

# **WARREN WOODS PUBLIC SCHOOLS ELEMENTARY HANDBOOK**

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## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that parents have during the course of a school year.

Please take time to become familiar with the following information and keep the Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

Should you have any questions contact your building front office.

This Handbook supersedes all prior handbooks and other written or oral statements regarding any item in this Handbook.

## **MISSION STATEMENT**

The Warren Woods Public Schools are dedicated to maintaining continuous student achievement within a caring environment that provides for individual excellence for all.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the District or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place or residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the District's Compliance Officer listed below:

Stacey Denewith-Fici  
Superintendent  
586-439-4417

This complaint will be investigated and a response, in writing, will be given to the concerned person within 5 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **SCHOOL DAY**

<b>Schedule</b>	<b>First Bell</b>	<b>Classes Begin</b>	<b>Dismissal Bell</b>
Regular School Day	8:35 a.m.	8:40 a.m.	3:35 p.m.
Early Release School Day	8:35 a.m.	8:40 a.m.	2:00 p.m.
½ Day Schedule	8:35 a.m.	8:40 a.m.	11:47 a.m.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules.

Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or office personnel. If medical attention is required, the office will follow the School's emergency procedures. More serious injuries and illnesses will be reported to the parent. If the parent cannot be reached at home or at work, the emergency contact person will be notified. In the event that medical treatment is required, and contact cannot be made with an authorized adult, the child will be taken to the emergency room. Parents will bear the responsibility for all charges incurred.

For the sake of everyone's health, parents are asked to keep children home when they show signs or complain of illness. Students should be fever (and vomit free) for 24 hours without the aide of medication prior to returning to school.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without parental permission.

Any parent/guardian who objects to medical attention on religious grounds should make this known in writing to the school office.

## **COMMUNICABLE DISEASE/INFECTIONS**

All cases of communicable disease should be reported to the school office.

No child should be sent to school with a fever, or a heavy cold or hacking cough even though a fever may not be present. Since a rash may be the first sign of illness, do not send a child with a rash to school until a doctor indicates it is safe to do so. In this case, a doctor's note will be necessary upon return to school.

If your child is diagnosed with a communicable disease, please contact the school or attendance office as soon as possible. The school, in turn, will notify the Macomb County Health Department so the spread of the communicable disease can be monitored and hopefully controlled.

Further information is available on the following communicable diseases:

*CHICKEN POX*: Communicable for one (1) day before onset of rash and not more than six (6) days after the rash appears. Students may return to school after one (1) week onset of the rash or until crusting occurs, whichever is longer.

*FLU*: Communicable for three (3) days from onset. Students may return to school when the symptoms subside.

**PINK-EYE:** Communicable throughout active infection. Students may return to school if under medical care and drainage from eyes has cleared.

**SCARLET FEVER:** Communicable for approximately ten (10) days or until under antibiotic treatment for twenty-four (24) to forty-eight (48) hours and symptoms subside.

**IMPETIGO:** Communicable throughout infection; as long as lesions drain. Students may return to school upon recovery, or forty-eight (48) hours of care in accordance with physician's treatment.

**RINGWORM:** Communicable as long as lesions are present. Students may return to school if under medical care.

**SCABIES:** Communicable until mite and eggs are destroyed by treatment (ordinarily after first treatment). Occasionally, a second treatment is needed a week later.

**PEDICULOSIS (Head Lice):** Communicable until lice and nits (grayish-white eggs) are removed from the hair and scalp. Students may return to school after treatment with special lice shampoo and removal of all nits. The student should report to the school office to have hair examined before going to class.

**FIFTH'S DISEASE:** Rash begins as a solid red area on the cheeks ("slapped cheek appearance"), spreading to upper arms, legs, trunk, hands and feet. It may be accompanied by low grade fever or headache. We ask that when child returns to school that he/she brings a doctor's note stating that he/she is no longer contagious.

Please contact the Macomb County Health Department for further information regarding communicable diseases/infections.

## **SCHOOLS OF CHOICE PROGRAM - INTER-DISTRICT**

The Board of Education has determined that it will allow nonresident students, residing within the Macomb ISD, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through a Schools of Choice program during the forthcoming school year.

The Board shall review this decision annually based on information provided by the Superintendent concerning the availability of space in each of the district's schools and programs. The Board shall determine and publish whether or not it will accept applications for enrollment by new constituent district students, contiguous district students, or tuition students.

