

WESTERN ELEMENTARY STUDENT/PARENT HANDBOOK

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SCHOOL HOURS

Daily Schedule Information: (Reporting / Dismissal Times)

During the school year, our **regular** school hours are as follows:

8:20 a.m. Students may enter the building
8:30 a.m. Classes begin
3:35 p.m. Dismissal

During the school year, our **Early Release Wednesday** school hours are as follows:

8:20 a.m. Students may enter the building
8:30 a.m. Classes begin
2:35 p.m. Dismissal

During the school year, our **half day** school hours are as follows:

8:20 a.m. Students may enter the building
8:30 a.m. Classes begin
12:05 p.m. Dismissal

The school **office** will be open from 8:00 a.m. until 4:00 p.m. Monday through Friday on all school days.

CHILDCARE

Little Panthers DayCare, operated by Early Impressions and housed at WCPHS/Woodville, is offered from 6:30 a.m. before school and from 3:30 p.m. until 6:00 p.m. after school. For more information, call the Early Impressions Preschool and Childcare Center at 517-889-5155. When school is canceled, the program is available from 6:30 a.m. until 6:00 p.m.

PHILOSOPHY STATEMENT OF WESTERN BOARD OF EDUCATION

We respect the rights and recognize the difference in individuals. We believe that everyone has a place in society and it is our responsibility as a school to assist each student to obtain an understanding of himself and of other persons as it relates to the individual's integration into the community. This understanding must be accompanied by a healthy respect for authority, property, neighbors, and pride in one's community and country for the opportunities and responsibilities afforded.

We see the public schools as a further extension of our homes and other community organizations for the development of our children and youth as strong contributing citizens of our communities. Accordingly, we will do our best, within the context of the varied preferences of a pluralistic society, to respond positively to community mores and values for the training of our youth.

We believe that an educational institution must challenge the student intellectually.

We believe that an educational institution must help the student create a positive self-image.

We believe that an educational institution must enable the student to develop morally.

We believe that an educational institution must enhance the physical development of the student.

In summary, we believe that an educational institution provides encouragement to each student to think critically and creatively as inspired by the precept and example of school personnel, and to act responsibly through observation and participation in examples of fair play. By equipping the students with the fundamentals of learning, the student is exposed to diverse knowledge in many areas in order that they may formulate personal ideas and concepts to give purpose and direction to life within the boundaries of today's rapidly changing society.

ENROLLMENT PROCEDURE

Students new to the school district may register at any one of the elementary school offices. At the time of registration, the following items must be brought to the school officials:

[Register online](#)

Proof of birth date - child's certified birth certificate

Record of immunizations

Two legal proofs of residency (examples: utility bill, rent receipt, property tax, mortgage receipt, water bill, cable bill, etc.)

Children entering kindergarten must be five years old on or before September 1st of the year they begin school or a waiver can be signed if he/she will turn 5 by December 1st. Likewise, a child entering the first grade must be six years old on or before September 1st of the first grade school year. This is in accordance with Michigan State Law.

ATTENDANCE

Below is the attendance protocol as determined by the Jackson County Prosecutor's Office for all students ages 6 to 15 ½ years attending public schools in Jackson County:

- After the 10th absence for the year, the student may be referred to the Jackson County truant officer.
- Written doctor excuses will not count towards absence total.
- If absences continue after 15 days, the student may be referred/petitioned to the Jackson County court system.

In an effort to avoid attendance referrals and to keep accurate records of absences, it is very important that when a child is absent parents do the following:

1. Call in to the school first thing in the morning to report the absence and the reason.
2. If the absence is due to a doctor's visit, be sure to bring in documentation (pediatrician, dentist, orthodontist, etc.). These absences will always be excused.

- After a 7th absence, you will receive a letter from the school informing you of the total unexcused absences. This is in an effort to avoid exceeding the 10th absence and resulting in a truancy referral.

- If the total absences exceed ten during the school year, you will receive an additional letter and a phone call from the school informing you that your child has been referred to the ISD truant officer.

It is crucial that there is strong communication between the school and home. If this link is maintained the chances of attendance problems occurring are much reduced.

School Attendance Law and Definition

Excused & Unexcused Absences

Education is the primary responsibility of schools. A part of education concerns itself directly with ideas, facts, and concepts. Another part, however, deals with the attainment of habits that will be beneficial to the individual for the duration of his/her life. Certainly, the habit of prompt and regular attendance is a prime concern and therefore, one of the most important responsibilities of students.

It is an undisputed fact that regular attendance is a student's best assurance of success in the academic program. The purpose of attendance requirements is to maintain academic standards. Extensive absenteeism keeps a student from taking full advantage of his/her educational opportunities. Excessive absenteeism can also disrupt the education of those students who regularly attend class. Every member of a class contributes to the total learning process of all students in the classroom. One insightful question of the group or another individual may be valuable to the understanding of the group or another individual in the class. The student who is absent is deprived of this part of education and deprives others of their contributions.

