

# Webberville Elementary Student Handbook

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## WEBBERVILLE ELEMENTARY MISSION

Students at Webberville Elementary School will achieve proficiency in all academic domains, exhibit positive character traits, and demonstrate civic responsibility. Progress will be measured through the use of state and grade level assessments, with instruction being adjusted and intensified to ensure student success. The staff at Webberville Elementary is committed to providing an engaging, safe, and nurturing environment.

## VISION STATEMENT

It is the vision of the Webberville Community Schools to help students become responsible and successful citizens by providing them with an educational experience designed to meet our high standards of excellence.

## WEBBERVILLE ELEMENTARY SCHOOL PLEDGE

As a Webberville **STAR**, I am a **Solver of problems**, a **Thinker**, an **Achiever**, a **Responsible citizen** and a **Self-directed learner**. A Webberville STAR is what I will be, so caring and honesty are traits for me. I will treat others with respect, myself and all guests, while solving problems and doing my best!

## WEBBERVILLE ELEMENTARY SCHOOL RULES

Do What's Right  
Do Your Best  
Love the Team

## SCHOOL OFFICE HOURS

The school office is open for parents one half hour before the beginning of school, 7:30 a.m., and closes at 4:00 p.m. Please keep these times in mind if you need to speak to the school secretary. We realize emergencies do arise that require a phone call before or after hours and we will be happy to oblige you in these cases if someone is available. Also, you may leave a message on the answering machine (521-3071) or the staff voice mail system.

## CROSSING GUARD

With the cooperation of the village of Webberville, a School Crossing Guard will be at the corner of Grand River and Main Street 15 minutes before school begins and 15 minutes after school ends.

## PARKING

For the safety of the students of Webberville Elementary we request the following:

1. **According to Village Ordinance #185 all street parking is prohibited except in designated spaces.**
2. **Do not enter the staff lot during the school day.** Please park in front of the school in the lot across Main Street if you are picking up a child for any reason. Remember the parking spaces in front of the building are for compact cars only.

Staff parking lot will be closed during the hours of 7:00 a.m.-3:00 p.m.

3. **During Dismissal do not enter the staff lot.** Please park across the street or in the municipal parking lot located to the south of the elementary building and walk your child across the crosswalk to your car. Jaywalking your child across the street contradicts the safety lessons we are teaching the children.
4. The parking lot behind the school is available for preschool and daycare parents only because their schedule does not conflict with the buses. No cars are allowed in this area when school buses are present between 7:40 and 8:00 A.M. and 2:45 P.M. and 3:15 P.M.
5. The circle drive in the front of the school is available for quick pick up or drop off. Please do not park in this area for more than a few minutes.

*These rules will help us keep your child safe.*

## VISITORS

Upon entering the building please go directly to the office and sign in. If you are here to volunteer get a button from the office staff. When leaving, please sign out and return the button.

For the safety of all children, if you are here to pick up your child(ren) make sure you come directly to the office. Do not go to the classroom. We will call your child to the office upon your arrival.

## LOST & FOUND

Lost and found is located in the storage container outside the Multipurpose Room. Parents and children are allowed to check for missing items at appropriate times. Items that are not claimed will be put on a table and displayed in the main hall during conference times. If items are not claimed, they will be donated at the end of each school year. It is best to label items with the child's name so "found" items can be returned.

## REQUEST FOR PARENTAL SIGNATURES

Often during the school year parents or guardians will be asked to sign a note and return it to school. This is the quickest and most efficient way for the school or individual teachers to receive verification that a communication was read by the parent or guardian. If you have more than one child in different classrooms, it is still necessary to return each note signed. This will include the note regarding this handbook, the Internet policy, field trip permission and photograph permission.

Communication in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade can best be achieved through the Student's Daily Assignment Book.

### **Emergency Forms**

At the beginning of each academic year you will receive an emergency form for each of your children. **PLEASE FILL OUT THE FORM COMPLETELY.** It is extremely important that we have alternate phone numbers for EACH child in case of emergency. Please SIGN and RETURN the form to school the next day after receiving it. Please inform the school as soon as possible of any changes of information that may occur during the course of the year so that the form can be kept up to date.

