

Western Elementary School
Family Handbook
(Revised June 2026)



Western Elementary School
1399 S. Dearing Road
Parma, MI 49269

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Western School District
A Tradition of Excellence

Western Elementary Mission Statement
To ensure that ALL students learn at high levels.

Western Elementary Vision Statement
We believe that the most promising strategy for achieving our school's mission is to develop our capacity to function as a professional learning community

Please read through this handbook and share the important information with your child(ren). This handbook includes important information, so please keep it available for quick reference.

We hope you have a wonderful year at Western Elementary School.

Daily Schedule Information: (Reporting/Dismissal Times)

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

8:30 a.m. Classes begin
3:35 p.m. Dismissal

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

8:30 a.m. Classes begin
2:35 p.m. Dismissal

Early Release Dates: **September** 2, 9, 16, 23, 30 - **October** 7, 14, 21, 28 - **November** 4, 11, 18
December 2, 9, 16 - **January** 6, 13, 20, 27 - **February** 3, 10, 17, 24 - **March** 3, 10, 17, 24
April 7, 14, 21, 28 - **May** 5, 12, 19, 26 - **June** 2

*No Early Release on Wednesday, June 9

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

8:30 a.m. Classes begin
12:05 p.m. Dismissal
Half Day Dates: **August** 26 - **December** 18 - **June** 10

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

Western Elementary School
Family Handbook
(Revised June 2026)

Philosophy of Western School District

We respect the rights and recognize the differences of 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 them as an individual and of other persons as it relates to the individual's integration into the community. That must be accompanied by healthy respect for authority, property, neighbors and pride in one's community and country for the opportunities and responsibilities afforded.

We see the public school 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. 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 students.

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

To the Student

As you enter Western Elementary School, you join a school where you will be given many opportunities to continue nurturing intellectual, social, physical, and character development. Curricular and extracurricular activities will help unleash your potential, harness your energy, and develop the necessary skills in advancing your character, scholarship, leadership, and service. As you go forward, working toward gaining membership in the Western Alumni, you will learn what Western is, what it means, and what it offers you. We sincerely wish you health, happiness, and success in all of your days at Western and for all of the years to come.

To the Parents/Guardians

Our purpose as educators is to provide your children the best possible educational opportunity in order that they may develop to their fullest potential those qualities that will enable them to become happy, productive members of society.

While it is our responsibility to provide the proper educational opportunity, it is our hope that each and every student will answer the call of this opportunity, for it knocks only once in a lifetime. Those who take advantage of the total curriculum, including activities of a co-curricular nature such as clubs, organizations, and athletics will find that the total experience will be of benefit far beyond their days of school.

Your support is an essential ingredient in helping us achieve our goals. We encourage you to take an active role in the educational process of Western Elementary School. We hope you will become familiar with the policies and guidelines established in this informational guide. It is an attempt to bring about unity of objectives and procedures in order to produce a more helpful organization for the

Western Elementary School
Family Handbook
(Revised June 2026)

students, faculty, administration, and you, the parents/guardians.

Nondiscrimination Assurance

To attest to its determination to be in compliance with Title VI of the Civil Rights Act of 1964 and with Title IX of the Educational Amendments of 1972, Section 502 of the Rehabilitation Act of 1973, and the implementing guidelines adopted by the U.S. Government, Western School District has adopted a policy prohibiting discrimination on the basis of race, color, national origin, sex and/or handicap in any educational activity, program, or event for which it is responsible by law.

Admissions

New students who reside within the Western School District boundaries are admitted at Western Elementary School. The Board of Education decides yearly as to whether or not Western Elementary School will participate in the "School of Choice" program. If the school district chooses to participate, Western Elementary School will accept students from other school districts on a case-by-case basis.

Parent Square

Parent Square is a district-wide service which allows us to call the entire student body (3,000 students) in about 10 minutes for evacuations, to announce last minute event changes, and for distributing general district/school information. Please have your contact information updated in PowerSchool.

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.

Visitors In School Building and On School Grounds

Parents are welcome to visit the school. All visitors should make prior arrangements with the classroom teacher or building administrator. 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.

Western Elementary School
Family Handbook
(Revised June 2026)

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.