In order to encourage, promote, and ensure regular attendance at school, the Western elementary buildings have (in cooperation with the Jackson County Sheriff Department) adopted the following attendance policy:

- You are allowed nine (9) unofficial absences per period per year.
- Upon the 10th absence, you are considered truant and may face a referral to the county truancy officer.
- If you are absent, have your parents call the office the morning of your absence.
- Upon your return to school, please report to the office with official documentation about your absence.
- Only absences that are accompanied by official documentation are excused. Official documentation is defined as follows: sickness with a doctor's note, doctor's appointments, religious holidays, extreme family emergency (subject to administrator discretion), lice (3-5 days), and suspensions (less than 10 days).
- Parental excuses allow you to make up all missing assignments.
- Homework requests are granted for students absent two (2) or more days. Requests require a 24-hour notice.

LEAVES OR VACATIONS

During the course of the year, vacations are scheduled into our school calendar. We strongly discourage vacations at times other than those scheduled because of the educational disruption this may cause your student. As a staff, we believe it is essential for students to be in school in order to learn. Hopefully, family vacations will coincide with our pre-planned school vacations. If a family vacation is unavoidably scheduled during school time, please notify the school/teacher in advance. Teachers will work with the student and parents to prevent any regression in achievement.

VACATIONS

- Western School District has a winter break and a spring break scheduled. The dates will be published in the district newsletter each year.
- If you are planning a vacation, please stop by the office and pick up an Advanced Absence Form. You will be requested to have all your teachers sign this form along with your parents and return it to the attendance clerk. At that time, the first five (5) absences will be excused. If the form does not get back to the office, it will not be counted as an excused absence.

TARDIES

Classes begin promptly at 8:30 a.m. Students who arrive late must be signed in at the office by their parent or another adult responsible for transporting them to school. Tardies are recorded and may be considered when determining truancy/education neglect.

APPOINTMENTS

When possible, please plan your child's out of school activities at a time which will not conflict with school hours.

For planned absences, please send a note to the school office indicating the time you would like your child excused. When you come to pick up your child, stop at the office and sign your child out. The secretary will then notify your child that you are waiting. Please provide the office with a doctor's excuse upon your child's return to school.

VISITORS

Parents are welcome to visit the school. All visitors should make prior arrangements with the classroom teacher. For the safety of everyone, all visitors (including parents) must report to the office to sign in upon entering the building. Whether you are dropping off something for your child, picking up your child for an appointment, or leaving a message for your child or teacher, **IT IS A REQUIREMENT THAT YOU REPORT TO THE OFFICE UPON ARRIVAL.**

Our district has implemented a locked remote security door system during and after school hours. All visitors will be required to ring the doorbell at the front entrance, and the office staff will use a visual monitoring system to allow entry.

Western Elementaries all have active parent support groups. During the course of the school year, many programs and activities are planned by these parent groups. There are many opportunities for those interested to play an important role in assuring our schools are the best places to learn.

PARENT/COMMUNITY VOLUNTEERS

Parents and community members are welcome to participate in school activities. We understand the importance of working together with parents and the community to provide a balanced educational program. We welcome those who wish to be an active part of our community. If you are able to serve in any way, please complete the "Volunteer Application". All volunteers must pass a background check.

STUDENT PLACEMENT

Determination of class assignment is the responsibility of the principal. In order to make a wise decision, the following criteria are utilized:

- academic abilities in reading and math
- special student interests
- test results
- screening information
- teacher input
- need to separate certain student "combinations"

- balance each class by:
 - boy/girl ratio
 - ability levels (good mix of abilities)
 - behavioral factors
 - special student needs

A combination of all these factors is considered for each child. It is a very important process and is carefully monitored. The educational, social, and emotional well-being of our students is vital to a good learning experience.

VALUABLES

Large amounts of money, toys, electronics, cameras, phones, collectibles, etc., or any other devices are not to be brought to school. There are some exceptions such as planned events or “show and tell” in which teacher discretion may change this rule. However, the school is not responsible for any items brought from home.

Selling or trading items by students on school grounds is not permitted.

LOCKERS

Students are assigned a locker at the beginning of the school year and are not to change their locker, use someone else’s without permission or attach a lock that is not issued by the school. Money or valuable items should never be kept in a locker. They may be held by the teacher or in the office for safekeeping. Students have the responsibility of keeping their locker clean and free of trash at all times.

