



**Whitmore Lake Elementary School**

# **Handbook**

**2018 – 2019**  
**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 providing a safe, respectful and responsible environment here at Whitmore Lake Elementary School. This handbook contains valuable information to assist you in better understanding the policies, procedures, and day-to-day operations of our school. By following these guidelines, as well as school board policies, we strive to provide an environment for our students to learn, grow and succeed.

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 to drive instruction as we strive 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.

# TABLE OF CONTENTS

	PAGE
<b>A MESSAGE FROM THE PRINCIPAL</b>	2
<b>MISSION &amp; VISION STATEMENTS; SCHOOL IMPROVEMENT GOALS</b>	3
<b>TABLE OF CONTENTS</b>	4-5
<b>WHITMORE LAKE ELEMENTARY STAFF</b>	6-7
<b>GENERAL INFORMATION</b>	8-10
School Hours	8
Board of Education	8
Administration	8
Visitors	9
Special Education/Disability Accommodation	9
Supplies	9
Preparedness for Toxic & Asbestos Hazards	9
<b>ATTENDANCE</b>	10
Tardies	10
Excused Absences	10
Unexcused Absences	10
Doctor, Dental Appointments	10
Excessive Tardies	11
Excessive Absences	11
Half Day Absences	11
Homework Requests	11
Homebound/Hospitalized Service	11
<b>BUILDING USE &amp; CLOSINGS</b>	12
Weather Related School Closings and Delays	12
Early Dismissal	12
Fire Drills/Severe Weather Alert	12
Lost and Found	12
Use of School Facilities	12
<b>COMMUNICATIONS</b>	13
Parent/Teacher Conferences	13
Report Cards	13
Retention	13
School Newsletters & Fliers	13
Classroom Placement	13
<b>DISCIPLINE – STUDENT EXPECTATIONS</b>	14
Expectations for Behavior	14
Consequences for Inappropriate Behavior	14
Code of Conduct	15-17
% Responsibility Code program	17-18
Seclusion and Restraint	19
Bullying	19
Suspension and Expulsions	20
Due Process Rights	20
Long Term Suspension and Expulsions	20
Articles Prohibited at School	21
Cell Phone Policy	22
Weapons	22
Locker Policy	23
Search and Seizure	23
Serious Offenses	23

# TABLE OF CONTENTS

Student Rights of Expression	24
Review of Instructional Materials	24
Animals at School	24
Clothing Considerations and Expectations	25
Conduct at After School Functions	25
and Extra-Curricular Activities	
<b>ENROLLING STUDENTS</b>	26
Enrolling In School and Immunizations	26
Transfer Out of the District	26
Withdrawal from School	26
Student Records	26
<b>EXTRA CURRICULAR ACTIVITIES</b>	27
Community Recreation	23
<b>FIELD TRIPS</b>	27
<b>FOOD SERVICE</b>	28
<b>RECESS</b>	29
<b>HEALTH ISSUES</b>	30
Sick Children at School	30
Medications	30
Blood-borne Pathogens	30
Injury Procedures	31
Head Lice	31
Communicable Diseases	31
<b>PARENT INVOLVEMENT</b>	32-33
Parent Involvement at School	32
Open House Night	32
Parent-Teacher Conferences	32
Parents Teacher Organization (PTO)	32
School Volunteer	33
Parent Involvement at Home	33
Parenting Support	33
Board of Education Meetings	33
<b>PROGRAMS</b>	34
Media Center	34
Special Education Services	34
Title One	34
<b>TRANSPORTATION &amp; ENTERING THE BUILDING</b>	35-38
Drop-off & Pick-up and Entering the Building	35
Traffic Flow Map	35
Changes in Daily Transportation	36
Permanent Changes in Transportation	36
Rules of Bike Riding	36
Crossing Guards & Safety Patrol	36
Rules and Regulations for Bus	37
Bus Discipline Procedures	38
<b>HANDBOOK SIGNATURE FORM</b>	39