## TRANSPORTATION

Students are permitted to transport themselves to school using bicycles if written permission is given by the parent/guardian. Forms are available in the school office. Safety is our major concern with children transporting themselves to school. The school is not responsible for loss or damage to equipment. The following rules apply:

1. Students must follow safety practices.
  2. Students in grades two through six may ride bikes to school.
  3. Students are encouraged to wear helmets and other protective equipment.
  4. Bikes must be locked and students must use bike paths.
  5. Students must take equipment home each night.
  6. Bikes must be walked *not* ridden onto and off school property during school hours.
  7. Privileges will be revoked if rules are broken.
  8. Rollerblades and skateboard riders must follow the same rules.
- \*School is not responsible for any loss or stolen property.

## BUS CONDUCT

Students needing to be bussed to school will be given a bus number and a schedule. If a child needs to ride a different bus after school a parent must send a note. No student will be allowed on a different bus without a note.

The conduct of a student while riding to and from school should be an extension of good classroom behavior. Misbehavior on the bus is reported to the student's principal and handled as a discipline problem. Riding the bus is a privilege for students and can be revoked if repeated violations of the following occur:

1. Safety Concerns
  - a. Remain seated while bus is in motion.
  - b. Aisles will be clear at all times.
  - c. Heads, limbs, hands will be kept inside the bus.
  - d. No large objects, glass, or animals will be allowed.
  - e. Use of electronic devices is at the discretion of the bus driver. These devices **may not** be used on school grounds.
  - f. Emergency door will remain closed, except in an emergency.
  - g. Nothing is to be thrown on or from the bus.
  - h. Nothing will be brought that is harmful to yourself or others on the bus.
2. Acceptable Conduct
  - a. Be courteous and respectful to the bus driver and other riders.
  - b. Refrain from littering, eating, or drinking.
  - c. Move over to permit room for other students (saving seats is not allowed).
  - d. Student/parent will be held responsible for any bus damage.
3. Other
  - a. Only bus students may ride the bus.
  - b. A change in bus stop must have signed note by parent and teacher.
  - c. Guest riders must have a signed note by parent and teacher.
  - d. Arrive at your stop 5 minutes before the bus (drivers will not wait for tardy students).
  - e. A change in transportation routine must be reported to the office by 2:00 p.m.

\*Please notify the office in case of emergency.

## BUS MISCONDUCT POLICY

Discipline will operate in a progressive manner; however, the Board of Education and Administration reserve the right to suspend or expel a student from riding privileges if the severity of the misbehavior warrants it.

- 1<sup>st</sup> violation: Bus report sent to principal followed by student conference. Parent contacted.
- 2<sup>nd</sup> violation: Three (3) day suspension of riding privileges. Written notice sent to parent.
- 3<sup>rd</sup> violation: Five (5) day suspension of riding privileges. A conference with parents will be necessary before a child is allowed back on the bus.
- 4<sup>th</sup> violation: Riding privileges suspended for two (2) weeks. A conference with parents will be necessary before a child is allowed back on the bus.
- 5<sup>th</sup> violation: Riding privileges may be suspended for the remainder of the school year. A parent conference with the Superintendent of Schools will be necessary to determine the final resolution of the violation.

**ANY QUESTIONS REGARDING BUSING SHOULD BE DIRECTED TO DAVE BROWN,  
TRANSPORTATION SUPERVISOR AT 521-3071 EX. 107.**

### TELEPHONE USE

The school telephone is for urgent matters and can be used by students only when absolutely necessary. Forgotten items, such as homework, books, lunches, etc. are not considered emergency reasons. The office personnel have the right to deny use of the telephone and each student must explain the nature of the call before permission will be granted. Students must have permission before using classroom phones. Student cell phones are to be turned off and kept in lockers during the day. Parents are able to reach students by calling the main office or the classroom extension directly.

### EMERGENCY SITUATIONS

Emergency situations occasionally occur. The best way to handle them is to remain calm. Each of these situations is unique. Some general preparations are established to meet most situations.

#### **FIRE DRILLS**

Fire drills are conducted regularly during the school year. Students must exit the building in **TOTAL SILENCE** and remain **SILENT** so the teacher can give further instructions.

#### **SEVERE WEATHER**

The school personnel will take proper precautions upon receiving an **OFFICIAL WARNING**. Students will not be dismissed until the **OFFICIAL WARNING** has been cancelled.