Student lockers are the property of the Western School District. At no time does the district give up its exclusive control of lockers provided for students to use. Regular general inspections of lockers may be made by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds except with permission. Children who must leave the school grounds before the end of the regular school day must have a note asking for such permission and signed by the parent. Additionally, the parent or another authorized adult must sign the child out in the office.

Please notify the school office in advance when someone other than the parent is picking up a student.

CURRICULUM

The school supplies all textbooks and workbooks. Students and parents will be finally responsible for any damage that occurs to textbooks, devices, and supplied issued to students.

HOMEWORK POLICY

We believe parent involvement is vital to the total growth of a child and provides a valuable link between home and school learning. Homework assignments vary from grade to grade and from teacher to teacher. However, the purpose of these assignments is to reinforce and extend your child's academic experience beyond the classroom.

EMERGENCIES AND SCHOOL CANCELLATIONS

Necessary fire, tornado, lockdown, and evacuation drills will help ensure the safety of everyone in the event of an actual emergency. Teachers will practice drill procedures with students. In addition, directions for safety drills are posted in each classroom.

Each child must have an emergency form on file in the office. In case of illness or accident, this information is used to secure help for your child. It is important that this information is kept as current as possible for your child's safety.

In the event of an announcement of a tornado watch or a warning by the U.S. Weather Bureau, students will be retained in school and moved to areas designated as safe zones until their regular dismissal time or until such time, in the judgment of the Superintendent or his designee, students can be safely dismissed. Parents may, at their discretion and after notifying the school principal, pick up their children at school during a weather crisis.

Cancellation or early dismissal of school due to inclement weather (or any other situation that would warrant this administrative decision) will be announced over local radio and television stations. This information will also be available through www.wsdpanthers.org as well as a Global Connect phone call.

To ensure proper supervision and safety for your child, all students will be sent to their normal after-school location within the district in the case of early dismissal. If you prefer an alternate plan in case of early dismissal, it is imperative that you inform the school and your child of this plan. Alternate plans for a child must be in written form and be submitted to the school office.

DRESS CODE

School is the students' place of work and appropriate dress is required. Clothing considered inappropriate or a distraction to the educational process will not be allowed. Guidelines regarding unacceptable dress include but are not limited to:

- Short shorts, skirts, or dresses (finger-tip length or longer)
- Profanity (or other offensive languages) or suggestive pictures or messages on clothing
- Transparent or fishnet clothing
- Tops that expose midriffs, backs, or sides
- Clothing intended as underwear worn as outerwear
- Hats or head coverings (inside the building)
- Baggy or sagging clothing
- Clothing which may be perceived as having gang connotations
- Chains (worn as necklaces or part of a wallet) which may be construed as weapons
- No shoes with wheels

Students should be appropriately dressed for predicted weather conditions. During cold weather, children should be dressed in hats, mittens or gloves, boots, coats or jackets that can be fastened, and snow pants. Boots in winter: Parents, if your child wears boots that do not allow shoes to be worn “in” them, have your child bring and leave an extra pair of shoes for the winter. Not having appropriate footwear can create problems. Wet floors and stocking feet do not make for a good combination.

If students are inappropriately dressed, parents will be notified and asked to bring in the appropriate clothing.

Since there are health benefits associated with recess, students are expected to go outdoors for recess. Medical reasons (noted on a doctor’s letterhead) will be taken into consideration and may warrant a student staying in for recess. We will consider signed notes from parents if there has been an illness or injury wherein the child has missed school.

For those students who are allowed to stay inside for recess, an appropriate setting will be provided to the best of our ability.

If school officials feel the weather is not appropriate for outside activity, the children will remain inside for recess. During the winter months, students will remain inside when the wind-chill factor reaches -10 degrees Fahrenheit.

PLAYGROUND

Playground Rules:

1. Respect fellow students as well as school property
2. Stay in the designated playground areas
3. Use playground equipment properly and safely
4. Line up immediately when called at the conclusion of a recess

Students are not allowed to:

1. Bring food or drink on the playground
2. Throw, pick up, or kick dirt, rocks, sticks, mulch, snow, or other objects
3. Roughhouse- tackling, play fighting, punching, pushing, kicking, wrestling, tripping, or grabbing clothes or bodies
4. Use vulgar, disrespectful language or make obscene gestures
5. Re-enter the school building until recess has ended unless permission has been given by a supervisor
6. Walk up the slides or use playground equipment in a dangerous or inappropriate way

ILLNESSES AND INJURIES

Good health is an important factor in your child’s educational progress. Close cooperation between home and school means that your child can benefit from a planned health program.

Please DO NOT send children to school if they are ill (have vomited or had a fever the day or night before). We do not have facilities to care for sick children. If your child becomes ill while at school, we will contact you immediately. Accurate information in an emergency is very important; please inform us of any changes as they may occur throughout the school year.