### **DEFINITIONS**

The following definitions will apply to the District's Schools of Choice program:

- A. *Constituent District*  
A school district located within the Macomb ISD.
- B. *Home District*  
A non-resident student's district of residence within the ISD.
- C. *Constituent-District Student*  
A student who is a legal resident or otherwise legally entitled to attend school in another school district within the ISD who does not have a parent residing in the District and who seeks admission to this District under Schools of Choice.
- D. *Program Size*

The enrollment or size restrictions in a specific program, course, class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants and applicable laws and regulations.

**E. *Resident Student***

A student who is a legal resident of this District and is consequently entitled to attend school in this district in accordance with Policy 5111 - Eligibility of Resident/Nonresident Students.

## **ENROLLMENT OF NONRESIDENT STUDENTS**

Students who have been enrolled in the District through a Schools of Choice Program may continue their enrollment through graduation provided they maintain continuous enrollment and are not expelled for disciplinary reasons.

- A. If the number of applications for admission from nonresident students exceeds the number of available enrollment opportunities, enrollment priority shall be given to a sibling of a nonresident student already admitted under this program.
- B. Nonresident students shall be selected for remaining vacancies using a random selection process.
- C. Enrollment may or may not be available to any nonresident student who has been suspended, expelled or otherwise released or excluded from his/her home district for disciplinary reasons. The Superintendent shall make the decision based on the circumstances involved, in accordance with statutory restrictions.
- D. The District's Policy 2260 - Equal Educational Opportunity- shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability.

## **RELEASE OF RESIDENT STUDENTS**

- A. The Superintendent shall ensure that the records of a resident student who transfers to another district are sent promptly to the other district.
- B. The Superintendent shall inform the State Department of Education should the number of resident students transferring to constituent districts under a Schools of Choice program exceed ten percent (10%) of the District's resident student population.



## **SCHOOLS OF CHOICE PROGRAM - INTERNAL TRANSFER POLICY**

The Warren Woods Public Schools has endeavored to maintain a balanced, quality program at each of the three district elementary schools. The Warren Woods elementary curriculum has been standardized and implemented at all three elementary schools. Occasionally, a specific program is piloted at a specific school to determine its effectiveness prior to possible implementation in all district elementary schools.

Parents and children in Warren Woods have preferred attending the elementary school that is geographically closest to their home. This arrangement builds a strong home and school partnership that is in the best interest of elementary students.

In some cases, families have experienced special needs that required a change of school to accommodate the student needs. These infrequent requests have generally been approved.

Parents choosing to have their children attend one of the elementary schools that are not in their attendance area must provide transportation to and from school.

All parents have the option to elect to attend any of the three district elementary schools on a space available basis. Parents who see a need for this possible change of school should contact their principal or any other elementary principal in the District for more specific information. Formal requests for a change of school must be submitted by written request to the appropriate building principal by the third Friday in May.

## **SECTION 1 - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school located in the attendance area in which they live.

When enrolling, the parents or guardians will need to bring:

- A birth certificate or similar document
- Custody papers from a court (if appropriate)
- Proof of residency
- Proof of immunizations

In some cases a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided. Parents/Guardians have thirty (30) days to establish residency.

Adult students, eighteen (18) years of age or older, may enroll themselves, but if residing with their parents, are encouraged to include them in the process.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without written consent of his/her parents.

### **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board of Education has established a policy that every student must have an Emergency Medical Authorization Form completed by his/her parent/guardian.

The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

### **USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication and /or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. These documents shall be kept on file in the administrative offices. No

student is allowed to provide or sell any type of over the counter medication to another student. Violations of this rule will be considered violations of Board Policy 5530 - Drug Use Prevention - and of the Student Code of Conduct and Student Discipline Code.

Only medicine in its original container, labeled with the date; if a prescription, the student's name, and exact dosage will be administered. Students authorized in writing by their physician, and/or parents may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

- All medication shall be kept in a locked storage case in the school office.
- The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.
- Students who may require administration of an emergency medication may have such medication administered in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, before exercise to prevent onset of asthma symptoms while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- There is written approval on file in the school office from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler.

If a student is found using or possessing a non prescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the District's Code of Conduct and will be disciplined in accordance with the drug use provision of the Code.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to communicable disease or highly-transient pests, such as lice. For additional information, see COMMUNICABLE DISEASE/INFECTIONS on p. 3.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SPECIAL EDUCATION**

The District provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Special education services can be accessed through the proper evaluation and placement procedure. Parent involvement in this procedure is required.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The American's with Disabilities Act (A.D.A.) requires the District to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff.