# WHITMORE LAKE ELEMENTARY SCHOOL

## STAFF

Staff	Title	Room #
Sue Wanamaker (Sue.Wanamaker@wlps.net)	Principal	Main Office
Casey Livingston (Casey.L.Livingston@wlps.net)	Administrative Assistant	Main Office
Emily Wilson (Emily.Wilson@wlps.net)	Administrative Assistant	Main Office
Marisa MacDonell (Marisa.MacDonell@wlps.net)	Kindergarten	A-4
Jaclyn Taylor (Jaclyn.Taylor@wlps.net)	Kindergarten	A-1
Tara Ouillette (Tara.Ouillette@wlps.net)	First Grade	A-7
Kim Bakker (Kim.Bakker@wlps.net)	First Grade	A-8
Lori Milliman (Lori.milliman@wlps.net)	First Grade	A-6
Cathy Schneider (Cathy.Schneider@wlps.net)	Second Grade	A-5
Katie Sloan (Katie.Sloan@wlps.net)	Second Grade	A-3
Carolyn Otterman (Carolyn.Otterman@wlps.net)	Third Grade	B-20
John Withers (John.Withers@wlps.net)	Third Grade	B-19
Shelly Lyon (Shelly.Lyon@wlps.net)	Fourth Grade	B-21
Courtney Macdonald (Courtney.Macdonald@wlps.net)	Fourth Grade	B-22
Sarah Kief (Sarah.Kief@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
Tracy Carbary (Tracy.Carbary@wlps.net)	Art/Graphic Design	B-25
Kat Jakrzewsk (Kat.Jakrzewsk@wlps.net)	Music	C-1
Aimee Taylor (Aimee.Taylor@wlps.net)	Physical Education	Gym
Elisa Fixler (Elisa.Fixler@wlps.net)	Band	B-18
Mike Kirby (Mike.Kirby@wlps.net)	Band	B-18
Amber Masterson (Amber.Masterson@wlps.net)	Social Worker	B-36
Elizabeth Levy (Elizabeth.Levy@wlps.net)	Teacher Consultant	B-26
Kendra Smith (Kendra.Smith@wlps.net)	Teacher Consultant	A-11
Annabel Walker (Annabel.Walker@wlps.net)	Teacher Consultant	B-26
Megan Stoetzner (Meagan.Stoetzner@wlps.net)	Title 1 Teacher	A-9