#### **SCHOOL CLOSING**

If weather conditions or other circumstances warrant a closing or cancellation of school, please tune to radio stations and television stations.

If there is ever a need to close during the school day due to an emergency situation, staff members will call a group of volunteer parents who will contact people according to emergency forms.

Staff members will follow established guidelines for any other emergency situation.

#### **LOCK DOWN DRILLS**

Lock Down Drills will be practiced twice a year.

## **AFTER SCHOOL PLANS**

Make sure your student knows where to go after school. If the routine changes, please send a note. Students will not be allowed to change plans without written notification from parents.

## **LUNCH**

Hot lunches are served at the elementary multipurpose room for all students. Lunches may be purchased on a day-to-day basis or your child may pay in advance for a week or month at a time. Milk may be purchased for those students who wish to bring a sack lunch. Please send lunch and milk money in a sealed envelope with your student's name and the amount enclosed written on the outside. Children will be allowed to purchase one ala carte item after they have finished their regular lunch.

If lunch money is lost or a sack lunch forgotten, the student may receive a free cheese sandwich and milk.

Students may not leave the school grounds for lunch without special written permission from their parents or guardians.

**ALL QUESTIONS REGARDING LUNCH ACCOUNTS SHOULD BE DIRECTED TO ESTER MARR AT EXTENSION 349.**

## **PARTIES/FLOWERS**

There are three school-approved parties scheduled during the year: Halloween, Christmas, and Valentine's Day. Birthday treat arrangements must be made with the teacher in advance.

The sending of flowers and/or balloons to your child in school for any reason is discouraged.

## **ATTENDANCE**

A prompt arrival and consistent attendance are important for the successful progress of your child.

We know that some absences are unavoidable and recognize the following as EXCUSED absences:

1. Absence due to personal illness.
2. Absence due to sickness or death in the family.
3. Absence for doctor or dental appointments (only if no other time is available)

## **ABSENCE PROCEDURE**

***Please make sure to call the school office the DAY OF THE ABSENCE.***

When the student is going to be absent, we request the parent/guardian phone the school at **521-3071 ex. 201, on the morning of the absence.** If we do not hear from you by 8:30 a.m., we will contact you to learn of your child's whereabouts. Our concern is the safety of your child if we do not see him or her at school. **A contact with a parent is required to excuse a student's absence.**

### **PREARRANGED ABSENCE**

If you know that your child will be absent on a certain day or days, please call us in advance.

### **EXCESSIVE ABSENCE OR TARDIES**

5 consecutive days, 10 days total, or 5 tardies may require a conference with parent, teacher, and principal, and/or may result in a formal letter being issued from the school's office together with a contact with a truancy officer.

### **STUDENTS LEAVING EARLY**

Parents must send a note to the teacher if the student is to leave school early. All students leaving the building FOR ANY REASON after the start of school (appointments, sickness, etc.) must be picked up at the SCHOOL OFFICE and must be signed out at that time.

### **TARDINESS**

If students enter the building after the start of school, even in the event of a late arriving bus, they should report directly to the school office to pick up a tardy slip.

### **CLOSED CAMPUS**

Students must not leave school grounds during the school day for any reason unless signed out by a parent or guardian.

## **HEALTH INFORMATION**

### **IMMUNIZATION:**

Michigan school law requires that all children must have the required immunizations before entering school. Keeping children adequately immunized is the responsibility of the parent or guardian. Your child will be excluded from school if immunizations are not complete. Kindergarten children must also have a physical examination.

### **STUDENT ILLNESS:**

Please do not send children to school when they are ill. We realize that children do get sick during the day, but often they are sick when they come in the morning. Fever, vomiting, rashes, etc. are symptoms that should be checked before the child is sent to school. Cases of contagious disease should be reported to the school office immediately.

If your child is well enough to attend school he/she is well enough to participate in school activities and outdoor recess. Children unable to participate in school activities such as gym or recess must have a dated doctor's note specifying the reason and length of time they are to be excused.

If your child becomes ill at school, office personnel will try to reach you if their illness or injury requires treatment or requires your child to be sent home.

### **ACCIDENT CARE:**

Students, teachers, and school personnel are asked to report all school and playground accidents to the office. When necessary, an accident report is filled out and parents are called. If school personnel decide that the student requires professional medical attention, the parent will be asked to pick up the child in the school office.