## **STUDENT RECORDS**

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitation on access to student records.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- observations and ratings of individual students by professional staff members acting within their sphere of competency
- samples of student work
- information obtained from professionally acceptable standard instruments of measurement such as:
  - interest inventories and aptitude tests
  - vocational preference inventories
  - achievement tests
  - standardized intelligence tests
- authenticated information provided by a parent or adult student concerning achievements and other activities which the parent or student wants to make a part of the record
- verified reports of serious or recurrent behavior patterns
- rank in class and academic honors earned
- psychological tests
- attendance records
- health records
- custodial arrangements

In all cases permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members; who have a legitimate educational interest in the information. In situations in which a student has both a custodial and noncustodial

parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of adult students, eighteen (18) and older, parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code, and has not graduated from the District.

"Legitimate education interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District," including but not limited to those officials with legitimate educational interests as defined in District administrative guidelines.

The Board authorizes the administration to:

- A. Forward education records on request to a school in which a student of this District seeks or intends to enroll.
- B. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals.
- C. Request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request to view, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only student "directory information" shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

## **DIRECTORY INFORMATION**

Each year in its Annual Report, the District will provide public notice to students and their parent of its intent to make available, upon request, certain information known as "directory information." *The Board designates as student "directory information":*

- Student's name
- Address
- Telephone number
- Date and place of birth
- Photograph
- Major field of study
- Participation in officially recognized activities and sports; height and weight, if member of an athletic team
- Dates of attendance
- Date of graduation
- Awards received
- Honor roll
- Scholarships

- Telephone numbers only for inclusion in school or PTO directories

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

Whenever parental consent is required for the inspection and/or release of a student’s educational records or for the release of “directory information”, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose “directory information” on former students without student or parental consent.

## **PETS AT SCHOOL**

Pet visitations to school are at the discretion of the classroom teacher and/or building administrator. Plans must be made in advance. Under no circumstances is an animal to be brought to school if lacking yearly rabies and distemper vaccinations. Proof of vaccination will be requested.

Other than for pre-approved visits no pets are to be on school property.

## **LOST AND FOUND**

Lost and found areas are located in the building. Your child may check for the lost article. All coats, hats, boots and gloves should be labeled with your child’s name.

## **SCHOOL SUPPLIES**

The school district provides each student with a basic set of school supplies. Book rental fees are not charged. Children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged.

## **STUDENT FEES, FINES, AND CHARGES**

The school may charge specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fundraising activity for a group in which she/he is not a member without the approval of the student’s counselor/administrator

- No student may participate in fund raising activities off school property without proper supervision by approved staff or other adults
- No house-to-house canvassing is allowed by any student for any fund-raising activity
- Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for...”, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm
- No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The school provides students the opportunity to broaden their learning through curricular activities. A curricular-related activity may contain school subject matter.

It is the District’s policy that the only authorized student groups are those approved by the Board of Education and sponsored by a staff member.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements

## **WALKERS**

Students who live within one and one half mile or less from school are considered to be “walkers”. An adult crossing guard is on duty before school and at dismissal. Students are expected to cross with the guard. The crossing guard is in authority at this corner. All directions given by the guard are to be followed. When safeties are posted at corners, students are expected to follow their directions.

## **PARKING LOT EXPECTATIONS**

- It is expected that children are dropped off no earlier than 8:30 a.m. without adult supervision
- It is expected that ONLY vehicles belonging to school/district personnel and/or vehicles with approved parking permits are allowed in the parking lot between 8:00AM - 9:00AM and again, 3:00PM - 3:45PM.
- It is expected that children never be allowed to walk through the parking lot without an adult escort
- It is expected that all pedestrians use a crosswalk when crossing the street
- It is expected that all parents/guardians and visitors obey all traffic laws on the streets surrounding the school at all times

Parking permit applications are available in the main office for those people who require special assistance.

## **BICYCLE AREA**

Bikes are to be parked in their proper place at all times. Bikes are not to be left anywhere except in the designated area. Only students who normally walk to school may ride bicycles to school. It is the responsibility of the parent to discuss the need for safety when riding bicycles.

Bikes are to be walked while on school grounds. Pedestrians, cars and buses have the right of way at all times. For security reasons bicycles should be locked. The school will not assume responsibility for loss of or damage to bicycles. Only students who follow these guidelines will be permitted to ride bikes to school.