Our School Nurse or other school personnel may perform minor first aid duties involving ice and bandages. More serious injuries or illnesses will be reported to a parent/guardian in as timely a manner as possible. For injuries that require more advanced medical attention, 911 may be contacted. If the school cannot contact a parent/guardian or emergency contact, medical decisions will be made by the school and emergency personnel.

Children are expected to participate in physical education and recess activities unless they have a health problem. Students may be excused from physical education for one day upon a parent's written request. Beyond that, a doctor's excuse is needed.

HEAD LICE

Parents/guardians will be notified if a suspected case of head lice is found on their child. If a child is found with live head lice he/she will be sent home immediately and will not be able to return to school until all lice are gone. Students must be re-checked in the office upon their return to school. Contact the Jackson County Health Department for further information regarding the treatment of head lice.

BLOODBORNE PATHOGENS

Western School District is subject to regulations of the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV). These regulations are designed to protect employees and students of the district who are or could be exposed to blood or other contaminated fluids.

VISION AND HEARING SCREENING

Each year students at various grade levels receive a hearing and vision screening offered by the Jackson County Health Department.

MEDICATIONS

MEDICATION AT SCHOOL

Board Policy #5330

If your child needs prescription medication(s) at school, both the parent/guardian and the physician must complete and sign a medication authorization form. School personnel cannot administer any medications to your child, nor can they self-administer the medication, without a doctor's authorization.

Over-the-counter drugs (over-the-counter medications, include but not limited to, Advil, Triaminic, Benadryl, Aspirin, Tylenol, cough drops, triple antibiotic ointment, etc.) will also require a medical authorization form to be completed and signed by the parent/guardian. These forms are available in the school office. It is the parent/guardian's responsibility to make sure

these forms are updated each school year and as needed.

Medication must be in the original container and labeled with the name of the student, name of prescribing physician, name of medication, and instructions. The medication authorization form must be completed and included. All medications will be kept and maintained in the school office.

Thank you for your cooperation in maintaining a safe environment for our students. If you have any questions or concerns, please contact the school nurse or the school office.

Medication at School Summary

If your child needs to take medication during the school day, please be aware of the following highlights from the WSD medication policy: See the school office for the appropriate medication administration forms.

- Any medication should be taken at home if at all possible
- Medications needing to be given at school are to be brought to and from school by a parent/guardian.
- Medications must be in their original container, labeled with:
 - Name of student
 - Name of medication
 - Time of administration
 - Dosage
 - Route of administration
 - Expiration date
- Medications (prescription) must be accompanied by written, signed instructions from a physician and signed/authorization by a parent/guardian. These forms must be renewed at the beginning of each school year.
- Over-the-counter medications must be accompanied by written, signed instructions from parent/guardian. These forms must be renewed at the beginning of each school year.
- Physician written orders must match prescription instructions on the container's label.
- Tablets must be sized for proper dosage (e.g. cut in half, etc) prior to bringing medicine to school.
- Students must provide their own measuring cup or spoon if indicated.
- Medications will be kept in the clinic/office area for the student to take with supervision or by administration of trained staff. Emergency medications will be kept unlocked in the office area and other locations as necessary during the school day.
- Parents/guardian may request permission for a student to carry and self-administer their own emergency medications if written permission is presented from the physician and parent/guardian, and notification is provided to principal and school nurse.
- It is the responsibility of the student to report to the office at the time the medication is to be taken, unless prevented by a disability or other reason.
- Refill of the prescription is the responsibility of the parent/guardian.

- Expired medications will not be administered.
- Medications will be discarded if not picked up on or before the last day of school.

LUNCH PROGRAM

For several years now, Western School District Food Service has operated a debit account system for the food services program. Upon enrolling, each student is assigned an identification number which is automatically set up as a debit account for that student. Students or parents may then deposit money into their accounts and use the money as needed for various food items (breakfast, lunch, milk, etc.). The amount of each purchase is then subtracted from individual accounts.

For those children who participate in the school food service program, we strongly recommend that parents deposit money into their child's account on a regular basis. Parents are responsible for monitoring the balance in their child's account. Parents who have questions regarding their child's account should call the kitchen at their child's respective school, check online, or contact the district Food Service Director. Other food service-related questions should be directed to our Food Service Director at 841-8260. Depositing funds into a student account may be accomplished by dropping off a check at school, by sending a check with your student or by using Meal Magic, which can be found on the Western School District website www.wsdpanthers.org. Please make checks payable to Western School District.

GUIDELINES REGARDING BREAKFAST/LUNCH CHARGES

Students are not allowed to run negative balances in their accounts. Students who do not have money in their accounts on any given day will be served an alternative meal. We cannot emphasize enough how important it is for all parents to monitor their children's foodservice accounts on a regular basis.