## WHITMORE LAKE ELEMENTARY SCHOOL STAFF

Staff	Title	Room #
Jennifer Winstanley ( <a href="mailto:Jennifer.Winstanley@wlps.net">Jennifer.Winstanley@wlps.net</a> )	Speech Teacher	B-24
Heidi Roy-Borland ( <a href="mailto:Heidi.Roy-Borland@wlp.net">Heidi.Roy-Borland@wlp.net</a> )	Data Coach/R.T.I Coordinator	Media Center
Pam Blount ( <a href="mailto:Pam.Blount@wlps.net">Pam.Blount@wlps.net</a> )	Media Technician	Media Center
Mandy McClain ( <a href="mailto:Mandy.McClain@wlps.net">Mandy.McClain@wlps.net</a> )	Occupational Therapist	B-24
Cinda Atkins ( <a href="mailto:Cinda.Atkins@wlps.net">Cinda.Atkins@wlps.net</a> )	Paraprofessional	
Sue Corrie ( <a href="mailto:Sue.Corrie@wlps.net">Sue.Corrie@wlps.net</a> )	Paraprofessional	
Lori Dancik ( <a href="mailto:Lori.Dancik@wlps.net">Lori.Dancik@wlps.net</a> )	Paraprofessional	
Emily Daoust ( <a href="mailto:Emily.Daoust@wlps.net">Emily.Daoust@wlps.net</a> )	Paraprofessional	
Diane McGee( <a href="mailto:Diane.McGee@wlps.net">Diane.McGee@wlps.net</a> )	Paraprofessional	
Diane Jackson ( <a href="mailto:Diane.Jackson@wlps.net">Diane.Jackson@wlps.net</a> )	Parapro/Student Services	B-37
Katie Waters ( <a href="mailto:Katie.Waters@wlps.net">Katie.Waters@wlps.net</a> )	Paraprofessional	
Diane Tomakowski ( <a href="mailto:Diane.Tomakowski@wlps.net">Diane.Tomakowski@wlps.net</a> )	Director of Food Services	
Betty Kramer ( <a href="mailto:Betty.Kramer@wlps.net">Betty.Kramer@wlps.net</a> )	Kitchen Manager	
Jonelle Lupi ( <a href="mailto:Jonelle.Lupi@wlps.net">Jonelle.Lupi@wlps.net</a> )	Kitchen	
Diane Montanari ( <a href="mailto:Diane.Montanari@wlps.net">Diane.Montanari@wlps.net</a> )	Kitchen	
Jill Weldon ( <a href="mailto:Jill.Weldon@wlps.net">Jill.Weldon@wlps.net</a> )	Kitchen	
Renee Anderson ( <a href="mailto:Renee.Anderson@wlps.net">Renee.Anderson@wlps.net</a> )	Lunchroom Supervisor	
Joy Bradley ( <a href="mailto:Joy.Bradley@wlps.net">Joy.Bradley@wlps.net</a> )	Lunchroom Supervisor	
Jan Flook ( <a href="mailto:Jan.Flook@wlps.net">Jan.Flook@wlps.net</a> )	Lunchroom Supervisor	
Kristine Oliver ( <a href="mailto:Kristine.Oliver@wlps.net">Kristine.Oliver@wlps.net</a> )	Lunchroom Supervisor	
Vanessa Robertson ( <a href="mailto:Vanessa.Robertson@wlps.net">Vanessa.Robertson@wlps.net</a> )	Lunchroom Supervisor	
Melinda Villarreal ( <a href="mailto:Melinda.Villarreal1@wlps.net">Melinda.Villarreal1@wlps.net</a> )	Kids Club	B-18
Chrystal Villareal ( <a href="mailto:Chrystal.Villarreal1@wlps.net">Chrystal.Villarreal1@wlps.net</a> )	Kids Club/Preschool	B-18/A-13
Cassie Villareal ( <a href="mailto:Cassie.Villareal2@wlps.net">Cassie.Villareal2@wlps.net</a> )	Kids Club/Crossing Guard	B-18
Bev Fouty	Custodian	

## GENERAL INFORMATION

## School Hours

Kindergarten – 4 <sup>th</sup> Grade	8:50 a.m. – 3:35 p.m.
5th and 6th Grades	7:50 a.m. - 2:35 p.m.
Office Hours	7:30 a.m. – 4:00 p.m.

**Kindergarten – 4<sup>th</sup> Grade students** who eat breakfast at school may arrive and enter the building at 8:20 a.m.

**5th and 6th Grade students** who eat breakfast at school may arrive and enter the building at 7:30 a.m.

Kindergarten – 4<sup>th</sup> Grade students that walk to school should arrive no earlier than 8:40 a.m. and no later than 8:50 a.m. *See above for arrival and building entry if eating breakfast.*

5th and 6th Grade students that walk to school should arrive no earlier than 7:40 a.m. and no later than 7:50 a.m. *See above for arrival and building entry if eating breakfast.*

## BOARD OF EDUCATION

President:	Ken Dignan	Trustee:	Lee Cole
Vice President:	Laura Schwennesen	Trustee:	John Meadows Jr.
Secretary:	Michelle Kritzman	Trustee:	Lisa McCully
Treasurer:	Bob Henry		

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

## ADMINISTRATION

Superintendent	Tom DeKeyser	449-4464
High School Principal	Tom DeKeyser	449-4461
Elementary School Principal	Sue Wanamaker	449-2051
Transportation	Sheryl Webber	449-4463
Kids Club	Sue Wanamaker	449-2051

**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.



## **GENERAL INFORMATION**

### **(continued)**

#### **Visitors**

**ALL visitors** to the elementary must report to the main office **before** proceeding to any other part of the building. Visitors must 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.