Field Trips

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

Academic Support

We know that students learn at different rates and in different ways. With more time and opportunities, all students can learn the curriculum. There is a need for consistent, school-wide support structure for these students, as well as consistent, realistic consequences for students who can learn but do not complete their work. The staff will continuously identify students who are failing or at-risk of failing throughout the year. Administration will work with the teams of teachers to determine which students need support beyond what is already being provided.

Report Cards

Report cards will be generated at the end of each marking period. The evaluation is based on student demonstration of mastery in curriculum areas. During conferences or at any other time during the school year, parents may request an individual conference with the teacher.

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".

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.

Attendance Policies / Procedures

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. Attendance is one of these habits.

- Arrival after 9:00am will count as a half-day absence.
- Departure before 3:00pm will count as a half-day absence.
- Students are allowed 9 unofficial absences per year.
- Upon the 10th absence, students are considered truant and may face a referral to the county truancy officer.
- If students are absent, parents/guardians need to call the school office the morning of the absence or email the school secretary.

Western Elementary School
Family Handbook
(Revised June 2026)

- 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).

Vacations

- Western School District has a winter break, a spring break scheduled, and other various days that school is not in session. The dates will be published on the district calendar each year.
- If you are planning a vacation, please stop by the office and pick up an Advanced Absence Form. 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.

Appointments

When possible, please plan your child's out of school activities at a time which will not conflict with school hours. For instance, when an early release is needed for an appointment, please schedule the time you would like them picked up in the PikMyKid app. 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.

Tardies

Classes begin promptly at 8:30 a.m. Students who arrive after 8:45 a.m. are considered tardy and must be signed in at the office by their parent(s)/guardian(s) or another adult responsible for transporting them to school. Tardies are recorded and may be considered when determining truancy/education neglect.

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.

Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. No student is allowed to possess, consume, or transport any prescription or non-prescription medication on school grounds or at a school-related function. Medications include aspirin, Tylenol, etc., over-the-counter medication, inhalers, and all prescription medications.

Western Elementary School
Family Handbook
(Revised June 2026)

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing an "Authorization for prescribed medication or treatment" form (Outside forms will not be accepted). The original form needs to be returned with all appropriate sections filled out and with signatures from the provider and parent/guardian. Medications will remain in the office and be administered by trained school personnel. No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed form is submitted by the student's parent/guardian. It is the parent/guardian's responsibility to make sure these forms are updated each school year and as needed (such as dose, time, and discontinuation of a medication). Students may not share any medication with other students or staff.

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 both a physician/dentist and 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/guardians may request permission for a student to carry and self-administer their own **emergency** medications (epi-pens, inhalers) 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.

Western Elementary School
Family Handbook
(Revised June 2026)

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

Health Conditions

Students with Diabetes, Asthma, Seizures, Allergies that require epi-pen use, or other chronic health conditions are to have a medical plan on file. This is to be updated yearly by the parent/guardian, complete with physician signatures.

Immunizations (New School Entrants)

Michigan Public Health code states that a child enrolling in Young 5s, Kindergarten, or newly enrolled in the district in any grade, must show proof of full immunization or a waiver by the first day of school. Please see the "Vaccines Required for School Entry" information below.

Measles, Mumps, Rubella (MMR)- 2 doses at or after 12 months of age

Polio- 4 doses or 3 doses if dose 3 was given on or after 4 years of age

Diphtheria, Tetanus, Pertussis (DTP, DTaP, or Tdap)- 4 doses DTP or DTaP, 1 dose must be at or after 4 years of age

Hepatitis B- 3 doses

Chickenpox- 2 doses at or after 12 months of age or current lab immunity or history of varicella disease

Entering Young 5s, Kindergarteners, and new students of any grade must turn in their immunization records to their school office BEFORE the first day of school. If immunizations are not current or a waiver has not been filed with the Health Department, the child will be excluded from school until requirements are met.

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. 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.

Emergency Preparedness Drills

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 emergency contacts 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.

Western Elementary School
Family Handbook
(Revised June 2026)

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 Parent Square phone call.

