



Whitmore Lake Elementary School

Student Handbook

**2019 – 2020
School Year**

**1077 Barker Road
Whitmore Lake, MI 48189
Telephone: 734-449-2051
Fax: 734-449-9376**

**Tom DeKeyser, Superintendent
Sue Wanamaker, Principal**

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

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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

WLPS MISSION STATEMENT

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

VISION STATEMENT

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

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.

AMERICANS WITH DISABILITIES ACT

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.

WLPS BOARD OF EDUCATION

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

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

ADMINISTRATION STAFF

Superintendent	Tom DeKeyser	449-4461
High School Principal	Tom DeKeyser	449-4461
Elementary School Principal	Sue Wanamaker	449-2051
Special Education	Melissa Heuker	449-4461
Transportation	Sheryl Webber	449-4463

WHITMORE LAKE ELEMENTARY SCHOOL STAFF

<u>Staff Member</u>	<u>Title</u>	<u>Room #</u>
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
Katie Sloan (Katie.Sloan@wlps.net)	Kindergarten	A-4
Jaclyn Taylor (Jaclyn.Taylor@wlps.net)	Kindergarten	A-1
Lori Milliman (Lori.milliman@wlps.net)	First Grade	A-6
Tara Ouillette (Tara.Ouillette@wlps.net)	First Grade	A-7
Alina Schmidli (Alina.Schmidli@wlps.net)	Second Grade	A-3
Kim Bakker (Kim.Bakker@wlps.net)	Second Grade	A-8
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
Cathy Schneider (Cathy.Schneider@wlps.net)	Fourth Grade	B-22
Kara Weinstein (Kara.Weinstein@wlps.net)	Fifth Grade	B-27
Sarah Roberts (Sarah.Kief@wlps.net)	Fifth Grade	B-23
David Chapman (David.Chapman@wlps.net)	Sixth Grade	B-29
Patti Kobeck (Patti.Kobeck@wlps.net)	Sixth Grade	B-28
Elisa Fixler (Elisa.Fixler@wlps.net)	Band	B-18
Kat Jakrzewski (Kat.Jakrzewski@wlps.net)	Music	C-1
Jane Kronk (Jane.Kronk@wlps.net)	Art/Graphic Design	B-25
Aimee Taylor (Aimee.Taylor@wlps.net)	Physical Education	Gym
Elizabeth Levy (Elizabeth.Levy@wlps.net)	Teacher Consultant	B-26
Janet Mayotte (Janet.Mayotte@wlps.net)	Teacher Consultant	A-11
Kendra Smith (Kendra.Smith@wlps.net)	Teacher Consultant	A-11
Annabel Walker (Annabel.Walker@wlps.net)	Teacher Consultant	B-26
Miranda Greca (Miranda.Greca@wlps.net)	RTI Teacher	B-24
Amber Masterson (Amber.Masterson@wlps.net)	Social Worker	B-36
Mandy McClain (Mandy.McClain@wlps.net)	Occupational Therapist	B-24
Terri Redding (Terri.Redding@wlps.net)	Resource Room Teacher	A-2
Jennifer Winstanley (Jennifer.Winstanley@wlps.net)	Speech Pathologist	B-24
Pam Blount (Pam.Blount@wlps.net)	Media Technician	Media Center
Heidi Roy-Borland (Heidi.Roy-Borland@wlp.net)	Literacy Coach	Media Center
Karen Sterzik (karen.sterzik@wlps.net)	Technology Director	B-18
Megan Stoetznner (Meagan.Stoetznner@wlps.net)	Title 1 Teacher	A-9

