. Students who feel they have been the victim of sexual or racial harassment should talk to a trusted adult in the school. An investigation will take place, and consequences will be given. Students should understand that sexual jokes, hand gestures, sounds, whistling, pinching, or sexual gestures of any kind may all be considered sexual harassment.

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

Death Threats

The Elementary maintains a zero tolerance concerning Death Threats made by students to other students or to staff. Threats may be written or verbal. Determining if the threats are malicious or not is very difficult; therefore, any threats made will be considered serious in nature. Students are NEVER to say or write phrases such as: “I’m going to kill (murder) you.” “I want to kill myself.” or “I want to kill my teacher.”

Student Rights of Expression

Students have the right to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

Is obscene to minors or adults; Is libelous; Is pervasively indecent or vulgar; Advertises any product or service not permitted to minors by law; Constitutes insulting or fighting words; or presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Any student wishing to distribute or display non-school material must first submit for approval a copy of the material to the principal (24) hours in advance of desired distribution/display time, together with the following information:

Name of the student or organization; Dates(s) and time(s) of day of intended display or distribution; Location where material will be displayed or distributed; The grade(s) of students to whom the display or distribution is intended.

The principal will either approve the material or indicate how it violates guidelines. The student will then have an opportunity to make necessary revisions and/or deletions.

Review of Instructional Materials

Parents are welcome to review all instructional materials used at the Elementary. Please contact your child’s teacher to arrange for a convenient time if you are interested.

Animals at School (Refer to Board Policy #2521B)

In consideration for those who have allergies, and to help keep an orderly environment at school, the procedures for bringing animals to school are:

1. Prior arrangement needs to be made with the classroom teacher.
2. The visit must be short – 30 minutes or less.
3. The animal must be on a leash or in a cage and under the control of an adult while on school grounds.

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

Please do not bring animals onto school grounds when dropping off or picking up students.

Although you may know your pet is harmless and loving, many of our students are afraid of them. Our students have the right to attend and dismiss without the fear of dogs and other animals in the loading zone areas. Thank you!

Clothing Considerations and Expectations

The main responsibility for standard of dress and grooming rests with students and families. In the interest of maintaining a positive but serious atmosphere about school and learning, halter tops, tank

tops, cut off shirts and T-shirts advertising drinking, smoking, or with profane words will not be allowed. In keeping with common courtesy, hats/hoods may not be worn inside the building. We prefer that children do not wear flip-flops to school. They are not safe on the playground equipment at recess. Hats are to be taken off and not worn in the school.

It's important to dress for the weather. Children need warm outerwear including hats, mittens or gloves and boots during the winter months. When the weather is warm, loose fitting shorts are permitted. The leg cuffs on shorts must be no shorter than the child's fingertips when arms are extended down. This will avoid confusion and eliminate questions on suitability.

Please always send students to school with the expectation that they will be going outside for recesses. Students should have footwear and outer garments that allow them to enjoy the fresh air while allowing protection from wet feet or clothing when they return inside for academics.

Conduct at After School Functions and Extra-Curricular Activities

Students attending enrichment activities (Scouts, Community Education classes, Child Care, etc.) and other school sponsored functions are subject to the same rules that pertain to school. Students are reminded that they are only authorized to be in the immediate area of the activity. Students may not wander throughout the building. While in attendance at after hour concerts or assemblies, students are to remain in the company of their parents. All elementary school students must be accompanied by an adult chaperon to attend any school district athletic event.

ENROLLING STUDENTS

Enrolling In School and Immunizations

Parents who wish to enroll their child(ren) at Whitmore Lake Elementary should contact our office for the proper forms. An “Alert Now” form for our automated emergency system must be completed and updated every year. We will also need to see the child’s birth certificate, immunization record and proof of residence. All students will be enrolled under their legal name only. Students who have had a legal name change should bring documentation for their file. Students must be up-to-date on all vaccinations in order to attend school. Students who do not have up-to-date immunization records or a Department of Health waiver on file, will be sent home.

Transfer Out of the District

Upon notification by the parent that a student is transferring out of the District, the parent shall complete the proper form. Parents will complete a student record release form at the new school. Student records are transferred directly from our office to the new school. The official records are never given to parents to transport. However, parents may request a copy of their child’s records at any time.