### **ADMINISTRATION OF MEDICATION:**

Medication includes both prescription and non-prescription medications. This includes those taken by mouth, by inhaler, by injection (epi-pen), by application drops to eyes or nose, or by application to the skin. Parents are responsible for bringing the medication into school and filling out the medication form.

### **Please remember:**

- All prescription medicines must be in an original container with child's name, doctor's name, and dosage printed clearly on it.
- A note from parents must accompany over-the-counter medications.
- All medication should be brought to the office by parents.
- If you feel your child is old enough to carry medications or inhalers to school, please make sure that he or she brings a note of permission to the office.

For health information regarding head lice, HIV, communicable diseases and any other health issue please call the school office and request a copy of the State of Michigan Standards.

## ACADEMIC CURRICULUM

The school curriculum follows the course of instruction in accord with the National and State requirements for all elementary schools in Michigan. A full range of curriculum with emphasis on basic skills is offered at Webberville Elementary School. Language Arts (reading, writing, and spelling), mathematics, science, and social studies are offered at all grade levels. In addition, physical education, music, and computer skills are taught. The curriculum is in a constant state of revision through review of texts used and programs offered to ensure a dynamic and ever challenging variety of learning.

## HOMEWORK

Every class period is vitally important in a school day. Every assignment has a definite educational purpose. While children may not appreciate this fact, we hope that parents do. Home assignments are part of the school program and require parent supervision to promote neatness and accuracy. Please provide a **REGULAR TIME AND DEFINITE PLACE** where home assignments are to be done. Parents are not expected to help their children excessively, but parental interest goes far in encouraging a child. It is the student's responsibility to take ownership of all assignments.

## EVALUATION

### **REPORT CARDS**

Report Cards will be issued three times each year. Individual teachers will provide specific classroom guidelines for assessment at the beginning of the year.

### **CONFERENCES**

Scheduled conferences will be held in the fall and the spring. Individual conferences are encouraged and recommended if any problem or immediate concern arises. Appointments for conferences may be arranged **anytime** between parents/guardians and teachers.

Concerns should always go to the classroom teacher if it is a classroom issue before it comes to the administrator.

## PROMOTION/RETENTION

It is the policy of Webberville Elementary School to promote students to the next grade when it is felt the student is academically and socially prepared for relative success. If a student's grades have consistent Unsatisfactory ("U") markings or fall below a 1.0 average ("D") for any academic subject, retention is seriously considered. As always, communication with parent/teacher/principal is necessary when grades are slipping, long before it becomes a question of retention.

## EXTRA CURRICULAR ACTIVITIES

### **BAND**

All 5<sup>th</sup> and 6<sup>th</sup> grade students have the option of joining the Webberville band program. During the first two weeks of school, students will receive an in-depth introduction to the band program. Students and parents will then be given information on obtaining instruments and the specifics of the program. Band is intended to provide students with the basic elements of instrumental music and to prepare them for membership in the middle school and high school bands. Concerts performed in the evening will give the community a chance to enjoy the students' progress. Band students are encouraged to develop a lifelong appreciation of music and its possibilities.

Students also have the option to take private lessons during the course of the school year.

### **CHOIR**

All 5<sup>th</sup> and 6<sup>th</sup> grader are members of the Webberville Elementary Choir. These students will showcase their talent at school concerts and throughout the community.

## **STUDENT COUNCIL**

Students in grades 4, 5, and 6 will elect two classroom representatives to voice ideas and student concerns to a council of students. Fifth and sixth graders may run for office positions. Meetings are held throughout the year at a time arranged by the sponsors.

Other activities may be organized during the school year based on interest.

## **SPECIAL SERVICES**

Special services are available to students who qualify or as the needs arise.

Michigan Readiness Preschool Program for 4 year olds

Title I Reading and Math

Speech and Language

Resource Room

School Nurse – Visits are made to school when requested.

School Psychologist – Services available when the need for testing is evident.

Teacher Consultants – Service provided by the Ingham Intermediate School District.

Consultants assist teachers and students who have been identified as having autism, physical or health concerns, hearing impairments, visual impairments, or orientation and mobility concerns.