#### **Special Education/Disability Accommodation**

Students who are evaluated and found to have a disability 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 your child's teacher and/or Melissa Heuker, director of Student Services, for further information at [melissa.heuker@wlps.net](mailto: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 religious holiday, or other good cause, 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. **All** absences and tardies will count against a student's perfect attendance record.

### **TARDIES**

**Parents need to walk students who are tardy into the school and sign them in at the office counter.** Failure to do so will result in an unexcused tardy. 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 teacher and the office staff,** 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. **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. Truancy procedures will be followed for students with chronic absences.

### **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, sporting events, etc.)

# **ATTENDANCE**

## **EXCESSIVE TARDIES**

Parents/guardians of students who are habitually tardy will be initially contacted by the classroom teacher, followed-up by involvement of the school social worker, principal and district truancy coordinator if necessary. Truancy procedures will be followed.

## **EXCESSIVE ABSENCES**

Excessive absences and their consequences are as follows:  
(Combination of unexcused and excused absences.)

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. Parents will have a call and conference with the principal and/or district truancy coordinator.

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 2:30 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 4:00 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**

A Blackboard Connect (formerly 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](http://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. Blackboard Connect 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 –BLACKBOARD CONNECT**

Whitmore Lake Public School District adopted the Blackboard Connect 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, tornado and lock down drills. Drill procedures for all areas of our building have been established and are carefully followed. All 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. Please remind your child to check this area if they have lost clothing or possessions.

### **Use of School Facilities**

Those wishing to use/rent the Elementary building should contact the Community Recreation office located at 7430 Whitmore Lake Road or on the district website at [www.wlps.net](http://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 Communication**

Our expectation is that there be continual two-way communication between parents and staff. This is accomplished through school and teacher newsletters, email, phone calls, group and personal meetings and online informational systems. Office staff can assist you in reaching our staff during regular office hours.

## **Parent/Teacher Conferences**

Conferences are held in October and May. These are scheduled times for you to discuss your child's progress with her/his teacher. However, please feel free to contact your child's teacher at any time. Please allow a reasonable amount of time for a response.

## **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. If you have concerns, please contact your child's teacher. The report cards students bring home are for parents to keep. Teachers will also notify parents of any concerns they may have as they occur.

## **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 and sent through Blackboard Connect. 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 PTO handouts and informational handouts from our staff.

## **Classroom Placement**

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

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

*Our school goal is to provide a safe, respectable environment conducive for student growth and development as well as developing their social and emotional skills. Here at WLES, we use Positive Behavior, Interventions & Supports (PBIS), % Responsibility Code (RCP) and the Second Step curriculum to assist students in developing these important skills. Parents, students and staff must work together to ensure positive behaviors and emotional support are maintained.*

## **Expectations for Behavior**

The staff of Whitmore Lake Elementary has developed basic expectations through PBIS 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.

## **Consequences for Inappropriate Behavior**

The assignment of a consequence for inappropriate behavior will be based on the Code of Conduct. It is depends 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 for PBIS, any of the following 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-Away- The student is required to spend a period of time away from scheduled activities/classes. This may take place in the office or Student Services.
- Reflection Sheet-Used to help the student identify negative behavior and space to write a solution for their behavior and discussion.
- Privilege Loss-The student is unable to participate in some type of privilege.
- 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.

## **Code of Conduct**

The following behaviors and consequences are not considered to be a complete list. Students may be disciplined for inappropriate behaviors not covered by these rules. Students are reminded that rules are enforced at any time they are on school grounds, during all school activities on or off campus, and at all time the students are under the supervision of any staff member. (These are not all inclusive and may be amended at any time)

### **Group I Offenses**

1. Possession of prohibited articles as stated in the handbook page \_\_\_\_
2. Use of unacceptable language
3. Unauthorized use of school equipment
4. Violation of classroom rule
5. Violation of lunch/recess rules
6. Inappropriate hallway conduct
7. Public display of affection
8. Littering
9. Uncooperative in the classroom
10. Not adhering to classroom expectations
11. Loitering on school property
12. Violation of dress code.