## **SKATEBOARDS/MOTORIZED BIKES**

No skateboarding or motorized bikes are permitted on school property at anytime.

## **EMERGENCY CLOSING AND DELAYS**

If school must be closed or the opening delayed because of inclement weather or other conditions, radio and television stations will be notified. You may also go to Warren Woods Website ([warrenwoods.misd.net](http://warrenwoods.misd.net))

Parents and students are responsible for knowing about emergency closing and delays. PLEASE DO NOT CALL THE SCHOOL OFFICE during questionable weather as phone lines are needed for emergency calls. If Warren Woods Public Schools is not announced, then school is in session.

## **SAFETY PROCEDURES - FIRE, SEVERE WEATHER/TORNADO, & LOCKDOWN DRILLS**

Schools comply with all fire safety laws and will conduct all fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season. Lockdown drills will be conducted as dictated by state law.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school and submit proper identification to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without administrator approval.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents may be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **CELL PHONE POLICY**

Warren Woods School district has established the following guidelines pertaining to cell phone/smartwatches/electronic communication devices (referred to in this handbook as cell phones):

- All cell phones are OFF once on school property
- Cell phones will not be turned on until the student is off school property
- Cell phones are stored in the students' book bag, not in his/her desk (elementary guidelines)
- Cell phones cannot be checked during school hours
- The cell phone will be confiscated if the above guidelines are not followed



## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or observe instruction must contact the principal at least 48 hours in advance to arrange an appointment. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes breakfasts and lunches available to students. Students may also bring their own lunch. All students who attend Briarwood, Pinewood, Westwood, Warren Woods Middle School, Warren Woods-Tower High School and Enterprise High School are eligible to receive a healthy breakfast and lunch at NO CHARGE every day.

To continue receiving State and Federal funding to support this endeavor, we ask each family to complete an Education Benefit Form. The form can be filled out online at <https://warrenwoods.familyportal.cloud/>. Click "Apply for Benefits" and then click on "Education Benefit Form." Parents/guardians will need to fill out one form per household and include all children on one form. If you do not have internet access, you can get a paper copy from the front office of your child's school

In order to plan a sufficient number of lunches, it is the student's responsibility to order a lunch at the start of each day. Classroom teachers will review this procedure as needed and remind students accordingly.

## **RECESS**

Daily outdoor recess is a valuable factor in promoting a healthy life style. Children are expected to participate in recess activities. Adequate and appropriate clothing should be worn. Boots, hats and gloves are mandatory during winter months. Boots are also necessary when muddy conditions exist. School policy is that all students go outside for recess. However, when occasional circumstances warrant consideration, these guidelines will be followed when it is necessary for a child to remain inside:

- A child may remain inside for one day following an illness or health concern as addressed by the parent. A note requesting that the child remain inside must accompany the child upon his or her return to school.
- If a child is to remain inside for more than one day, a note from the doctor is necessary. The reason, length and signature must be included

Chronic health concerns should be discussed with office personnel and teacher at the beginning of each school year.

## **SCHOOL AGE CHILD CARE**

School Age and Day Care programs are available in each building. Arrangements for these programs should be made by contacting the School Age Child Care Program/Day Care/Preschool at 439-4882.

## **PARENT/TEACHER COMMITTEE (P.T.C.)**

As a parent of an elementary child who attends Warren Woods Public Schools, parents are automatically a member of the Parent Teacher Committee. Meetings normally are held monthly. Meeting dates and other school information are sent home monthly in the school newsletter/calendar. Your participation and support of P.T.C. and other school activities are appreciated and encouraged.

## **KINDERGARTEN ENROLLMENT**

Notification of enrollment will be noted in the school and District newsletters. Recent legislation has changed the Kindergarten entry age. Public Act 198 of 2012 states:

If a child residing in a school district is not 5 years of age on the enrollment eligibility date specified above, but will be 5 years of age not later than December 1 of a school year, the parent or legal guardian of that child may still enroll the child in kindergarten for that school year if they notify the school district in writing not later than June 1 prior to the beginning of the school year that they intend to enroll the child.

If a child is not 5 years of age on the enrollment eligibility specified above, but will be 5 years of age not later than December 1 of a school year and becomes a resident of the school district after June 1, the parent or legal guardian of that child may still enroll the child in kindergarten for that school year if they notify the school district in writing not later than August 1 prior to the beginning of the school year that they intend to enroll the child.