Free/Reduced Lunch Forms are available from the office in each building. Forms must be completed for each child on a yearly basis. Menus are available to students on a monthly basis.

Lunchroom Policy - Children are expected to behave in the lunchroom in a courteous manner. This includes: walking, using inside voices, remaining seated, cleaning up their area, respecting other students and staff members in the cafeteria.

If your child leaves the district with a positive balance of \$4.00 or more, a check will be sent to parent name and address on file in Powerschool. Positive balances less than \$4.00 refunds may be picked up within 5 days. Any positive balances not claimed within 5 days will be donated to the Helping Hands account which is used to help students who have difficulty paying for lunch.

CHILDREN OF SINGLE PARENTS

Consistent with the intent of Western to promote the best interests of each student enrolled in the school in partnership with both parents of each student, it shall be the policy of the school to maintain strict neutrality between parents who are involved in an action affecting the family unless otherwise directed by Court Order.

ELEMENTARY LIBRARY/MEDIA CENTER POLICIES AND GUIDELINES

Mission

To enable students to become independent, information literate, life-long learners.

Services for Students

All Y5-5 students have a scheduled library period once or twice a week (varies by building). These times are scheduled with the librarian in advance. During library time, students may listen to a story, do research, check out books and READ!!

Library Policies

- All library books should be brought to school on the day your child's class is assigned to go to the library. If further time/use is needed, books may be renewed for an additional week.
- Students with books that are overdue WILL NOT be allowed to borrow other books until the overdue items are returned or paid for.
- Once the book is taken out of the library it is the responsibility of the student to know where it is at all times. It is the student's responsibility to care for the book and return the book on time.

Lost/Damaged Books

Replacement costs will be charged for lost or irreparably damaged books. Costs vary by book. A library notice will be sent home. Refunds will be issued for lost/paid books until the semester ends. For example, if a student pays for a lost book during the first semester, the student will have until the end of the first semester to find the book and return for a full refund. If a student pays for a lost book at the end of the year, they will have until the first week of the new school year to return the book to receive a refund. The librarians will make all necessary repairs to damaged books. Please do not attempt to glue or tape damaged books.

Overdue Books

- When books are overdue, notices will be distributed to classroom teachers who will inform the students.
- Report cards may not be issued to those with overdue library books.
- Students who have continually damaged books, lost books or constantly have overdue books may lose library privileges. Each incident will be at the librarian's discretion.

Behavior in the Library/Media Center

Library behavior rules are the same as classroom rules. Students are expected to respect their classmates and staff members, handle books and equipment with care, and use quiet voices.

★ No pop, food or gum

★ No running

- ★ Respect others and their property
- ★ Always ask for HELP!
- ★ Take care of books and electronic devices
- ★ Stay in assigned areas
- ★ Check your shoes (for MUD) -make sure they are clean
- ★ Please push in chairs
- ★ Make sure you don't leave anything behind

TECHNOLOGY POLICY

Students and parents are required to read, sign, and return to the school office the Western Technology Agreement in order to gain access and use of the district technology hardware and software. Signing the agreement signifies the acceptance of this policy and the understanding of the consequences for breaking it.

MEDIA RELEASE INFORMATION

Pictures and/or videos of students are taken throughout the year and regularly displayed/posted in the building and/or on the website. If you prefer your child's picture not be displayed, please notify your child's building principal and classroom teacher.

At various times, classrooms and programs at our school may be recorded using video and audio equipment. These medias may be used for public viewing as well as student and staff development.

STUDENT RECORDS

If a student transfers to another school district, records will be sent at the new district's request. A parent's written permission is necessary for sending records to any other individual, school district, business, college, or agency.

The only exception to this rule is when the district is required by court order to release records, or when data for research purposes are released in a way that identifies no specific student.

A parent/legal guardian may view their child's permanent school record providing arrangements are made with the school office in advance.

PROGRESS REPORTS

At the completion of each nine weeks, progress reports are issued. The evaluation is based on student demonstration of mastery in curriculum areas.

POWERSCHOOL

Parents have the ability to view students' school information over the website. You will need an ID number and password issued by the school to access this information. The information will be sent home with your child at the beginning of the school year. If you do not have an ID number and password, please contact the building secretary.

To access PowerSchool, go to the school's website and click on the link that says "PowerSchool". Once you are logged in, you will be able to access grades, assignments, completed work, and attendance.

RETENTION

Retention is based on a student's academic, social, and emotional growth. If a teacher believes a student is a candidate for retention, the teacher will contact the child's parent/guardian to schedule a meeting to discuss the topic. A letter stating the school's final decision will be sent to the parent/guardian in the Spring.