Michigan Merit Curriculum (MMC) and Legislated Standards

Textbooks and iPads

Textbooks and iPads are among the most expensive instructional aides utilized in our school. Our board of education has adopted the policy of providing free textbooks and iPads for all students. Book damages beyond reasonable wear for a one-year period must be repaired or replaced. Teachers will check carefully on careless use of textbooks and charge students accordingly at the end of the course when books are turned in. Students will be charged to the extent of the damage, or the replacement cost, or the full rebind cost if the cover is destroyed.

Technology Policy

Students and parents/guardians are required to complete the Western Technology Acceptable Use Policy 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. The agreement can always be found on the district website.

WSD Student Device Expectations

Western School District's goal is to create learning environments where students are focused, engaged, and connected to each other - not distracted by devices. Michigan law requires schools to restrict device use during instructional time. The law requires clear plans, not student phone access. No personal devices will be allowed during the school day. Devices are to be turned off and stored in student backpacks at all times. This includes during recess, lunch, buses, and field trips. In an emergency, Western Elementary School has a clear communication system and will communicate with families directly.

WESTERN SCHOOL DISTRICT
STUDENT DEVICE EXPECTATIONS
2026-2027 SCHOOL YEAR

OUR GOAL: Create learning environments where students are FOCUSED, ENGAGED, and connected to each other—not distracted by devices.

WHY THIS CHANGE?

- STATE LAW REQUIREMENT:** Michigan law requires schools to restrict device use during instructional time.
- BETTER LEARNING:** Increased focus, Stronger academic engagement.
- HEALTHIER SCHOOL ENVIRONMENT:** Reduced social drama, Fewer distractions and conflicts, More face-to-face interaction.

WHAT THIS LOOKS LIKE BY GRADE LEVEL

K-5 (ELEMENTARY)	6-8 (MIDDLE SCHOOL)	9-12 (HIGH SCHOOL)
NO PERSONAL DEVICES DURING THE SCHOOL DAY - Devices off and stored in backpacks at all times. - Includes recess, lunch, buses, and field trips.	DEVICES STORED IN LOCKERS DURING THE SCHOOL DAY - Not carried during the day. - May briefly check phones at their locker during passing time only. - Students must remain at their locker and get to class on time. - Cell phones are not allowed at lunch.	DEVICES STORED IN LOCKERS DURING THE SCHOOL DAY - May briefly check phones at their locker between classes. - Students must stay at their locker and arrive to class on time. - Allowed during lunch.
WHY? Supports focus, routine, and social development.	WHY? Builds responsibility while reducing distraction and peer pressure.	WHY? Balances independence with focused learning expectations.

KEY EXPECTATION FOR GRADES 6-12: LOCKER-BASED USE ONLY

QUICK CHECK - OK | DELAYS OR HALLWAY USE - NOT OK

WHAT ABOUT EMERGENCIES? Students have one emergency communication system. During emergencies, the school administration will use the emergency phone system to contact parents. The law requires clear communication and student safety.

STAYING CONNECTED Parents can contact the school office anytime. Messages will be delivered to students. Students can contact home through the office when needed.

THE BIG PICTURE It's all about protecting learning time, Reducing stress and mental pressure, Helping students be present. Less distraction = more engagement. More engagement = stronger outcomes.

WESTERN PANTHERS | FOCUS FORWARD

Western Elementary School
Family Handbook
(Revised June 2026)

Homework Policy

We believe parent/guardian 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.

Field Trips

Field trips are extensions of the classroom and curriculum being taught. If a class trip involves leaving the area, parents/guardians will be notified. 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, unless otherwise notified by the teacher. 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.

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. Our lockers do not have locks, and we don't allow locks to be put on them. Selling or trading items by students on school grounds is not permitted.

Disciplinary Policies / Procedures

Code of Conduct

The Western School District firmly believes that every student enrolled in the school should have an equal opportunity to learn to the best of his/her ability. In order for learning to take place, student conduct must be reasonable and appropriate. Good conduct is also necessary to ensure the safety and well-being of the entire student body and the staff. It includes appropriate verbal and nonverbal behavior, neatness in appearance, conformance with accepted standards of the district, and non-interference with the learning processes of others. The responsibility for good conduct lies with the individual student, their parents/guardians, and the Western Schools. This outline has been prepared in an effort to assist everyone in understanding his/her responsibility.