Parents must provide their child's birth certificate, immunization records, proof of residency, and health appraisal form signed by a physician.

## **SCHOOL PARTIES**

Classroom teachers may choose to have celebrations throughout the year. Birthdays may be recognized by making prior arrangements with the classroom teacher. Addresses for birthday invitations will not be given out by the teacher or the school office. Birthday presents/balloons should not be brought or delivered to the school. Deliveries for students will not be accepted. This constitutes a disruption to the learning environment.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

### **GRADES**

The purpose of a grade is to indicate the extent to which the student has mastered the necessary content standards and expectations.

### **GRADE REPORTING TO PARENTS**

Two Parent/Teacher Conferences will be held each year. Report cards are distributed quarterly. If at any time you wish to discuss your child's progress in school, contact your child's teacher.

### **HOMEWORK**

Homework is defined as any and all assigned work that is to be done or completed at home. Homework should be a natural outgrowth of a classroom activity. Homework is not to be given as a disciplinary measure. Homework will be assigned at the classroom teacher's discretion.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student is permitted access to the schools' computer network an agreement she/he and his/her parents must sign the agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

The use of the internet is a privilege which may be revoked by the District at any time. Reasons for revoking privileges include, but are not limited to: the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards, and District policy.

All students, grades 3-8, are administered the Michigan Student Test of Educational Progress (M-STEP). All students, grades K-5, are administered the Northwest Evaluation Association (NWEA) assessments.

Additional common assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. Classroom assessments are selected or prepared by teachers to assess how well the students have achieved specific expectations.

### **STUDENT SERVICES**

Intervention services are available for identified at-risk students. Title I services are available for identified students in qualifying schools. Questions regarding these programs should be directed to the classroom teacher or building principal.

Students who are suspected of having a disability are referred for testing through a process developed by our Special Services Department in concert with Public Law 94-142. Special Education services for students with such a disability occur only after a formal meeting (IEPC) is held with parents.

## **SECTION III - CODE OF CONDUCT**

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **EXPECTED BEHAVIORS**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the District and school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family and the school
- follow the behavior expectations set forth by the school

### **ATTENDANCE**

The Board of Education, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are critical to student success. Students are expected to be in class on time and remain in class until the end of the school day. Students who arrive late or leave early disrupt the learning process in the classroom. Late arrivals and early dismissals will be reflected in student attendance logs.

Attendance shall be required of all District students, except those exempted by provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

**Student Drops From Consecutive Absences:** Students who have accumulated more than ten (10) consecutive absences may be dropped for non-attendance if absences are found to not be for medical reasons or other school/district approved absences. If students are dropped for non-attendance, parents must re-enroll students with the district.

**Student No Shows:** Students who do not attend school within the first five (5) days of school, will be dropped from Warren Woods Public Schools. If students are dropped for non-attendance, parents must re-enroll students with the district. After an extended period of time of attempting to contact the parent/guardian, and without parent contact to the school, law enforcement will be notified to investigate the whereabouts of a student.

### **STUDENT GRADES**

A student's grade in any course/subject is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, she/he will be disciplined appropriately for the misconduct, but his/her grades will be based upon what the student can demonstrate she/he has learned.

## **TRUANCY**

Excessive absence and or tardies will result in referral to the county attendance officer. The number of absences that constitutes excessive is determined in accordance with Board policy

Elementary: Any student who is absent for **eight** school days will receive a letter from the principal to discern the problem. A reply/explanation is expected from the parents. If deemed excessive, a doctor's excuse will be required for future absences. In no doctor's excuse is provided by the **15<sup>th</sup>** absence, the Macomb Intermediate School District's Attendance office will be contacted. Excessive tardiness will also be reported to the Attendance office. Students are not considered tardy if they ride the bus and it arrives late.

## **ABSENCE DUE TO SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work missed due to suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

## **NOTIFICATION OF ABSENCE**

If a student is going to be absent, the parents/guardian must contact the school and provide an explanation. If prior contact is not possible, the parents should provide an excuse as soon as possible. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no-make up work will be permitted. Disciplinary action will follow.

## **PRE-ARRANGED ABSENCES**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should notify the principal and/or the attendance office. Only one chargeable vacation for up to five consecutive days will be granted per school year. Upon receiving a written request from the parent/guardian, the attendance office will issue a form for teacher recommendations and homework assignments. Parents are given the vacation request form after teachers have assigned homework and initialed a signed form. Full responsibility for resulting make up work will be assumed by the student. All work is due on day of return.