### **Group II Offenses**

1. Profanity directed at others
2. Skipping class
3. Dangerous behavior (horseplay, rough housing, “goofing around”, etc.)
4. Rude or Discourteous behavior ( poor sportsmanship, heckling, rude during presentation, etc)
5. Disruptive to class and other students
6. Gang related activity, symbolism or dress
7. Destruction of school property. Restitution or restoration will be required.
8. Leaving classroom without permission
9. Repeated occurrences of Group I Offenses

### **Group III Offenses**

1. Physical contact (pushing, hitting, kicking, etc.)
2. Threatening another person’s wellbeing or property
3. Insubordination (refusal to follow directives or cooperate with staff)
4. Failure to identify ones self or comply with investigation
5. Leaving school grounds without permission
6. Theft. Restitution will be required
7. Trespassing: Being in an unauthorized area, On school grounds during OSS, Refused to leave when asked by an authority.
8. Possession of prohibited substance (alcohol, tobacco, drugs etc)

#### **Group IV Offenses**

1. Physical contact of a staff member
2. Possession of a firearm or potentially dangerous device or replica on school grounds or district level event.
3. Starting or threatening to start a fire or possession of lighter on school grounds.
4. Generating or assisting in the planning of a false alarm.
5. Bomb or threat of bomb by phone call, electronic message or written form or falsely reporting a dangerous condition.

**Group I Consequences** will result in any or all of the following consequences:

Referral to Student Services, Discipline report Filed For Code (FFC), Parent contact by teacher, Detention(s) Conference with Principal, or parent conference.

**Group II Consequences** will result in any or all of the following consequences:

Discipline report Filed For Code (FFC), Parent contact by teacher, Detention(s) and /or In-School-Suspension, Conference with Principal, or parent conference.

**Group III Consequences** will result in any or all of the following consequences:

Discipline report Filed For Code (FFC), Parent contact by teacher and/or administrator, Detention(s) , In- School-Suspension, and /or Out-Of School suspension (OSS), Conference with Principal, or parent conference.

**Group IV Consequences** will result in any or all of the following consequences:

Out-Of-School Suspension, a parent conference will be scheduled, after which a recommendation will be made to the superintendent, with possible consequences ranging from a ten (10) day suspension up to expulsion. Referral to the appropriate law enforcement agency will always be made when such an offense appears to violate the law. Cooperation in seeking professional help by the parent for the student when appropriate will be considered.

#### **Tardy Policy**

Students must be in their seats and ready for class to begin, when the period starts. Tardy students disrupt the learning of their classmates and may miss important information. Students who are late to class for a good reason may be excused if they have a pass. A parent must sign the student in to obtain an excused tardy pass. Upon the third unexcused tardy in a semester, and for every tardy thereafter, a detention will be assigned. After the third detention, parents will be notified and a Tardy Plan will be implemented for the remainder of the semester.

#### **Substitute Teacher Policy**

If a student has misbehaved for a substitute teacher, the substitute teacher will indicate on their report to the teacher that the student has misbehaved and /or send the student to SSC. The following consequences will follow:

1<sup>st</sup> offense: File for Code

2<sup>nd</sup> offense: Lunch Detention in classroom with teacher upon their return and parent call.

3<sup>rd</sup> offense: Detention in SSC and parent call

4<sup>th</sup> offense: Suspension (ISS or OSS) and a parent conference is required. Sub Plan may be established.



**NOTE:** For all violations of school code of conduct, alternate disciplinary action of equal severity to the individual may be taken when it best suits the welfare of the student.

Good behavior in school provides all students with the best atmosphere for learning. The school staff has the responsibility to insist on good behavior. The Student Responsibility Code Program, code of conduct, policies and discipline procedures will be used to enforce school rules. Please note that consequences are more severe when misbehavior continues or is repeated even after attempts by school staff to improve the behavior.

Discipline is progressive in nature. Students who have a history of breaking the rules may face consequences based on their total disciplinary record. Consequences are more severe depending on the severity of the behavior. Behaviors that endanger the health or safety of any student or staff person have the most severe consequences.