LOST AND FOUND

Students are responsible for their own property. If a student leaves things out of place, he/she must bear the consequences. If a student should lose something, he/she should first check with their teacher and then the office. All clothing and other articles should be clearly marked with the child's name. All items marked will be returned to the child; other items being placed in the lost and found box. If items are not claimed in a reasonable length of time they will be given away.

CLASS PARTIES AND BIRTHDAY TREATS

Each Elementary Building conducts different classrooms and building celebrations. If you are interested in helping, please contact your child's teacher prior to sending treats. In addition, please check with your child's teacher to see if there are any allergies in the room.

FIELD TRIPS

Field trips are extensions of the classroom and curriculum being taught. If a class trip involves leaving the area, permission slips must be signed by parents/guardians in order for students to participate. Students who fail to return their slips will remain at school for the day. For liability reasons, only children who are students may participate in field trip activities. All students involved in field trip activities are expected to ride the bus to and from the destination.

Students who are unable to follow school rules or whose behavior on past field trips have been poor may be excluded from field trips. In such instances, the school will notify guardians.

Before accompanying a student on a field trip, parents/guardians must complete a "Volunteer Application" which includes a background check.

STUDENT CONDUCT CODE

We have identified the following 5 Behavioral Expectations that will drive our school-wide Positive Behavior Support Philosophy:

Preparation: Be an active learner on a daily basis by having classwork/materials ready each day.

Respect: Be an effective listener and be kind and helpful toward others.

Involvement: Be an active participant in the classroom learning community by cooperating with others and showing a willingness to offer and accept help from others.

Discipline: Be able to effectively manage personal behavior by following directions, using appropriate actions and language, and keeping hands and feet to ourselves.

Effort: Be an energetic learner who completes work carefully and uses time wisely.

The following guidelines will be used in the administration of the student conduct code. It is important to note that:

Grounds for Suspension, Expulsion, Emergency Removal or Other Disciplinary Action
Violation on the part of a student of any one or more of the following rules shall constitute misconduct and may result in suspension, expulsion, emergency removal, or other discipline of a student.

These Student Code of Conduct regulations are applicable to conduct while school is in session, at school-sponsored activities or events whether on or off school premises, at events in which the District participates whether on or off school premises, off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the District, or at any time the student is subject to the authority of the Board or school district personnel.

In addition, a student may be subject to school disciplinary action, including suspension or expulsion, for harassment, vandalism, physical abuse or other conduct directed toward school personnel and/or toward school personnel's property, during school or nonschool hours, regardless of where it occurs.

1. These are guidelines. In all circumstances, the administration may make consequences more or less severe.
2. Short-term suspension may be replaced by in-school suspension, loss of recesses, etc., at the discretion of the administration.
3. Multiple offenses or different types will be dealt with under "Persistent Violation of Building Regulations." They will result in increased consequences with each offense.
4. Appeal Process - If a parent wishes to appeal the disciplinary action, they are to contact the following personnel in their respective order: teacher, principal, superintendent, Board of Education.

Violation

Consequences

Depending on the circumstances, consequences may not be limited to the following examples. Numbers indicate offenses, i.e. #1 = first offense, #2 = second offense, etc.)

Non-productive classroom behavior

1. Warning

Not participating in class activities or doing assignments, not bringing books and materials to class	<ol style="list-style-type: none"> 2. Teacher contacts guardian 3. Referral to administration
Hall conduct Running, horseplay, loud noises, etc.	<ol style="list-style-type: none"> 1. Warning 2. Teacher contacts guardian 3. Referral to administration
Cheating/Plagiarism/Forgery Penalties at the teacher's/principal's discretion depending on the severity of the offense	<ol style="list-style-type: none"> 1. Warning 2. Teacher contacts guardian 3. Referral to administration
Disruption of learning Class rules disobeyed Disruptive or possession of items that are inappropriate in school	<ol style="list-style-type: none"> 1. Warning 2. Teacher contacts guardian 3. Referral to administration
Horseplay Behavior potentially harmful to oneself or others	<ol style="list-style-type: none"> 1. Warning 2. Teacher contacts guardian 3. Referral to administration
Obscenity/Vulgar Language (Directed at another student, or in general) Using profane language and/or gestures	<ol style="list-style-type: none"> 1. Warning 2. Teacher contacts guardian 3. Referral to administration
Insubordination Disrespectful behavior which undermines the authority of a staff member including name-calling, threats, intimidation, lying, defiance of authority, and failure to respond or carry out a reasonable request	<ol style="list-style-type: none"> 1. Warning 2. Teacher contacts guardian 3. Referral to administration
Harassment/Bullying Acts that are unwanted and unsolicited Students will treat each other with respect at all times. Examples of harassment include but are not limited to: a. Verbal/written - such as derogatory comments, jokes, teasing, intimidation, threats, profanity, remarks/questions of a sexual nature or rumors of a sexual or hurtful nature b. Physical - such as unnecessary or offensive touching, spitting	<ol style="list-style-type: none"> 1. Warning and guardian-teacher contact 2. Referral to administration

c. Visual - such as derogatory or offensive posters, cards, clothing, cartoons, graffiti, drawings, looks, gestures, or any other media