## **PRIVACY OF RECORDS**

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by the Webberville Community Schools. These rights include:

1. The right to examine the student's records. Requests for inspections shall follow these guidelines: written request addressed to the building principal upon forms specified and furnished by the school. A request to examine records shall be honored by the principal or other staff person designated by him/her within a 48-hour period.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record changed if the administration agrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent/student, or when being used by school personnel for business. Certain official

agencies may also request records. These are listed in the Board of Education Policy on Privacy of Student Records.

4. The following information will be made available for publication in directories, sport programs, and so forth:

Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, honor roll recipients and the most recent educational agency or institution attended by the student, and any other similar information.

If a parent or student does not wish this information to be available for publication, notice must be given to the building principal by October 1 of each year.

5. The right to obtain a copy of the Board of Education Policy on Privacy of Student's Records from the Superintendent's office.
6. The right to protest to: The Family Education Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Ave., SW, Washington, DC 20201, if the school district is not complying with the Family Rights and Privacy Act or Department of HEW rules.

## TEXTBOOK/LIBRARY MEDIA CENTER /TECHNOLOGY POLICY

### **TEXTBOOKS:**

Each child will be provided with books. If any are lost or damaged, an appropriate assessment will be charged to the parents or guardians. Textbooks will be issued in the fall or as needed by the teacher. These books are the property of Webberville Schools and are on loan to the student.

### **LIBRARY MEDIA CENTER:**

Using the Media Center is a right, a privilege, and a responsibility. All students will have access to library material, which may be checked out.

**Prompt** return of these materials is important so that other students can use the materials.

Overdue procedures are as follows:

1. First week: A notice will be sent with the student for the first week material is overdue.
2. Second week: A note will be sent to the parents concerning the overdue materials and check out privileges will be suspended for the student until the materials are returned or cost of material

paid. Privileges will then be reinstated.

3. Barcodes are placed on materials for check-out purposes. Lost or damaged barcodes will require a fee of \$2 for replacement. Replacement cost will be charged for damaged or lost materials.

Parents should encourage their children to be responsible for the good care, proper use, and prompt return of all materials.

### **TECHNOLOGY:**

1. Computers in the elementary school building are to be used by students during school hours.
2. Computer Lab is for elementary student and staff usage **only** unless special permission is granted by the elementary principal

## **DRESS CODE**

It is the belief of Webberville Elementary Administration, Staff, and Parent Group that appearance, clothing, and grooming influence student's attitude and behavior. Since our primary purpose is the task of teaching and learning, the student's appearance should be appropriate to the learning environment. Inappropriate clothing may have an adverse effect on the student's attitude and readiness to learn.

It is not our purpose to place an undue burden on any student or family. Our purpose is to offer guidelines for student appearance, clothing, and grooming which is reasonable and, above all, consistent with the goals and objectives of Webberville Elementary School.

The following are inappropriate in an educational setting and are not allowed.

1. Shirts with profanity, sexual sayings or suggestions, and any clothing displaying weapons, alcohol, cigarettes, or illegal substances.
2. Halter tops, tank tops, bare midriff shirts, mutilated clothing, or skirts/shorts shorter than the longest finger when hands are down at sides.
3. Waistbands of all pants must be around the waists.
4. Adults and children are to remove their hats upon entering the building, regardless of the day or time, and left off until they leave the building.
5. Students wearing inappropriate clothing will be provided with alternative clothing to finish the school day. Further violations will be referred to the principal and parent contact will be made.

## **RECESS**

1. All children are expected to go outside every day, with the exception of the following:  
-inclement weather

- illness
- physician statement needed for more than two days inside

2. Proper footwear is essential for safety and health reasons.

## INDOOR RECESS

Children will be kept indoors if weather conditions such as zero degree wind chill or rain do not permit outdoor activity. During indoor recess school rules and consequences apply. Only appropriate indoor games will be allowed

## PLAYGROUND RULES

The conduct of a student while on the playground should be an extension of good classroom behavior. Misbehavior on the playground is reported to the student's principal and handled as a discipline problem.

### **PLAYGROUND RULES**

1. Only authorized adults are allowed on playground during school hours.
2. Students must stay and play in defined playground areas.
3. Climbing on, sitting on, standing , or walking on the fence is prohibited.
4. Writing tools or electronic games are not allowed on the playground.
5. Students must be quiet when asked.
6. Students will keep their hands and feet to themselves.
7. Students will show respect.
8. Students will follow directions of adults on the playground.
9. Violence or bullying of any kind will not be tolerated and may result in suspension.