### **5th and 6th grade students PBIS and Responsibility Code Program**

Fifth and sixth graders at WLES will follow PBIS and the Responsibility Code Program (RCP) to assist them with being successful in both their academics and behavior. The RCP assigns a number, 1 through 4, to each student that shows their personal level of responsibility for two categories, Academics and Behavior, over a 5 week period.

All students start with a 4 for both academics and behavior every 5 weeks. Students that maintain a 3 or a 4 for 6<sup>th</sup> grade and a 2, 3, or 4 for 5<sup>th</sup> grade during that time period will be rewarded with a fun activity on or off campus during the first semester. Fifth graders will be required to have a 3 or 4 for the second semester to attend the activity. Students that do not meet the requirements for the activity will attend a normal classroom schedule for the duration of the reward. Students will be held to the Code of Conduct to determine their responsibility code.

RESP. CODE	Comments	Academic	Behavior	Activity Participation
4	Very Good	90-100% assignment completion, turned in on time, prepared for class, & participates in class discussions	Less than 3 File for Code (FFC)	Allowed to attend

<b>3</b>	Good	80-89% assignment completion, 3 tardies, usually prepared for class, most times participates	3-5 FFC, One Detention (Det.), One Lunch Det., One bus referral (Warning)	Allowed to Attend
<b>2</b>	Needs Improvement	70-79% assignment completion, 3-6 tardies, often unprepared for class, & usually not participating in class	6-8 FFC, Two Detention (Det.), Two Lunch Det., Two Bus referrals (warnings) ½ day In-School-Suspension (ISS) or Combination of any of the above	6 <sup>th</sup> grade: Not allowed to attend  5 <sup>th</sup> grade: Allowed to attend 1st semester only Not allowed to attend 2 <sup>nd</sup> semester
<b>1</b>	Unacceptable	69% or below assignment completion, 7 or more tardies, usually unprepared for class, & lacks class participation.	9 or more FFC Three Detentions, Three Lunch Detentions, Bus Suspension Full day ISS Out-of-School Suspension (OSS) or Combination of any of the above	Not Allowed to attend

## **DISCIPLINE – STUDENT EXPECTATIONS**

**(continued)**

### **Emergency Seclusion and Restraint**

The school district strictly adheres to the law as described in MCL 380.1307-307h. The WLPS School Board adopts the State Board of Education policy approved by the State Board of Education in March of 2017 and directs all staff to comply with the policy. Physical seclusion and/or restraint shall only be used as a last resort emergency safety intervention as defined by law. The following actions are *prohibited in all situations*: Corporal punishment, deprivation of basic needs, child abuse, intentional application of noxious substance or stimulus resulting in physical pain or extreme discomfort, mechanical restraint, chemical restraint, any restraint that negatively impacts breathing, prone restraint, physical restraint other than emergency physical restraint, and seclusion other than emergency seclusion.

### **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](http://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, expectations may include:

- 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 a teacher or other staff member and/or 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 meeting/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 meeting/hearing. The meeting/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 meeting/ hearing will create "continuing danger to persons and property," or threatens to disrupt the school, the school can suspend the student without a meeting/hearing. However, the school must have the meeting/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
- 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, and other electronic devices
- 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. On occasion, teachers may allow the usage of gum, electronics or video games. Please check with your child's teacher.

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 skateboarding are not allowed on any school property according to School Board policy.

### **Cell Phone Policy**

Student cell phones are to be turned off and out of sight at all times on school property. Unless specific permission has been given by a staff member.

The following is the Board Policy regarding cell phones at school:

1. Students are prohibited from using cell phones or other electronic communication devices (ECD) or having them “On” during the school day. “Using” refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD for any other purpose.
2. Students are not permitted to have their cell phones or ECD in plain sight during the school day. Students may, however, carry cell phones or ECDs in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc.
3. Cell phones or ECDs may not be “On” or otherwise used in the school rest rooms, hallways or playgrounds, whether here or at another school district where a school activity or athletic event is occurring.
4. Student taking of pictures and videos is not permitted at any time.
5. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.
6. The district is not responsible for the loss, theft, damage or vandalism to student cell phones or ECDs as well as other student property. Students and parents are strongly encouraged to ensure that, if students have cell phones or ECDS in their possession, they should not leave them unattended or unsecured. They are a popular theft item.