Fighting
Including rough play, karate, pushing, kicking, shoving, and hitting

1. Guardian contact by administration, school detention
2. Referral to administration for further action

Promoting a fight

1. Same as for “fighting”

Gang fighting
More than one-on-one fighting

1. Out-of-school suspension

Tobacco
Possession of tobacco products (including look-alike products) is defined as having tobacco on one’s person whether lighted or not, exhalation of smoke or obvious evidence of tobacco use or possession. Lighters will be confiscated.

1. Guardian contact by administration; one day suspension
2. Subsequent suspension and possible law enforcement contact

Theft, damage or destruction of private or school property
A student shall not cause or attempt to cause damage to property of the school or other persons. A student shall not steal or attempt to steal the property of other persons at school activities, functions or events. Damage caused to school property will be paid by the student and/or his/her parents at the current cost of replacement. Destroying or defacing public or private property is not acceptable behavior. Damage caused by careless misuse or actions will result in a fine up to replacement costs. Theft is against civil as well as school law.

1. All cases - Return stolen goods/pay for damage; police involvement at the discretion of the administration; 1-3 day suspension
2. Additional days of suspension not less than previous offense

Alcohol possession, use of drugs, narcotic drugs, marijuana, prescription drugs not prescribed to the user, look-alike items or possession of drug paraphernalia

1. Administration contact of guardian, and proper law enforcement agencies; 3-5 day suspension; referral to school social worker
2. Additional days of suspension, not less than previous offense, and proof of counseling prior to student’s return

Assault/Threat on another person

A student shall not behave in such a way that causes physical injury to an employee, student, or another person while on the school grounds or at a school activity. A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

1. Administration contact parent, referral to the office, minimum 1-3 day suspension, possible law enforcement contact

Caps, poppers, firecrackers, smoke bombs, incendiary devices

1. Teacher or administration will contact guardian, referral to the office, minimum 1-3 day suspension, possible law enforcement contact

Weapons and dangerous instruments including look-alike weapons

A student shall not possess, handle, or transport any object that can be considered a weapon while on school grounds or at a school activity. Water weapons are not permitted on school property.

1. Will follow the law; may include suspension or expulsion

Persistent violation of building rules and regulations

When specified consequences for unacceptable behavior fail to cause a change in the student's behavior

1. Suspension up to thirty days or recommendation for expulsion

* Any violation of village, county, state or federal laws on school property or at sponsored events is also a violation of school rules.

**Additional rules may be developed for individual classrooms, different areas of the school and grounds as well as for special events. Nothing stated here or not stated here should be interpreted as to limit the ability of school officials to deal with unusual circumstances or to provide for individual differences.

**Part of the discipline process may include referral to staff social workers or outside agencies for counseling.

TRANSPORTATION DISCIPLINE POLICY

As a guardian, you can do a great deal to set the stage for a pleasant and rewarding day at school. Please help us by expecting courteous and safe behaviors while waiting, boarding, and riding the school bus. The driver is responsible for your safety and needs your cooperation. Ultimately, riding school-provided transportation is a privilege, not a right.

Bus Rules

1. Be on time to keep the bus on schedule
2. No eating - No smoking - No pop on the bus
3. Remain seated while the bus is in motion
4. Keep head, arms, and hands inside windows
5. Be courteous! Use no profane language
6. Be quiet at railroad crossings
7. No yelling, screaming, or other loud noises
8. Students are expected to follow the bus driver's directions with no exceptions
9. No glass items are permitted on the busses
10. Keep hands and feet to yourself

Western School's Bus Drop-off Policy

All students must have prior approval to be dropped off at any bus stop other than their own by means of a pass from the school office. Passes may be obtained by phone or written note from a parent or guardian. Any student in grades 1st-12th may be dropped off at their bus stop without adult supervision present. All students under 1st grade (Kindergarten, Young 5's, or GSRP) must have an adult present when being dropped off or an older family member getting off the bus with them. If contact with an adult cannot be made the student will be taken to the Woodville Enrichment Center to be supervised until the parent picks them up.