Withdrawal from School

If a parent wishes to withdraw his/her child from the Elementary the parent should notify our office in writing. Parents will need to specify the date of the withdrawal and the reason. The parent should also notify the school of what alternative education the parent plans to provide for the student.

Student Records

The Elementary is under strict regulations regarding student records. Only the classroom teacher, administration, birth parents, and agencies which have obtained the parent’s written consent have access to a student records. Parents have the right to inspect and review their child’s records, but records may not leave the office area. Parents may also request an amendment to the records if the parent believes the information to be inaccurate or misleading. Parents may request a hearing if the District refuses to amend records believed by the parent to be misleading or inaccurate and may file a complaint with the Department of Education if the parent is dissatisfied with the results of the hearing. A student’s records will be sent to the student’s new school for transferring students once parents have completed the proper transfer request forms. Parents may obtain a copy of the District’s policy on student records by contacting our office.

EXTRA CURRICULAR ACTIVITIES

Community Recreation

Our Community Recreation program provides a variety of athletic and social activities throughout the school year. Activities change about every nine weeks and are publicized through flyers sent home with children. These activities involve nominal fees. Location of the Community Recreation office is 7430 Whitmore Lake Road(High School).

Safety Patrol

Trained 5th grade students help promote the safety of children walking to and from school, as well as the safety of those on our busses. Students participating in this program are required to complete an application, which provides written parental consent. Students usually assist for one trimester so that others may rotate in to participate.

Scouting Programs

For information about Boy Scout programs contact the Boy Scouts of America Wolverine Council at 734-971-7100. For information about Girl Scout programs please call the Huron Valley Girl Scout Council at 734-417-1580 or (800) 49SCOUT.

<u>Tiger Scouts</u>	First grade boys -Parent and child meetings are held once a month.
<u>Cub Scouts</u>	7–10 year old boys-Pack meetings are held monthly and den meetings are held three times a month.
<u>Daisy Scouts</u>	Kindergarten girls
<u>Brownies</u>	1 st , 2 nd , 3 rd grade girls
<u>Junior Girl Scouts</u>	4th & 5th grade girls
<u>Cadet Scouts</u>	6th grade girls

FIELD TRIPS

The purpose of field trips is to enhance the academic curriculum and to provide social experiences for our students. All field trips should include the following steps:

1. Teacher generates information sheet and permission slip for the student/family in advance of the trip. Teachers may ask for a donation for the trip, enabling the class to participate in more trips for the year. However, no student is to be excluded from a field trip based on her/his ability to pay the donation.
2. Parents wishing to chaperone check the appropriate box on teacher generated information/permission slip.
3. Student returns signed permission slip to classroom teacher.
4. Teacher confirms with chaperones.
5. Teacher notifies lunchroom personnel if appropriate.
6. Teacher brings and administers all necessary medications for any student who normally would be administered medications at school during the trip time.
7. All students must ride the school bus to the field trip. Prior approval must be given by the teacher and principal for students to ride home from a field trip with a parent or guardian.
8. All students must stay with the class through their return to school, unless specific permission is gained through the classroom teacher and principal.

Student safety is our number one concern when traveling. Thank you to all parents who volunteer to chaperone on our trips. We appreciate your gift of time and your willingness to follow school policies to ensure our students' well being.

FOOD BREAKFASTS & LUNCHES

Breakfast

Served: 8:20 a.m. – 8:50 a.m.
Grades: Kindergarten – 6th grade
Price: \$1.60 (Reduced price \$.30)
Adult Price: \$2.10
Milk: \$.60
Bottled Water: \$.75

Lunch

10:55 a.m. – 12:55 p.m.
Kindergarten – 6th grades
\$2.75 (Reduced price \$.40)
\$3.75

A complete lunch includes all 5 food groups (meat or meat alternative, vegetable, grain, fruit or 100% fruit juice, milk).