Using a cell phone or other ECD in an unauthorized manner or in violation of the policy, may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences, as appropriate.

### **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.

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. Students will be charged a fee for lost or broken locks.

## **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.

### **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.

## **DISCIPLINE – STUDENT EXPECTATIONS**

**(continued)**

### **Student Rights of Expression**

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 animal must be on a leash or in a cage and under the control of an adult while on school grounds.

### **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!

\*Exceptions will be made for registered therapy animals.



# **DISCIPLINE – STUDENT EXPECTATIONS**

## **(continued)**

### **Clothing Considerations and Expectations**

In the interest of maintaining a positive but serious atmosphere about learning, clothing that shows an excessive amount of skin or undergarments, and T-shirts advertising drinking, smoking, or with profane words will not be allowed. 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. In keeping with common courtesy, hats may not be worn inside the building.

It's important to dress for the weather. Children need warm outerwear including hats, mittens or gloves and boots during the winter months. We prefer that children do not wear flip-flops to school. They are not safe on the playground equipment at recess.

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 chaperone 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.

## **Change of Information**

Any changes made to a students records, such as, address, phone number, emergency contacts, etc. need to be done in writing, on the students Emergency Form. Parents may request a copy of this form from the office. The form should be filled out, signed, and returned to the office with any necessary proofs (proof of new address, etc.).

## **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.

## **Withdrawal from School**

If a parent wishes to withdraw his/her child from the Elementary, the parent should notify our office staff and fill out a withdrawal form. Parents will need to specify the date of the withdrawal and the reason. The parent needs to notify the school of what alternative education will be provided 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 main office.

# **EXTRA CURRICULAR ACTIVITIES**

## **Community Recreation**

Our Community Recreation program provides a variety of aquatic, sport, athletic and social activities throughout the school year. Please contact Community Rec. department with any questions you may have about their programs. Location of the Community Recreation office is 7430 Whitmore Lake Road (High School).

## **FIELD TRIPS**

The purpose of field trips is to enhance the academic curriculum and to provide social experiences for our students.

Teachers will send home a permission slip for the student 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, and covering the costs of transportation. However, no student is to be excluded from a field trip based on her/his ability to pay the donation.

Parents wishing to chaperone may do so if the teacher has asked for volunteers on the permission slip.

Teachers will bring and administer all necessary medications for any student who would normally be administered medications at school during the trip time.

All students must ride the school bus to and from all field trips, unless prior approval is given by the teacher and principal for students to ride with a parent or guardian.

All students must stay with the class through their return to school, unless specific permission is gained through the classroom teacher and principal for that student to leave earlier than the end of the school day. Please note that in this case your students absence will be marked as an early dismissal.

## **FOOD SERVICE**

Menus are available on the district website. A complete lunch includes all 5 food groups (meat or meat alternative, vegetable, grain, fruit or 100% fruit juice, milk).

Breakfast will be served at 7:35 AM for 5th and 6th grades and 8:20 AM for kindergarten-4th grades. Please see your child's teacher for specific grade level lunch times.

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 spending, set restrictions on their account or apply for the free and reduced meal program by going to [www.lunchdeposit.com](http://www.lunchdeposit.com). 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.

### **Free & Reduced Lunch Applications**

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.

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**

# RECESS

## **Cancellation of Recess due to Weather Conditions**

Our school has an outdoor recess scheduled after lunch for all grades, and another recess is scheduled by the 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.

# 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 medications must have a physician complete the school's medication form. Parents must fill out a medication form for over-the-counter medications. 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.

***Each staff member is trained in handling bodily fluids (blood-borne pathogens). 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. This process includes checking the child's head and those of all classmates. An informational letter is sent home with the rest of the children in the class. This is a confidential process and will not be discussed with individuals other than the child's immediate family.

Once the child has been treated for lice and **there are no nits**, she/he may return to school. The parent needs to 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 according to the Department of Health guidelines.

Please let us know immediately if your child has lice so we can check the other students in that class. If you need assistance please do not hesitate to ask.