It is expected that student behavior on school property will contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual never take precedence over the responsibility to the activities in the classroom or functions held on school property. In all school and extracurricular activities, each student will be accorded that freedom which he/she expects, so long as he/she respects the freedom of others.

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.

These are guidelines. In all circumstances, the **administration may make consequences more or less severe.**

Western Elementary School
Family Handbook
(Revised June 2026)

****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.**

General Rules

There is not a rule, regulation or procedure written to cover every possible action which interferes with student learning. Therefore, conduct that deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct, will determine whether the offense warrants detention, suspension, expulsion, or referral to a law enforcement agency. Please take the time to read through this handbook and understand it in its entirety. Questions need to be referred to the principal.

1. There is a designated time for students to enter and exit the building, as well as to arrive at and depart from school grounds. Enter only as directed (designated entrances). After school, students will be expected to leave the school grounds promptly unless they are participating in a supervised activity (athletics, clubs, academic support). We do not have supervisory staff before and after designated building usage times.
2. At assembly programs, take seats promptly and quietly as directed. Applaud at proper time by clapping.
3. Keep your hands, feet and all other objects to yourself.
4. Indecent behavior is prohibited. This includes public displays of affection, or engaging in any sexually, racially and ethnically degrading comments or behavior.
5. Snowball and/or rock/mulch throwing on school grounds and at bus stops is prohibited.
6. Toys, games, laser lights, etc. are not permitted without the permission of the principal.
7. Skateboards, roller blades, and shoes with wheels are not to be used on school property during the school day.
8. Balloons and flower deliveries during the school day for students are discouraged. We are not able to deliver these to classrooms, and they are not allowed on buses.

Western Elementary School
Family Handbook
(Revised June 2026)

Western Elementary Behavior Expectations

Western Elementary

	Assemblies	Hallway	Bathroom	Playground	Cafeteria	Bus
Be Respectful	Focus on the speaker Remain seated Be quiet during the presentation Use manners	Listen to adult instructions Use quiet voices	Keep the bathroom clean Give others privacy Use a quiet voice	Use kind words and actions Maintain personal space Be a good sport	Stand in line with your hands to yourself Use manners	Listen to the bus driver Use kind words and actions
Be Responsible	Follow directions the first time Remain seated until dismissed Enter and exit quietly	<u>Walk</u> directly to the destination Keep hallways clean	Report any bathroom issues or problems Flush, wash, and leave	Follow Directions Promptly line up when the whistle blows Clean up and return equipment	Eat your own lunch Clean up after yourself	Stay in your seat Keep your seat and area clean
Be Safe	Remain seated until dismissed. Enter and exit safely Keep hands and feet to yourself	<u>Walk</u> on the right side of the hallway Keep hands and feet to yourself	Wash your hands with soap Keep hands and feet to yourself	Report any problems to recess aides Use equipment appropriately Keep hands and feet to self	Use inside voices Stay in your seat Keep food, hands, and feet to yourself	Use inside voices Keep hands and feet to yourself and inside the bus

Dress Code - Proper Dress - Good Grooming Policy

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted with these general guidelines. Personal appearance and good grooming are vital to a good learning environment. If lack of grooming interferes with other student's learning, the school may contact the parent/guardian to make them aware and ask for assistance.

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

Students and parent/guardian should consider the following questions when dressing for school:

- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, or drug/alcohol-related messages on my clothing? (No)

Western Elementary School
Family Handbook
(Revised June 2026)

- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)
 - a. Clothing which is disturbing or distracting and/or promotes racism, violence, alcohol, drugs, tobacco, gang affiliation, sexual innuendo, or profanity is not allowed and subject to correction.
 - b. Immodest clothing is not allowed and subject to correction – examples: exposed midriff, exposed undergarments, see-through or transparent shirts, fishnet clothing, crop tops, muscle shirts, spaghetti straps, or shirts that are too low cut. Shorts and skirts should be an appropriate length.
 - c. Shoes shall be worn at all times for health, sanitary, and insurance reasons. Shoes with wheels are not allowed and subject to correction.
 - d. Slippers, pajamas and sunglasses are not allowed and subject to correction (unless specified as allowed for dress-up days)
 - e. Head coverings, including hats, hoods and bandanas, are not to be worn in the building during school hours and subject to correction.
 - f. Additional items that are deemed inappropriate and/or a disruption to the learning environment will be subject to correction.