WHITMORE LAKE ELEMENTARY SCHOOL STAFF

<u>Staff Member</u>	<u>Title</u>	<u>Room #</u>
Cinda Atkins (Cinda.Atkins@wlps.net)	Paraprofessional	
Melanie Clawson (Melanie.Clawson@wlps.net)	Paraprofessional/Title1	
Sue Corrie (Sue.Corrie@wlps.net)	Paraprofessional	
Diane Jackson (Diane.Jackson@wlps.net)	Parapro/Student Services	B-37
Diane McGee (Diane.McGee@wlps.net)	Paraprofessional	
Angela Meyers-Purkiss (Angela.Meyers-Purkiss@wlps.net)	Paraprofessional	
Katie Waters (Katie.Waters@wlps.net)	Paraprofessional	
Betty Kramer (Betty.Kramer@wlps.net)	Kitchen Manager	
Jonelle Lupi (Jonelle.Lupi@wlps.net)	Kitchen	
Diane Montanari (Diane.Montanari@wlps.net)	Kitchen	
Jill Weldon (Jill.Weldon@wlps.net)	Kitchen	
Renee Anderson (Renee.Anderson@wlps.net)	Lunchroom Supervisor	
Joy Bradley (Joy.Bradley@wlps.net)	Lunchroom Supervisor	
Jan Flook (Jan.Flook@wlps.net)	Lunchroom Supervisor	
Kristine Oliver (Kristine.Oliver@wlps.net)	Lunchroom Supervisor	
Vanessa Robertson (Vanessa.Robertson@wlps.net)	Lunchroom Supervisor	
Sam Campbell (Sam.Campbell@wlps.net)	Kids Club	A-5
Melinda Villarreal (Melinda.Villarreal1@wlps.net)	Kids Club	A-5
Chrystal Villareal (Chrystal.Villarreal1@wlps.net)	Kids Club/Preschool	A-5/A-13
Cassie Villareal (Cassie.Villareal2@wlps.net)	Kids Club/Crossing Guard	A-5
Bev Fouty	Custodian	
<u>Preschool Staff</u>		
Charlie Basham (Charlie.Basham@wlps.net)	Family Service Worker	A-10
Lauren Hill (Lauren.Hill@wlps.net)	Speech Pathologist	B-24
Hillary Hawkes (Hillary.Hawkes@wlps.net)	GSRP Paraprofessional	A-14
Lindsay Babicki (Lindsay.Babicki@wlps.net)	ECSE Teacher	A-16
Denise Smith (Denise.Smith@wlps.net)	ECSE Paraprofessional	A-16
Kristen Ray (Kristen.Ray@wlps.net)	Head Start Teacher	A-15
Lauren Rutz (Lauren.Rutz@wlps.net)	Head Start Paraprofessional	A-15
Shannon Morton (Shannon.Morton@wlps.net)	Tuition Program Teacher	A-13
Chrystal Villarreal (Chrystal.Villarreal@wlps.net)	Tuition Paraprofessional	A-13

GENERAL INFORMATION

SCHOOL HOURS

Office Hours	7:15 a.m. – 4:00 p.m.
5th and 6th Grades	7:50 a.m. - 2:35 p.m.
Kindergarten – 4th Grade	8:50 a.m. – 3:35 p.m.

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

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

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.*

Kindergarten – 4th 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.*

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.

Supplies

The school district will provide all basic supplies needed to complete the required course curriculum. Students may also choose to purchase their own supplies if desired. Supplies will also be available from the school social worker and teachers. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152 and/or website supply lists.)

ATTENDANCE

Maintaining regular attendance, and being on time for school, are one of the most important contributors to school success. All students are expected to be in school each day except for illnesses, necessary medical appointments, required court attendance, professional appointments, death in the immediate family, observation or celebration of a religious holiday, or other good cause, as 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. If a student is absent from school, he/she should not attend after school events (dances, concerts, sporting events, etc.)

Tardies

Parents need to walk students who are tardy into the school and sign them in at the office. Failure to do so will result in an unexcused tardy. Students who are tardy will need to obtain an admittance slip from the office.

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 need to 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 assist parents to 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 by the teacher.

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. Excessive absenteeism is subject to truancy laws of the State. Truancy procedures will be followed for students with chronic absences including parent contact and meetings and school district truancy officer referral.

Doctor and 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 in order to sign the student in/out and have office personnel summon the student from class.

ATTENDANCE

(continued)

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
- 10 Absences: Letter home to parents/guardians and written doctor excuse required for further absences. Parents conference required 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 the school district truancy officer. This may result in the family, school and a member of the court working together to make sure the students school attendance improved. Special arrangements may be made with the principal for extended illnesses or family emergencies.