## PLAYGROUND CONSEQUENCES

### **CONSEQUENCES FOR MISBEHAVIOR**

The following sequence is used for disciplining student behavior on the playground:

- |                           |   |
|---------------------------|---|
| 1 <sup>st</sup> violation | Warning given to student for misbehavior. |
|---------------------------|---|

2 <sup>nd</sup> violation	Student sent to fence to stand.
3 <sup>rd</sup> violation	*Student loses recess.
4 <sup>th</sup> violation	Student is written up by playground personnel and referred to office for disciplinary action.

\*After 3<sup>rd</sup> violation parent/guardian will be notified.

## CODE OF DISCIPLINE

The primary objective of student discipline and control is to produce an environment in which complete attention may be directed to teaching-learning activities. All students must show consideration for all persons who are members of the educational community and contribute to the creation of an atmosphere conducive to learning. While the method of discipline may vary somewhat with our younger and older students, all students must learn the necessity of respecting the rights of others.

## SCHOOL RULES

Listed below are some of the school rules and consequences that the students of Webberville Elementary School are expected to know and to follow. **We have 3 main guidelines for all of our rules. Students will: Do what's right; Do his/her best; Love the team.** These rules were developed to assist children as they act with respect toward other students, as well as toward staff, teachers, visitors, etc. If everyone follows these rules and acts appropriately toward others, then children of Webberville Elementary will be happy, safe, and have a sense of pride.

### SCHOOL RULES

1. Maintain Safety
  - a. The student will use objects or school equipment in a safe manner on the school bus, within the school building, or on the playground.
  - b. The student will use appropriate verbal and physical actions toward peers.
  
2. Protect Property
  - a. The student will use Webberville Elementary School and equipment in a responsible manner.
  - b. Student and parent will be responsible for repair costs.

3. Respond Respectfully and Appropriately
  - a. The student will use appropriate language and behavior when interacting with other students and adult staff members at all times.
  - b. The student will inform his/her parents of their behavior.

## MATTERS FOR DISCIPLINE ACTION

Webberville Elementary School considers the following actions examples of unacceptable behavior which may result in serious disciplinary action, up to and including suspension (in or out of school) or expulsion. These are only examples and are not to be deemed all inclusive:

1. Attendance Violations
  - a. Repeated tardiness
  - b. Truancy
  - c. Walk-out
  - d. Closed campus violation
2. Disobedience
  - a. Defiance of authority in word or action
  - b. Disruptive behavior in any form
  - c. Violation of school rules/classroom rules
  - d. Violation of Internet Policy\*
  - e. Disrespect of school personnel, either during or after school hours
3. Unacceptable Conduct
  - a. Use of profane or offensive language
  - b. Conduct considered to be indecent, obscene, vulgar, or disorderly
  - c. Possession of pornographic material written or pictorial
4. Use or Distribution of Illegal Materials
  - a. Tobacco\*
  - b. Alcohol\*
  - c. Drugs of any kind\*
  - d. Weapons or explosives\*
5. Criminal Actions Against Persons or Property
  - a. Striking, bullying, or threatening students or school employees\*
  - b. Extortion or intimidation
  - c. Sexual harassment or intimidation\*
  - d. False fire alarm or bomb threat
  - e. Vandalism

- f. Theft
- g. Arson

\*For complete policy information regarding the Internet Policy (6161.2R), Dangerous Weapons, Arson or Criminal Sexual Conduct Policy (5131.6), Unlawful Use and/or Possession of Control Substances Policy (5140.1), School Safety Assaults Against Other Students Policy (5144.31), School Safety Assaults Against School Personnel Policy (5144.32), and Sexual Harassment or Intimidation Policy (5145.1) contact the Webberville Elementary School office.

## MEANS OF DISCIPLINE

The following types of disciplinary procedures may be taken when student's behavior interferes with his/her educational opportunity or that of others, or disturbs the orderly conduct of school activities, or violates expected standards of Webberville Elementary School.