In-School Suspension (ISS)

In-School Suspension may be assigned to students by the building administrator. This placement is in lieu of suspension to home. Inappropriate behavior and conduct while serving the ISS will result in further disciplinary action.

Suspension

Any time a student is barred or suspended from school, they are not allowed to be present at any extracurricular activity sponsored by the school. A student is considered suspended from the moment they are notified of the suspension until they return to classes.

Exclusion from Extracurricular Activities

Students who continue to experience discipline problems or are not making efforts to meet academic credit requirements during the year may be excluded from participation in extracurricular activities; i.e., sports, field trips, lock ins, class celebrations, etc.

Bullying, Intimidation, Harassment

It is the policy of the Western School District to maintain a learning and working environment that is free from bullying, intimidation, and harassment. Students shall be in violation of this policy for physical, verbal, or written forms of bullying, intimidation, or harassment of another person. The offender may be suspended. A person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action is when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways.

Recess

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. Not having appropriate footwear can create problems. Wet floors and stocking feet do not make for a good combination.

Western Elementary School
Family Handbook
(Revised June 2026)

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.

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 '0' degrees Fahrenheit.

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

Food Services

Breakfast & Lunch are free for all students this year!

School breakfast and lunch will be free for any student who chooses to get it at school this year, however, we still need you to fill out the free and reduced meal application for your family (no matter your income). Applications, as well as the first month's menu, will be part of your packet at Open House. Questions regarding the school lunch program can be directed to our food service supervisor, Jenny Lucas, at jennifer.lucas@wsdpantthers.org.

If your child has a food allergy, please complete the section in PowerSchool under "medical". If your child has a dairy allergy, there is a section under food service on our district webpage. The tab says "Food Service Forms". Please complete this so that we can give him/her juice instead of milk. Please also communicate this information with your child's teacher and the main office.

Cafeteria Information:

There are no microwaves for student use in the cafeteria.
No energy or soft drinks (soda) are allowed.

Transportation

School Bus Regulations

Western School District desires to operate its buses in a safe, efficient, and economical manner. We must have cooperation of school officials, parents/guardians, bus drivers and students to attain this objective.

Bus routes and pick-up times are fairly stable within the district. They are published during the summer on the district webpage or can be obtained from the transportation office.

Western Elementary School
Family Handbook
(Revised June 2026)

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.

In the interest of safety, we ask the cooperation of parents/guardians in encouraging their children to follow the following regulations:

1. Be in the place designated, ready to board the bus five minutes prior to the scheduled time because the driver cannot wait for tardy students.
2. Wait for the bus to come to a complete stop before attempting to enter or leave while using only the front door to enter or leave.
3. Students must cross in front of the bus. When crossing the road, check traffic and cross at least three feet in front of the bus.
4. Stay seated and facing forward while the bus is in motion.
5. Cooperate with and obey all the instructions of the driver.
6. Students are expected to keep the buses clean and orderly. Consequently, there is no eating or drinking on the bus. Glass of any kind is not permitted.
7. Do not throw anything on, off of, or at a school bus.
8. Keep the aisles clear of feet, backpacks and other belongings.
9. Keep hands, head, and hair inside the bus at all times. Ask permission of the driver to open windows.
10. Talk quietly – shouting, loud whistling, fighting, harassment of others, spitting or the use of profane or obscene language will be subject to disciplinary action.
11. Cell phones and iPads should be kept in backpacks at all times. The school personnel will not become involved in any investigation of the theft, loss, or recovery of these items. Failure to comply with this directive may result in the cell phone and/or communication devices being confiscated and loss of bus privileges.

Any student violating the above regulations or found willfully or maliciously defacing a bus will be subject to disciplinary action (Michigan Penal Code, Act 328 of 1931).

The same standards that apply in school also apply to being at the bus stop or on a bus. Disciplinary action will be an outcome for poor choices when on a bus. **Students can lose bus privileges temporarily or permanently.**

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

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transportation director)

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.

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

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 bus garage to be supervised until the parent/guardian picks them up.