A lunch account is created for every student using their student ID number. This account remains open until they leave our district. Balances carry over from year to year. The lunch account works like a pre-paid debit card. You may deposit money into your student's account and as he/she makes a purchase the amount will be deducted from the balance. You may access your student's account to check balances, make deposits, monitor their spending, set restrictions on their account or apply for the free and reduced meal program by going to www.lunchdeposit.com. When using this site, you will no longer need to send in the paper application and it will expedite the approval process. Please be aware that when applying for the free and reduced program, it may take up to 10 days to process. You will be responsible for all meal costs until notified that your application has been approved. You may apply at any time during the school year as financial circumstances may change. If your student was eligible last year, you will have until the end of September to reapply before your previous year's eligibility expires.

It is important to understand this account is a pre-paid debit account, not charge account. Students are NOT permitted to charge meals or snacks. In order to provide your student with a hot and nutritious meal, they will need funds in their account. Please help us make your student's meal time a pleasant experience.

Please feel free to contact the Food Service Department at any time for more information about our program.

Food Service Director

Diane Tomakowski

734-449-4464, ext. 2031

HEALTH ISSUES

Sick Children at School

It is extremely important that students remain at home whenever they have a fever, extreme congestion, or other symptoms that prevent their participation in school activities. This is an important element in preventing the spread of illness among children.

A child who becomes ill during the day should tell the teacher. An attempt to call a parent will be made for all students whom teachers send to the office for illness. If a parent is unable to be reached, an attempt will be made to contact another adult listed on the student's emergency card. Students who have a fever over 100 degrees or who are feeling ill need to be picked-up from school as soon as possible. The student will be released from school when a parent or parent representative signs the student out.

Medications

For the health and safety of everyone, children are not allowed to self-administer any over-the-counter or prescription medications. This includes such items as Tylenol, cough drops, and other cold remedies.

Please do not pack any medications for your child to self-administer.

Per School Board Policy:

Medications sent to school . . .

- ◆ Must be brought to school by an adult.
- ◆ Must be in their original container..
- ◆ Will be properly secured in the school building.
- ◆ Must be accompanied by the school's medication form, completed by a physician.
- ◆ Will be administered by school personnel only.
- ◆ Will be returned to parent at the end of the school year. Medications not picked-up by the designated June date will be disposed of. No medications are held over the summer months.

This policy includes prescription and non-prescription medications. Parents who want the school to administer prescription or non-prescription medications must have a physician complete the school's medication form. Medications should be administered at home whenever possible. The school does not wish to administer before or after school medications. Please do so at home before your child comes to school and/or when your child returns from school.

Blood-borne Pathogens in-servicing is done with all staff. Each classroom is equipped with spill kits. All precautions are taken to insure staff and student safety when dealing with body fluids.

HEALTH ISSUES

(continued)

Injury

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

Head Lice Procedures

If school personnel suspect that a child has head lice, the parent is called to immediately pick-up the child from school. An informational letter is sent home with the rest of the children in the class, and information is put in the weekly newsletter that letters of notice were sent home to that class.

Once the child has been treated for lice and there are no nits, she/he may return to school. The parent should walk the student into the office upon her/his return, wait for our staff to re-examine the child, and see that a re-admit slip is issued for the student to return to class.

The office has informational pamphlets describing appropriate materials and treatment procedures.

Communicable Diseases

Students often contract communicable diseases, such as chicken pox, fifth disease, strep throat, measles, mumps, impetigo, and pinkeye, just to name a few. When our staff is aware that a student has contracted a communicable disease the following takes place:

- ❖ Parent of student is notified.
- ❖ Notices go home to the classroom of that student, informing classroom parents that their child was possibly exposed.
- ❖ Notification is made in the weekly newsletter that notices went home to a particular classroom (date given) for a particular communicable disease.

Whereas many times communicable diseases are to be considered part of the childhood experience, precautions should always be taken on an individual level to treat the disease as directed by your physician. Women who are pregnant should also be aware that their child may have been exposed to communicable diseases at school. Some diseases, such as fifth's disease, do not show themselves to be present until after the contagious period has elapsed. Therefore, it is not always possible for the school to give pre-warning that communicable diseases are present.