## **MAKE-UP OF ASSESSMENTS AND OTHER SCHOOL WORK**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. Make-up work due to suspension or excused absence shall be determined by each school in accordance with Board policy.

## **HOMEWORK REQUESTS**

When your child is absent, please allow 24 hours for your homework request to be accommodated by your child's teacher.

### **EARLY DISMISSAL**

It is important that students attend a full day of school. If early dismissal is necessary, the following procedure is to be followed:

1. A signed note must be sent with your child stating the time of student release, the reason, and who will be picking up the child.
2. Children are released from the office only. Parents or individuals picking up the child are to check in at the office when entering the building.
3. A sign out sheet is located in the office for an appropriate signature.
4. School personnel maintain the right to ask for identification as circumstances warrant.

### **ARRIVAL & DISMISSAL FROM SCHOOL**

Children who walk or are driven to school should not arrive before 8:30AM. Students enter the building at 8:35AM and school officially begins at 8:40AM.

Students are expected to line up at their assigned area upon arrival at school. Students are not allowed to use the playground or play equipment prior to the start of school, as these areas are unsupervised at this time.

Students will be dismissed at 3:30PM. Students are not permitted to remain in the building after school unless under the supervision of their classroom teacher or another adult. If students are not picked up on time, a referral may be made to the School Resource Officer.

### **TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day according to building guidelines.

The entry bell rings at 8:35AM. Students are expected to be in the classroom when school begins at 8:40AM. It is the responsibility of the parent to ensure punctual arrival. Frequent tardiness will be brought to your attention by school personnel. Excessive tardiness, resulting in lost instructional time, will be reported to the county attendance officer. Students are not considered tardy if they ride the bus and it arrives late. When late, please have your child report to the office before going to class.

### **DRESS AND GROOMING**

While fashion changes, the reason for being in school does 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 within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (Inappropriate)
- Does my clothing advertise something that is prohibited to minors? (Inappropriate)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?(Inappropriate)

- Am I dressed appropriately for the weather? (Appropriate)
- Do I feel comfortable with my appearance? (Appropriate)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

#### **SPRING DRESS CODE POLICY**

- No short shorts or short skirts
- No bare feet. Tennis shoes with socks is strongly suggested due to mulch on playground and required foot attire for gym class
- No see-through shirts, blouses, or tees
- No bare midriffs or halter tops
- No thin strapped tees
- Sleeveless shirts are acceptable



## SECTION IV-STUDENT DISCIPLINE

### STUDENT DISCIPLINE CODE

The Board of Education has adopted a Student Discipline Policy. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

#### Possession/Sale/Use of a Weapon

On October 12, 1994, Governor Engler signed into law PA 328, requiring local school boards to expel students carrying dangerous weapons in school. The law became effective January 1, 1995.

The law provides for the expulsion of any public school student who is found in possession of a dangerous weapon (*firearms, dagger, dirk, stiletto, knife with a blade over three inches long, pocket knife opened by a mechanical device, iron bar or brass knuckles*) in a school building or on school grounds, or who commits rape or arson in a school building or on school grounds. Expulsion is mandatory unless the student can demonstrate, by clear and convincing evidence, that:

1. They did not knowingly possess the weapon.
2. They did not possess the object for use or delivery as a weapon.
3. They did not know the object was a weapon.
4. They had express permission to possess the weapon from either the school administration or the local police department.

Students will report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### 1. Use of drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, or distribution, of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sales also include the possession or sale of over-the-counter medication or prescription medication to another student.

#### 2. Use of breath-test instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has reasonable suspicion to believe that a student has consumed an alcoholic beverage.

#### 3. Use of tobacco

Smoking, vaping, and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or vape product during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension, expulsion and City of Warren Citation.

#### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

#### **5. Possession of a weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law requires that a student may be permanently expelled from school, subject to a petition for possible reinstatement if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blow-gun, toy gun, etc.).

#### **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. Intentional injury to another can be a felony and /or cause for civil action.

#### **7. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

#### **8. Purposely setting a fire**

Anything, such as a fire, that endangers school property and its occupants will not be tolerated.