1. **ORDINARY** (responsibility of the classroom teacher): A conference between the teacher and the student, isolation in the classroom, hallway detention, lunch hour detention, detention after school, denial of privileges, or a conference between the teacher and the parent/guardian are some options available.
2. **EXTRA-ORDINARY** (responsibility of the principal): The student being sent to the office, a conference between the principal and the student, a conference between the principal and the parent/guardian, detention after school, referral to an appropriate educational specialist, or suspension (in or out of school) are examples of action that might be taken.
3. **EXTREME** (responsibility of the principal): Suspension (in or out of school) or expulsion. The extreme means of discipline will be used only in serious cases when other means of motivation or discipline have failed or when circumstances of disruption, scandal, or crime necessitate such extreme discipline.

- a. **Student Suspension:** The student will be informed of specific charges and allowed to present any relevant information. Parent/Guardian will be notified of the suspension. Suspension will be either "in-school" suspension or "out-of-school", depending on the severity of the problem. The principal will make this determination. Extra-curricular activities are also suspended for the days that are spent on "in-school" or "out-of-school" suspension. Students will be suspended or expelled from Webberville Elementary School when involved in physical conflict or fight with anyone at the school. Length of suspensions will be determined by the principal (in number of days, 1-3).
- b. **Expulsion:** Expulsion is the permanent dismissal from Webberville Elementary School. It will be used only as the last resort after all other means of motivation and discipline have failed. Expulsion requires prior notice to the parent/guardian of the nature of the offense and the specific violation,

referral to the Superintendent, Board of Education, and notification of the Webberville Elementary School problem solving procedure.

### CONSEQUENCE PROCESS FOR GRADES K-3

- I. Minor Misbehavior -attendance violation, disobedience, and unacceptable conduct
- 1<sup>st</sup> violation Warning by school personnel
  - 2<sup>nd</sup> violation Conference with student's teacher
  - 3<sup>rd</sup> violation Student conference with principal (detention may be an option)
  - 4<sup>th</sup> violation Student conference with principal and parent/guardian to write an action plan
  - 5<sup>th</sup> violation Student will be suspended (in-school or out-of-school)
- II. Major Misbehavior - persistent disobedience, continued unacceptable conduct, use or distribution of illegal materials, and criminal actions against persons or property
- 1<sup>st</sup> violation Student conference with principal and parent notification
  - 2<sup>nd</sup> violation Student conference with principal and parent/guardian to write an action plan
  - 3<sup>rd</sup> violation Student will be suspended (in-school or out-of-school)
  - \*Snap Suspension To comply with state mandate (PA 102) any student may be subjected to a Snap Suspension by a teacher. Student will be suspended from teacher's class for remainder of the day (in-school or out-of-school)

**Inappropriate behavior will be dealt with on an individual basis and in accordance with the Webberville School District Policies as well as the Safe School Policies. Inappropriate behaviors include anything that prevents student behavior from being identified as safe, kind, cooperative, and respectful.**

### CONSEQUENCE PROCESS FOR GRADES 4-6

- I. Minor Misbehavior -attendance violation, disobedience, and unacceptable conduct
- 1<sup>st</sup> violation Warning by school personnel
  - 2<sup>nd</sup> violation Conference with student's teacher
  - 3<sup>rd</sup> violation Student conference with principal (detention may be an option)
  - 4<sup>th</sup> violation Student conference with principal and parent/guardian to write an action plan
  - 5<sup>th</sup> violation Student will be suspended (in-school or out-of-school)
- II. Major Misbehavior- persistent disobedience, continued unacceptable conduct, use or distribution of illegal materials and criminal actions against persons or property
- 1<sup>st</sup> violation Student will be suspended (in-school or out-of-school)
  - \*Snap Suspension To comply with state mandate (PA 102) any student may be subjected to a Snap Suspension by a teacher. Student will be suspended from teacher's class for remainder of the day (in-school or out-of-school)

## **6<sup>th</sup> Grade Violation Only**

\*\*Automatic Suspension/Expulsion      To comply with state mandates any student in the 6<sup>th</sup> grade violation Matters For Discipline Action 5.a (Striking or threatening students or school employees) is subject to automatic suspension/ expulsion up to 180 days and offense must be reported to the Webberville Board of Education and police (PA 102.5).

**Inappropriate behavior will be dealt with on an individual basis and in accordance with the Webberville School District Policies as well as the Safe School Policies. Inappropriate behaviors include anything that prevents student behavior from being identified as safe and respectful.**