PARENT INVOLVEMENT

Parent Involvement

We believe that parental involvement is key to student success. Therefore, we strongly encourage parent participation, involvement and volunteerism. The District Parent Involvement Policy can be reviewed on our website at www.wlps.net (see Board Policies, #2112).

Parent Involvement at School

You can play an important role in your child's school life by participating in the following activities at school:

1. Field Trip Chaperone
2. Classroom Volunteer
3. Open House Night
4. Parent/Teacher Conferences
5. Holiday Celebrations
6. Lending Special Talents
7. Joining the PTA
8. Supporting your parent representatives on the Leadership & Design Team.
9. Support annual events such as the Science Fair, Talent Show and Family Fun Night

Open House Night

Open House night gives students an opportunity to share with their families the pride they feel in their school. Everyone in the family is welcome to visit the classroom, meet the teachers, and learn expectations for their child in the coming school year.

Parent-Teacher Conferences

Parent-teacher conferences offer you an opportunity to talk privately with your child's teacher and discuss your child's development and academic progress. The teacher's effectiveness with your child can be greatly enhanced by this personal communication with you.

Parents Teachers Association (PTA)

Join the PTA today! Your \$5.00 membership dues, which can be renewed yearly, help benefit the PTA on a national, state and local level. Your membership also gives you voting privileges on matters concerning Whitmore Lake Elementary at our monthly PTA meetings.

The W.L.E.S. PTA is proud to contribute to the enrichment of our students' education and social experience. Through the support of parents, teachers and other community members, a variety of fundraisers help provide financial support for general classroom accounts, science programs, after school enrichment courses, playground equipment, physical education gear, school assemblies, music class enhancements, art supplies, dances and a variety of other academic and social activities, plus a great deal more.

PTA meetings are held on a monthly basis in the evenings. The scheduled days and times are published in the school newsletter. Volunteer opportunities are plentiful and always appreciated.

PARENT INVOLVEMENT

(continued)

School Volunteer

We encourage your help and support as a volunteer. Some volunteers work directly with children. Others do paperwork for teachers, prepare classroom materials, work in the school Media Center or participate on committees. All visitors must first report to the Elementary School office. To ensure our students' safety, all visitors including volunteers are asked to sign in at the office and wear a name tag.

Parent Involvement at Home

Parents are their children's first and most important teacher.

Parents can foster this relationship throughout their children's school years by:

1. Talking with their child each day about their school activities
2. Supervising homework
3. Reading to children
4. Listening to their children read
5. Supporting MEAP calendar activities
6. Being knowledgeable about school and classroom activities by carefully reading all school communications sent home
7. Calling the school whenever there are questions or concerns
8. Checking their child's backpacks for homework, newsletters, etc.

Parenting Support

The Elementary is very fortunate to have a Social Worker available. Ms. Rachel Scheidt often works with parents individually and or in small groups to help them with their needs. Parents are welcome to seek help from Ms. Scheidt in parenting, finances, or other areas of need.

Watch the main lobby hand-out center for information that may help you as a parent. Also, please join the PTA for monthly informational meetings that support parenting, both in the areas of social and academic help for our students.

Board of Education Meetings

Parents are invited to attend school board meetings. The Board meets regularly on the second and fourth Mondays of each month. Meetings begin at 7:00 p.m., and are held in the high school media center. The agenda is available as you enter the media center. If a parent wishes to bring up a matter for Board consideration, and be placed on the agenda, he/she should contact the Superintendent's office. A week's lead-time would be appreciated. In addition, any person can address the Board of Education during the "Public Comment" portion of any Board of Education meeting without being placed on the agenda.

PROGRAMS

The Board of Education of the Whitmore Lake Public Schools has approved a comprehensive curriculum, based upon state and national standards, that is taught in our elementary classrooms. The curriculum teaches skills and content in Language Arts, Mathematics, Science, Social Studies, Computer Literacy, Art, Music and Physical Education. A variety of other programs are offered to help meet the individual needs of the learner.

Media Center

The Whitmore Lake Media Center is staffed by a Media Technician and parent volunteers. It is open throughout the school day for student, staff, and parent use. It contains books, magazines, records, video and audio tapes, filmstrips, slides, computers, and computer software. Students visit the library regularly and may borrow books according to grade level guidelines.