BUILDING CLOSURES, DRILLS AND USAGE

Early Dismissal

The decision to dismiss school early is made by the school district Superintendent. 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. An alert system will be utilized to inform families in a timely manner.

School Delays and Closures

Whitmore Lake Public School District emergency notification service will be utilized as a means to communicate with families. This service will allow us to send a message to all of our students' parents on all of their contact numbers within minutes during/after an emergency or incident has occurred at the school. Please be aware that this may be used for an occasional friendly reminder as well.

An alert phone message, and/or email will be sent for weather-caused school closings, delays, or interruptions of bus service. Announcements will also be made on local TV and radio stations and on our website. You can also check our district website, www.wlps.net, for information.

BUILDING CLOSURES, DRILLS AND USAGE

(continued)

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 as posted in all areas of the building.

Lost and Found

Students who find lost articles are asked to take them to the lost and found cubby in the school lobby where the owner may claim them. Please remind your child to check this area if they have lost clothing or possessions. Parents are encouraged to check the lost and found while in the building as well.

Use of School Facilities

In order to use/rent the Elementary building please contact the 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.

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and complies 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.

SCHOOL/HOME COMMUNICATION

Parent/Teacher Communication

Please contact us if you have any concerns, needs or issues. Our expectation is for continual two-way communication between parents and staff. This is accomplished through school and teacher newsletters, emails, phone calls, group and personal meetings, powerschool, teacher websites and additional informational systems.

Parent/Teacher Conferences

Conferences are held in October. 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 to discuss concerns and needs and/or to set up a conference. Please allow a reasonable amount of time for a response.

SCHOOL/HOME COMMUNICATION

(continued)

Report Cards and Progress Reports

Progress reports will be sent home half way through each semester. An alert will be sent to parents announcing their arrival home. Kindergarten-6th grade report cards are sent home at the end of the semester to notify parents of their child's progress. Students in kindergarten through third grades 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 progress reports and 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

School and community newsletters and informational flyers are posted on PeachJar, on our website and on the WLPS APP as well as posted in the school lobby

Our school newsletter, *The Elementary Express*, includes information about upcoming school events and relates all-important information regarding school activities and procedures. Teachers also send additional information through classroom newsletters, calendars, notes and/or usage of other communication tools.

DISCIPLINE – STUDENT EXPECTATIONS

At WLES our goal is to provide a safe, respectful and responsible environment conducive to student learning and student achievement. We use Positive Behavioral Interventions & Supports (PBIS), Responsibility Code (RCP) and the Second Step social and emotional 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 in building a strong school/home connection. Information for PBIS, Responsibility Code and Second Step

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.

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.

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 related functions at all times. This includes field trips, after school events and any other activities that are sponsored by the school on or off school property.

Consequences for Inappropriate Behavior

The assignment of a consequences for inappropriate behavior will be based on the Code of Conduct. It 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 and as a home/school expectation.

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.

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

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 times 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 on page 21
2. Use of unacceptable language
3. Unauthorized use of school equipment
4. Violation of classroom rules
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.
13. Insubordination (refusal to follow directives or cooperate with staff)

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 and parent contact/conference.

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

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

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 and parent contact/conference.

Group III Offenses

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

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 and parent contact and conference.

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 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.

DISCIPLINE – STUDENT EXPECTATIONS

(continued)

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 will send the student to Student Services. The following consequences will follow:

1st offense: File for Code

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

3rd offense: Detention in Student Services and parent call

4th offense: Suspension (In school or out of school suspension) and a parent conference is required.

NOTE: Positive behaviors in school provides all students with the best atmosphere for learning. The school staff has the responsibility to insist on positive behavior from all students. 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.

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, 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 members: 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

(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):

Expulsion is the permanent removal of a student from all school property and all school activities. No date for returning to school including a 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

(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.

DISCIPLINE (continued)

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.

DISCIPLINE

(continued)

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 lockers, 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 backpack, 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 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

(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 and/or principal.
2. The animal must be on a leash or in a cage and under the control of an adult while on school grounds.
3. All animals must have proof of up-to-date shots.