#### **9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

#### **10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

#### **11. Extortion**

Extortion is the use of threat, intimidation, force, or deception, take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

#### **12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

#### **13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

#### **14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion.

#### **15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

#### **16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

#### **17. Theft**

When a student is caught stealing, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### **18. Disobedience**

School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

**19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion, and restitution.

**20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence will lead to referral to the truant officer.

**21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

**22. Refusing to accept discipline**

If a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**23. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes any contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

**24. Possession of electronic equipment**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring electronic devices without permission. The property will be confiscated and disciplinary action will be taken.

**25. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

**26. Violation of bus rules**

Please refer to Section V - Transportation.

**27. Disruption of the educational process**

Any action that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and

performing arts events. Violations of rules could result in suspension or expulsion or City of Warren citation.

## **28. Harassment/bullying/hazing**

Harassment of students is prohibited and will not be tolerated. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with Administrative Guideline 5517.

Every student should, and every staff member **must** report any situation that they believe to be harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred it will result in prompt and appropriate action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited.

## **29. Possession of a firearm, arson and criminal sexual conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as a "firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other device designed to or likely to inflict bodily harm, including but not limited to air guns and explosive devices

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

## **CRIMINAL ACTS**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, or other intoxicants, trespassing, property crimes but not limited to theft and vandalism, occurring in the school as well as in the community.

## **SAFETY CONCERNS**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas.

## **PROFANITY**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **ELEMENTARY DISCIPLINE**

The following section provides an overview of the discipline code at all Warren Woods Elementary Schools. Disciplinary action will be based upon administrative discretion and the circumstances of each case. Severity and frequency of offenses will be handled in a progressive manner.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DISCIPLINARY ACTIONS**

Generally, most disciplinary concerns are to be handled by the teacher. Continued abuse of, or unwillingness to follow established school rules will be addressed by the building principal and may result in a written notice, parent contact, or combination thereof.

The seriousness of an offense may warrant formal disciplinary action up to and including:

*Detention:* Up to one hour during recess, lunch or other time designated by school personnel.

*In-School Suspension:* Isolated from peers (up to all day). Daily classwork will be made available.

*Exclusion:* Up to one full day out of school

*Suspension (Short-term):* One to ten days out of school

*Suspension (Long-term):* More than ten days out of school

In cases involving suspension, the student will be provided with notice of the violation and will be entitled to state his/her side of the story. Suspended students are not allowed to participate in any school activities.

*Expulsion:* Removal of the student from school and all school activities for a period in excess of ten days, up to permanent removal from school attendance.

In most cases where expulsion is being considered, a suspension may be invoked pending the decision. It should be noted that dates of suspension are days that school is in session. This excludes snow days, holidays, and vacation days. Expulsion from school cannot take place without formal board action.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal/assistant principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice. The request for an appeal must be in writing.

During the appeal process, the student may be allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, he/she may make up work missed after the return to school or while he/she is serving the suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school:

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence
- The time and place of the Board meeting
- The length of the recommended suspension or expulsion
- A brief description of the hearing procedure
- A statement that the student may give testimony, present evidence, and provide a defense
- A statement that the student may request the attendance of the school personnel who were party to the accused infraction

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the principal during whom the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days (as in Administrative Guidelines 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's

parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail.

Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password.

All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent, or vulgar.
  - 2. Advertises any product or service not permitted to minors by law.
  - 3. Intends to be insulting or harassing.
  - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.



- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission must be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, she/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes she/he has been improperly denied participation in a school activity.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students who live farther than 1.5 miles from school. The bus schedule and route is available by contacting the transportation department at 586-439-4975.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school), each student shall:

1. Be on time at the designated loading zone (5 minutes prior to scheduled stop).
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped before moving forward to enter.
5. Refrain from crossing a highway until the bus driver signals it is safe.

6. Go immediately to a seat and be seated.

The bus driver is not required to wait for late arrivals.

During the trip, each student shall:

1. Observe standards of behavior adopted by the school.
2. Be respectful of the bus, the driver, and the bus occupants.

Leaving the bus, each student shall:

1. Remain seated until the bus has stopped.
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

### **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

*It is the policy of the Warren Woods Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age disability, height, weight or marital status be excluded from participation, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. For information, contact the Superintendent of Warren Woods Public Schools at 12900 Frazho Road, Warren, Michigan 48089 or call 586-439-4469*

## **APPENDIX**

### **NOTICE OF NONDISCRIMINATION POLICY**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1983, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586)439-4401.