### **Communicable Diseases**

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

- ❖ Parent of student is notified.
- ❖ The office receives Dr. confirmation from the parent
- ❖ Notices go home to the classroom of that student, informing classroom parents that their child was possibly exposed.

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. 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](http://www.wlps.net) (see Board Policies, #2112).

## **School Assemblies**

While parent participation is encouraged, please remember that student assemblies are designed for the students and staff members only.

## **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. School Events
6. Lending Special Talents
7. Joining the PTO
8. Support annual events

## **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 Teacher Organization**

The WLES PTO is proud to contribute to the enrichment of our students' education and social experience.

PTO 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 do paperwork for teachers, prepare classroom materials, work in the school Media Center or participate on committees. All visitors must first obtain teacher approval and 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 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 school is very fortunate to have a Social Worker available to assist during the school day with student and family concerns and needs for individuals, families and small groups.

### **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. in the high school media center, unless otherwise stated. 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, to be taught in all 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, video and audio tapes. Students visit the library once a week with their class and may borrow books according to grade level guidelines.

### **Special Education Services**

Whitmore Lake Elementary School believes in balancing inclusion with the general population, and pull out support services to meet every student's individual needs. The Individual with Disabilities Education Act (IDEA) is a federal law that guarantees children and youth with disabilities a Free, Appropriate, Education (FAPE) in the Least Restrictive Environment (LRE). Many programs and services are available for students based on the results of Special Education evaluations. These services are individualized and can include school-based speech and language therapy, school based occupational therapy, school based physical therapy, school based social work and teacher consultation. Whitmore Lake Elementary is a member of the Washtenaw Intermediate School District. We partner to provide programs for students with moderate/severe cognitive impairments, severe emotional impairments and severe multiple impairments off campus in various locations within the county.

### **Special Education/Disability Accommodation**

Whitmore Lake Elementary School documents eligibility and needs for accommodations using Individualized Education Programs (IEPs) and 504 Plans. If you suspect your student may be eligible for services and/or accommodations, please contact your child's teacher or the school principal. We will inform you of the intervention process in place for all students as well as parents' rights to request an evaluation.

### **Title One**

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

# **TRANSPORTATION & ENTERING THE BUILDING**

## **Kiss & Go Procedures**

### **Morning Drop Off:**

- Please follow the directions of our staff who are manning the kiss and go process. They are following procedures to keep all children safe.
- Parents will drop off students in the back of the building.
- For 5th & 6th grade students, drop off for those eating breakfast, begins at 7:30 a.m. Those students not eating breakfast can enter the building at 7:40 a.m.
- For students in kindergarten-4th grades, drop off for those eating breakfast, begins at 8:20 a.m. Those students not eating breakfast can enter the building at 8:40 a.m.
- 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 are not to get out of their vehicles.
- At 7:50 a.m. (for 5th & 6th grades) and 8:50 a.m. (for k-4th grades) staff members will come inside. If you are dropping off your student after those times, you will need to go to the front 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.

### **Afterschool Pick Up**

- Please have your name sign visible. If you need a new sign, please inform your child's teacher. If you don't have your sign, you will need to park in the visitor lot and sign your child out from the front office.
- 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 will go to the office where parents will be contacted. If a child is not picked up by 4 p.m. they 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 walk around the bus lane, and never between or in front of the buses.. Please make sure you sign in at the office and get a sticker before going past the lobby.

# TRANSPORTATION

## **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 2:15 p.m. for 5th & 6th grades and before 3:15 p.m. for grades k-4. 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 (734-449-4463) 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: (734)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 buses.
  4. Buses 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 buses.
- 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 \$9.75. Kids Club is open until 6:00 p.m. If you arrive past 6:00 p.m., there will be an additional charge 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)

## ***WLPS 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.

# Handbook Signature Form

The Whitmore Lake Elementary School Handbook can be found online at [www.wlps.net](http://www.wlps.net). Please read and review it 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!***

-----

Student name \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

Parent name (please print) \_\_\_\_\_

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 \_\_\_\_\_