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.

*Exceptions will be made for registered therapy animals.

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 recess. 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.

DISCIPLINE

(continued)

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. We will 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. An "Alert Now" form for our automated emergency system must be completed and updated every year.

Change of Information

Any changes made to a student's records, such as address, phone number, emergency contacts, etc. need to be done in writing, on the student's 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 proof (proof of new address, etc.).

Transfer Out of the District

Upon notification by the parent that a student is transferring out of the school 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.

ENROLLING STUDENTS

(continued)

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 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 school 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 school district's policy on student records by contacting our main office.

COMMUNITY RECREATION

Our Community Recreation program provides a variety of aquatic, sport, athletic and social activities throughout the school year. Please contact the Community Recreation office with any questions you may have about their programs. Contact information is available on our website. 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/or the 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/or the 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 prepaid 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. It is important to understand this account is a prepaid 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, if they do not qualify for a free or reduced lunch.

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.

RECESS

Outdoor Clothing for Recess

Students will be going outside daily, weather permitting, so please ensure they have appropriate outdoor clothing. Snow pants, boots, gloves and scarves are musts for winter weather.

Cancellation of Recess due to Weather Conditions

Our school has an outdoor recess scheduled for 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.

RECESS

(continued)

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. 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 or will wait in the office during outdoor 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. Parent(s) will be contacted for all students who the teacher sends to the office for an illness. If a parent is unable to be reached, contact will be made with another adult listed on the student's emergency form. 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 parents 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 who need the school to administer over-the-counter medications, must also fill out a 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.

HEALTH ISSUES

(continued)

Blood Borne Pathogens

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 student and staff safety when dealing with body fluids.

Injuries

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. If you need assistance in purchasing Lice treatments please let our office staff know.

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 a doctor's 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 (see Board Policies, #2112).

School Assemblies

While parent participation at school 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:

Joining the PTO Field Trip Chaperone Classroom Volunteer Open House Night
Parent/Teacher Conferences School Events Lending Special Talents 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 occur in October in order to offer you an opportunity to talk 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 personal communication with you.

Parent 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, on the school calendar and online. Family volunteer opportunities are plentiful, needed and always appreciated.

School Volunteers

We encourage your help and support as a volunteer. Some volunteers do paperwork for teachers, prepare classroom materials, work in the school Media Center and/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 (continued)

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.
9. Providing healthy snacks and lunches and a refillable water bottle daily.

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 the needs of 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.

CURRICULUM

The Board of Education of 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 and abilities of all students. Please see your child’s teacher and/or the school principal for more information.

SPECIAL EDUCATION SERVICES

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, Public 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 I Services

Title I is a federally funded program designed to provide reading and writing assistance for all qualified children to ensure school success. Our Title I teacher and paraprofessional work directly with students, and partner with parents and teachers, focusing on student learning and student achievement.

PICK-UP AND DROP OFF PROCEDURES/ENTERING THE BUILDING

Kiss & Go Procedures

Visitor/Volunteer Parking

Visitor parking is available in the front parking lot during school hours. For school events and special programs, parking will be available in all parking lots with access to the building by each parking lot. While buses are present in the front of the building, visitors must walk around the bus lane, and never between or in front of the buses.

PICK-UP AND DROP OFF PROCEDURES/ENTERING THE BUILDING

Kiss & Go Procedures continued

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. For safety reasons, visitors cannot enter the building using the back or side doors during school hours.

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 3:50 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.

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 p.m. for 5th & 6th grades and before 3 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.

TRANSPORTATION AND ENTERING THE BUILDING

(continued)

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.**

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.

BUS TRANSPORTATION
(continued)

Rules and Regulations for Students Riding the Bus continued

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 \$10.75. 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.

WLPS SCHOOL BUS DISCIPLINE PROCEDURES

First Level Offenses (examples):

Feet in aisle

Excessive noise

Talking at railroad crossing
Standing up

Rude, annoying or discourteous behavior

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.**

WLPS SCHOOL BUS DISCIPLINE PROCEDURES
(continued)

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 also be found online at 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 _____