Special Education Services

Whitmore Lake Elementary School is a member of the Washtenaw Intermediate School District. Whitmore Lake Elementary hosts many special education programs within the district, and sends some children to neighboring schools for additional special services. Within the school building students have access to specialized programs for speech therapy, learning disabilities, physically and otherwise health impaired, trainable and educable mentally impaired, and emotional impaired students. A full time social worker and a part-time school psychologist are also a part of the staff.

Special Education/Disability Accommodation

Students who are evaluated and found to have a disability or disabilities that necessitate an accommodation or special education or ancillary or other related services are eligible to receive them from the school district. If you believe your child may require an accommodation or special education or ancillary and other related services, please contact the principal for further information.

Title One

Title One is a federally funded program designed to provide assistance for all children to help ensure their success in school. Title I paraprofessionals work directly with teachers and students in the classrooms to enhance learning and promote higher standards school wide.

RECESS

Cancellation of Recess due to Weather Conditions

At least one outdoor recess is scheduled daily by our classroom teachers. In general, recess is canceled when it is raining or when the temperature or wind chill index is below 10° Fahrenheit. Teachers may choose to add an additional recess or change to an indoor recess if they feel it is necessary.

Excuses from Recess or Physical Education

Healthy, growing children need opportunities to exercise. All children are expected to participate in physical education and recess activities with their classmates. Exceptions may be necessary for health or behavior reasons. If your child needs to be kept indoors for medical reasons the student needs to bring a doctor's note listing the diagnosis and specific length of time to be excused. Students who do not participate in outdoor recess will spend time with a teacher for an indoor recess.

TRANSPORTATION & ENTERING THE BUILDING

Kiss & Go Procedures

Morning Drop Off:

- Beginning at 8:20 a.m. until 8:45 a.m. parents will drop off students in the back of the building.
- Please stay in a single file line. Do not pass the car in front of you unless your student has safely exited your vehicle and is on their way inside the building.
- Once your student is dropped off you may go around the car in front of you to leave.
- Staff members will escort students being dropped off to their designated areas in the school; parents won't get out of their vehicles.
- At 8:45 a.m. staff members will come inside. If you are dropping off your student after 8:45 a.m., you will need to go to the East side of the building and park in the visitor parking lot. You can walk your student into the building using the front main entrance and go through the lobby to the office to sign your student in as they will need a tardy pass. Visitors cannot enter the building using the back or side doors. They are secure for safety reasons.
- Parking in the front lot is not allowed when buses are present.

Afternoon Pick Up: Kindergarten (and siblings of kindergarten students)

- Please park in the designated area according to the map.
- Teachers will bring students to the sidewalk where you will get your child and bring them safely to your vehicle.
- If you have other children in the building, they will also meet you at the kindergarten pick up.