Inquiries related to discrimination on the basis of disability should be directed to: Stacie Sward, 504 Coordinator, 12900 Frazho Road, Warren, MI 48089, (586) 439-4464.

Direct all other inquiries related to any other discrimination to: Stacey Denewith-Fici, Superintendent, 12900 Frazho Road, Warren, MI 48089, (586)439-4457.

#### **GRIEVANCE PROCEDURES FOR:**

- **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**
- **TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972**
- **SECTION 504 OF THE REHABILITATION ACT OF 1973**
- **AGE DISCRIMINATION ACT OF 1975**
- **TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

#### **Section I**

Any person believing that the Warren Woods Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and/or (5) Title II of the American with Disabilities Act of 1990, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: Stacey Denewith-Fici, Superintendent, 12900 Frazho Road, Warren, MI 48089, (586)439-4457.

#### **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

- **Step 1** - A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- **Step 2** - A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinators response. The Superintendent shall meet all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of the meeting.
- **Step 3** - If unsatisfied, the complainant may appeal through a signed written statement to the Board of Education within five (5) business days of receiving the Superintendents response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Boards disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education is final.

Inquiries concerning the nondiscrimination may be directed to the Regional U.S. Department of Education/Office of Civil Rights, Frank Lausche Building, 615 W. Superior Avenue, Suite 885, Cleveland OH 44112-1897. Anyone, at any time, may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at (216)522-4070.

The local Coordinator, on request, will provide a copy of the districts grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and regulations on which this notice is based may be found in the Civil Rights Coordinators office.

### **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

## NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will so be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202
- F. Obtain a copy of the District's policy and administrative guidelines on student records (#8330).

## NOTIFICATION TO PARENTS ON BLOODBORNE PATHOGENS

Dear Parent/Guardian:

The District is subject to Federal and State regulations to restrict the spread of hepatitis V virus (HBV) and human immune deficiency virus (HIV) in the workplace. The regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contractive HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead to time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact: M. Grace Stafford, Assistant Superintendent, 586-439-4457.

**WARREN WOODS PUBLIC SCHOOLS  
NOTIFICATION TO PARENTS REGARDING CONCUSSIONS**

To provide for the safety of students, all athletic programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with whichever standards are more protective.

**WARREN WOODS PUBLIC SCHOOLS**  
**ACCEPTABLE USE AGREEMENT FOR COMPUTERS AND OTHER TECHNOLOGY**

Computers and other technology are to be used in a responsible, efficient, ethical, and legal manner. Technology includes, but is not limited to, computers, disk drives, printers, scanners, networks, software, video and audio recorders, cameras, photocopiers, telephones, and other related electronic resources. Networks include, but are not limited to, all voice and data systems. Users include anyone who is accessing or using district technology.

District technology can be used to access the Internet, a global information and communication network that provides significant educational opportunities to our students. The Board has adopted policies for Student Network and Internet Acceptable Use and Safety, and Staff Network and Internet Acceptable Use and Safety.

By signing this form, I agree to the following terms for use of district technology, including the Internet:

1. I understand that the use of district technology is a privilege and not a right. My use of technology may be monitored by district staff, and is not to be considered confidential or private. Warren Woods reserves the right to access, review, or delete any information on the district network.
2. My use of district technology is for educational purposes only, as determined by the district's mission statement and curriculum.
3. I will not use the school district network for commercial use, for inappropriate or illegal purposes of any kind, nor for activities that could be dangerous to myself or to others. Warren Woods will not be held responsible if I participate in such activities.
4. I will not use the school district network to send or receive threatening, obscene, or harassing materials. Warren Woods will not be held responsible if I participate in such activities.
5. I will not interfere with, disrupt, or cause damage to district technology equipment, networks, and services.
6. I will respect copyright laws and fair use practices.
7. I will not use multi-user talk sites (chat rooms), games, or blogs, except those designated as permissible.
8. I am responsible for any misuse that results from sharing my password. Therefore, I will not share my password.

I understand that if I do not follow the above guidelines, I may face disciplinary action, loss of technology privileges and network access, and/or legal action. Penalties will be determined by the School District.

I, \_\_\_\_\_, as parent/guardian of a Warren Woods student, grant my child access to district technology, including the Internet, and agree to enforce the guidelines stated above.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, as a Warren Woods student, have read the guidelines stated above and agree to follow them.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We have reviewed the Warren Woods Public Schools Elementary Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the school district. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_