Consequences

1st Offense:	Written warning - Guardian contact
2nd Offense:	Assigned seating, meet with the principal
3rd Offense:	Three school day suspension of bus privileges
4th Offense:	Five school day suspension of bus privileges
5th Offense:	Twenty school day suspension of bus privileges
6th Offense:	Loss of bus privileges for the remainder of the school year - (Meet with transportation director)

In all circumstances, the administration may make consequences more or less severe.

Appeal Process

If a parent wishes to appeal the disciplinary action, they are to contact the following personnel in their respective order: principal, transportation director, superintendent, the Board of Education.

PESTICIDE APPLICATION

In accordance with the Pesticide Control Act, Public Act 131 of 1993, parents have the right to be informed prior to the application of a pesticide at school.

At the beginning of each school year, school administrators shall notify parents and guardians of children attending that school of the right to be informed prior to any application of a pesticide at that school.

The notice shall contain information, obtained from the person applying the pesticides which includes a statement that a pesticide will be applied, the approximate location of the application, and the date of the application.

CHILD ABUSE

Michigan State Law mandates the reporting by school officials of suspected child abuse or neglect. The law states that professional persons or delegates who are engaged in the practice of the healing arts, social services, hospital administration, psychology or psychiatry, childcare, education or law enforcement or all professional people are obligated under the law to make a report to local welfare, police, or the county sheriff if they have reason to suspect that a child is being neglected or physically or sexually abused.

STUDENT HARASSMENT POLICY

Harassment of a student by another student or any member of the staff is contrary to the Western Board of Education's commitment to providing a physically and psychologically safe environment in which to learn and may be a violation of federal or state law. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the district.

To report an incident, contact your building principal
or

Mr. Michael Smajda, Superintendent
Western School District
1400 S. Dearing Road
Parma, Michigan 49269
(517) 841-8100

EQUAL OPPORTUNITY

It is the policy of the Western School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

DRUG-FREE SCHOOLS

The Western School District attempts to provide a safe and healthy environment for all students and patrons. To that end, and because the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, the district complies with all provisions of the Federal Drug-Free School Act.

In accordance with this federal law and Western School District Board of Education policy, the use, possession, concealment or distribution of drugs or alcohol by students on school grounds, in school or school-approved vehicles or at any school-related event is prohibited. Any student who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including expulsion from school and prosecution. Compliance with these standards by students is mandatory.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community.

Non-students who violate the provisions of the Drug-Free School Zone subject themselves to severe penalties under this law.

TOBACCO-FREE SCHOOLS

To ensure the highest standards of learning as well as the safety, health and well-being of students, employees and visitors, the Western School District will enforce the Tobacco-Free School Law (Enrolled Senate Bill 459, 1993).

Staff and students have a right to work in and/or attend school in an environment free of second-hand smoke. The district has the responsibility to enforce compliance with the law by prohibiting the use of any tobacco product on school property. The Western School District will comply with the legal requirements of this law.

Staff, students, and visitors are not to use tobacco products at any time in district buildings or in vehicles owned or operated by the Western School District.

Use of tobacco products includes:

The carrying of a lighted cigar, cigarette, pipe, electronic cigarette, vaping device or other lighted smoking devices.

The inhaling or chewing of a tobacco product

The placing of a tobacco product within a person's mouth

The use of tobacco products by any person in violation of the policy will result in disciplinary action. The Tobacco-Free Schools Law makes the violation of this policy a misdemeanor with a fine of \$50.00. Local law enforcement agencies will be notified of an infraction.

WEAPONS-FREE SCHOOLS

Effective January 1, 1995, the Michigan School Code has been amended by Legislative action that requires the mandatory expulsion of any student who possesses a firearm or any other dangerous weapon or who commits rape or arson while on school property (including vehicles) or at a school-related activity. Minor exceptions to this mandate exist but are very limited in scope.

Such expulsions must be entered into the student's permanent records and such information provided to any other public or private school to which the student seeks to enroll. Further, the school must refer the expelled student to the county department of social services or county community mental health agency. Existing law requires the notification of law enforcement officials when such an incident occurs. Copies of the Western School District Board of Education Policy on Weapons Free School Zone are available upon request.

ASBESTOS MANAGEMENT

The Western School District conducted an extensive asbestos inspection of all our buildings. Based on the findings of these inspections, a comprehensive management plan has been drafted by the consultants to the district. The plan details the response actions that the district will be taking regarding asbestos-containing materials found in our buildings.

To ensure the health and safety of building occupants, these asbestos-containing materials will receive six-month surveillance conducted by local personnel. Additionally, the re-inspection of these materials by certified inspectors is required every three years.

As part of the management plan, should any response action be required, a notification will be given to building occupants as part of the post-response process.

The plan is available for inspection at the building and district offices without cost or restriction during regular business hours. If you desire to have a personal copy, please notify the business office and it will be supplied to you within five working days at a cost of \$.30 per page.