Grades 1-6

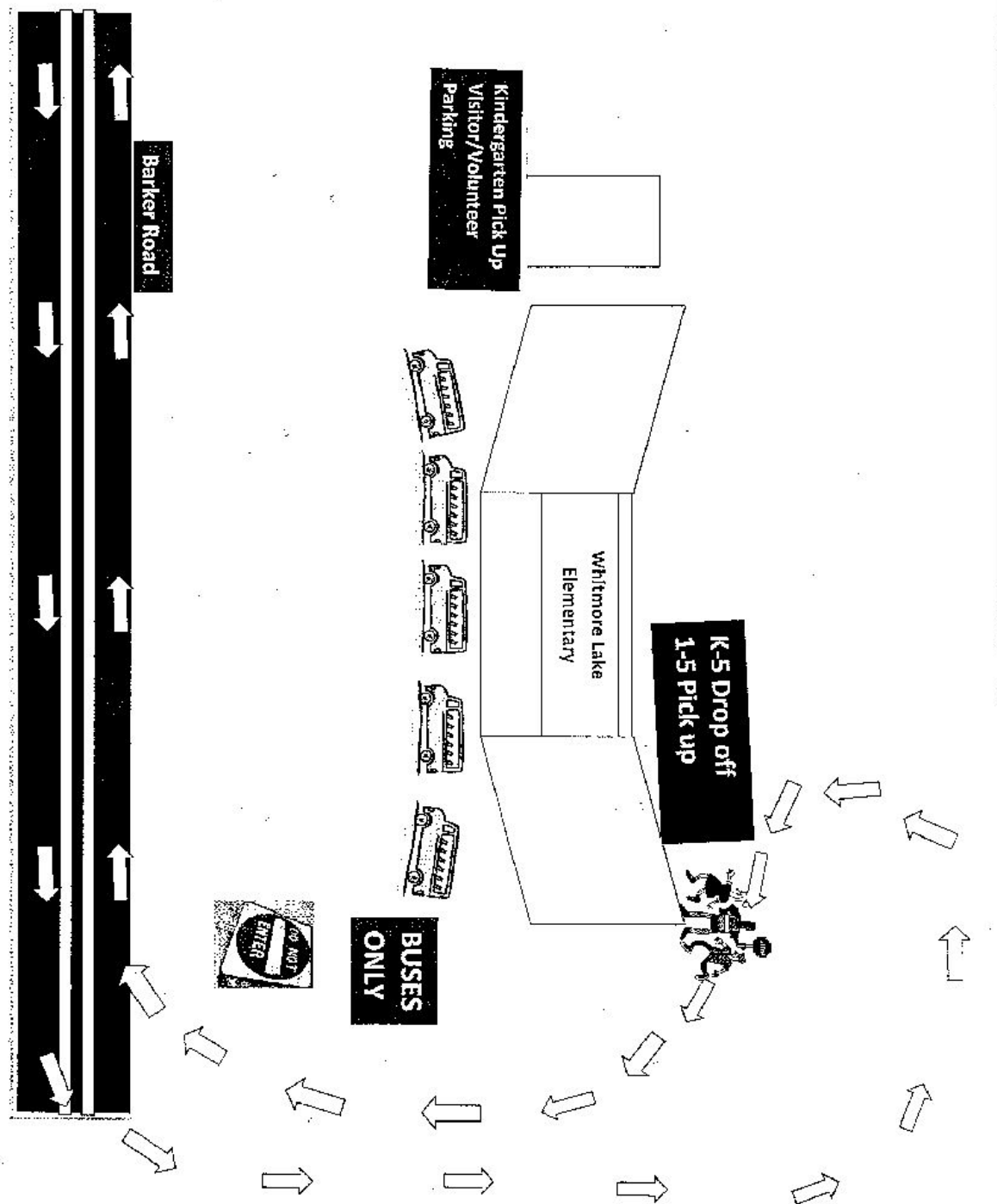
- Teachers in grades 1-6 will bring students that are picked up to the back of the building. Your student will be brought to your vehicle.
- Stay in a single line once you reach the curbside of the building; do not pass the car in front of you.
- Once your student is safely in your vehicle, then you may pull around the caravan line and leave the area.
- There is no need to get out of your vehicle at any time.
- Students that are not picked up by 4:05 will be taken to Kid's Club with a copy of their emergency forms. All rules and Kid's Club rates will apply.

Visitor/Volunteer Parking:

- While buses are present in the front of the building, parents must use the visitor/volunteer parking lot as labeled on the map and then walk in the front main entrance if you are volunteering or visiting in a classroom. Please make sure you sign in at the office and get a sticker before going past the lobby.

TRANSPORTATION

(continued)



TRANSPORTATION

(continued)

Changes in Daily Transportation

If your child needs to change his/her regular routine for going home, the parent must send a note to the office or call before 3:20 p.m. The office will then inform the teacher. Please be sure to include the date(s) involved. We make every effort to honor changes requested.

Permanent Changes in Transportation

Parents who wish to have their child's pick-up and drop-off changed due to child care changes may do so no more than twice in one school year. If you have questions regarding whether or not we can transport your child to a specific child care area, please call transportation (449-4463) and inquire before you make final decisions. Thank you!

Rules of Bike Riding

1. Bicycles may be ridden to and from school by any responsible student except kindergarten.
2. **Helmets** must be worn.
3. Students must ride on the left side of the sidewalk in a safe, courteous manner, and obey the crossing guard at all times.
4. Bicycles must be parked in bike racks, and should be locked.
5. Other students may not touch the bikes parked in the racks.

Students who do not obey the "rules of riding" will no longer be allowed to ride their bikes to and from school.

Crossing Guards and Safety Patrollers

Students are to obey directions from the Crossing Guards and Safety Patrollers at all times. Any infraction of this rule will be reported to the office. Students needing to cross Barker Road must do so at the crosswalk. Bus riders are expected to obey Bus Safeties and the Bus Drivers at all times.

BUS TRANSPORTATION

Director of Transportation: 449-4463

Riding the school bus is a privilege granted by the school district, and not a right. Students who ride the bus, regardless of their age, are required to stay seated and obey the rules of bus riding. In addition, all students must be respectful to Bus Drivers, in both words and actions.

RULES AND REGULATIONS FOR STUDENTS RIDING BUSES

1. Complete silence at railroad crossings.
 2. Students are to remain in their seats until they reach their destination.
 3. No eating or drinking on busses.
 4. Busses are designed to accommodate three students per seat. Any student refusing to let another in a seat is abusing her/his riding privileges.
 5. All students shall keep their hands, arms, and head inside the bus and keep feet on the floor. Students shall not throw things out of the windows.
 6. No throwing objects on the bus, out of the bus, or at the bus.
 7. No selling candy or other items on the bus.
 8. Students shall be courteous to drivers and others at all times.
 9. Students must stay seated, facing the front of the bus, with hands and feet out of the aisle-way.
 10. Keep aisle-way clear of any objects.
 11. No smoking on busses.
- Parents are required to have a responsible person at the bus stop when the **kindergarten** student is dropped off. If the bus arrives at your kindergartner's designated stop and there isn't anyone to get your child off the bus, the student will remain on board. At the end of the run, they will try to make contact with the parents. If this happens more than one time, your child will be taken to Kids Club with a copy of the child's emergency information. There is a charge of \$8.00. Kids Club is open until 6:00 p.m. If you arrive past 6:00 p.m., there will be an additional charge of \$1.00 per minute. In the event of an emergency and you don't have anyone available to receive your child, you must call the transportation office immediately to make other arrangements.
 - Students who damage any part of a bus will be required to pay for those damages. Parents will be advised of the situation both in writing and from the Transportation Supervisor.

BUS TRANSPORTATION

(continued)

W.L. SCHOOL BUS DISCIPLINE PROCEDURES

First Level Offenses (examples):

Feet in aisle	Excessive noise
Talking at railroad crossing	Rude, annoying or discourteous behavior
Standing up	

Consequences for First Level Offenses:

First incident	Verbal warning
Second incident	Written warning requiring parent signature
Third incident	Second warning
Fourth incident	One day bus suspension *
Fifth incident	Two day bus suspension and required conference with parents *

*** Students should still attend school, even though they have been suspended from riding the bus. The suspension starts on the day the student returns from an illness if applicable.**

Second Level Offenses (examples):

Causing bodily harm to others	Throwing things in bus
Profanity	Destruction of property
Smoking	Fighting
Anything thrown out window	Rudeness toward bus driver
Continuous incidents of first level offenses	Spitting & bodily functions

Consequences for Second Level Offenses:

First incident:	Two day bus suspension *
Second incident:	Two day bus suspension and required conference with parents *

- Students should still attend school, even though they have been suspended from riding the bus.

Please Note: The Transportation Department maintains a Zero Tolerance policy for students who harass or threaten other students. Students who engage in sexual, racial, or ethnic harassment or who threaten another student's safety will be considered for permanent bus suspension.

Continuous behavior problems may also result in permanent loss of transportation privileges. Damage to property will require restitution.

A note from a parent or guardian will serve as a signature for a child who has lost their bus disciplinary slip.

Transportation Supervisor

Signature Form

**Please read the Whitmore Lake Elementary Student Handbook with your child.
Then sign, date, and return the slip below.**

***Thank you for all of your support and your partnership in your child's
education!***

Grade Level: _____

Classroom Teacher: _____

I have read the Student Handbook and understand its contents.
I have also read and/or reviewed the contents with my child.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____