



# Webberville Elementary Student Handbook

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**\*\*Building Procedures/Health Information:** Some building and health procedures are subject to change depending on COVID health and safety recommendations given to the school district by the Ingham County Health Department throughout the 2021-2022 school year. If this happens, communication will happen by the school district in a timely manner outlining the adjustments made to the procedures.

# Webberville Elementary Student Handbook

## 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 SONG**

We are the stars of Webberville Elementary  
The stars of Webberville Elementary  
The stars of Webberville Elementary



Shining where e'r we go  
We have a strong ambition and positive attitude  
A strong ambition and positive attitude  
A strong ambition and positive attitude  
Doing our best, passing the test, shining where e'r we go!

## **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 (517-521-3071) 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. A Webberville Elementary staff member will also be assigned across from the drop off loop to support the crossing to students at the cross walk starting at 7:40 each morning.

## 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. Cars are not permitted in the parking lot behind the school 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 drop off only. Please do not park in this area for more than a few minutes.

**THESE BEFORE AND AFTER SCHOOL PROCEDURES AND PARKING REGULATIONS WILL HELP US TO 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.

## SCHOOL START AND END TIMES

School begins at 8:00 and ends at 3:00. The dismissal time on half days is at 11:15. The dismissal time on early release days is at 1:00. Students are allowed to enter the building between 7:30-8:00 unless they are going to kids clubhouse. Breakfast is served starting at 7:30.

## BEFORE SCHOOL AND AFTER SCHOOL PROCEDURES

### Morning Drop Off Procedures:

- The main entrance will be unlocked at 7:30. All other doors will be locked and students will not be allowed to enter these doors.
- Students should not be dropped off before 7:30 unless they are going to Kids Clubhouse.
- The drop off loop in front of the school may be used to drop off a student.
- The drop off loop should NEVER be used for parking.
- Parents/Guardians may walk their child into the school at 7:30 but should use the parking across from the drop off loop or across the street. The lot next to the main entrance is for staff or school volunteers.
- Between 7:30 and 8:00:
  - Students should not be waiting outside their classrooms, as the halls are not supervised.
  - Students who would like breakfast, should walk to the multipurpose room. **Families are welcome to wait with students in the multipurpose room.**
  - All K-3 grade students should go to the multipurpose room, even if they are not getting breakfast.
  - All 4-5 grade students should go to the gym, unless they are getting breakfast.
- Please be aware: If a student is dropped off prior to 7:30, they will be asked to go to Kids Clubhouse and parent(s)/guardian(s) will be notified and a fee will be assessed!

### Pick Up Procedures:

- Pick Up students:
  - Will be released from their classrooms at 2:55 to walk to the gym.
  - Parents/Guardians, upon entering the building to pick up their child/children, should report to the gym and wait there.
  - Students must be picked up by an authorized person of release.
  - Students **will not be allowed** to meet parents in the loop or parking lot, as this is a safety concern.
  - Parents/Guardians may sign up to receive a fast pass pick up pass from the office the first week of school.
  - Parents/Guardians should send in a note with your child or contact the office if a student is getting picked up on a certain day and that is different from what they usually do.
  - Parents/Guardians will be asked to sign your child out in the gym **OR** use their daily fast pass that they requested to receive.
  - If a student needs to leave prior to 2:55, parents/guardians should sign their student out in the office and pick them up from there.
  - 'Grade Level Signs' will be posted around the gym so parents know where you will be able to find your child.

### **Walking Home Procedures:**

Parents are required to complete a 'Walker Permission' slip to keep on file in the office giving a student permission to walk home daily.

### **Bus Procedures:**

- Student who are riding the bus will be walked to the buses by the classroom teacher at 3:00.
- Parents/Guardians should send in a note to the child's teacher if there is a change in how your child is getting home on a given day.



## **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 PARENT/GUARDIAN 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.



## **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. 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 five 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 lost 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.
- 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.
- 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 Dianne DeLong at 517-319-8365 OR DEAN TRANSPORTATION DISPATCH at 517-319-8360**



## **TELEPHONE USE**

The school telephone is for urgent matters and can be used by students only when necessary with permission from office personnel. Students must have permission before using classroom phones, also. 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 (517-521-3071) or the classroom extension directly. The classroom extension will be provided by the teacher at the beginning of each school year.

## **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, a message will be sent to all registered families via our SCHOOL MESSENGER system. You can also tune to radio stations 93.5, 101.7 OR 99.1 and television stations 6,10, OR 47.

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 SITUATIONS**

If a “Teach in Place” or Soft Lockdown occurs, teachers are asked to shut their doors and keep students from entering the hallway. The main entrance to the buildings may be monitored by a staff member. Other lockdown situations may be considered more of a safety concerns and staff members have been trained to instruct students how to respond in the best way possible in order to keep them safe. Lockdown drills will be practiced several times throughout the year.

\*Parents will be notified by the School Messenger system and/or email any time there has been an **actual** lock down of classrooms caused by a perceived threat to student safety.

## **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.

A peanut butter jelly bar, fruit and milk will be charged to a student’s account which has more than two unpaid lunches until the account has been brought up to date.

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 CINDY COURTER AT EXTENSION 7941.**

## **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 due to the disruption it causes in the classroom. Your cooperation is appreciated.

## **ATTENDANCE**

A prompt **arrival at 7:55** 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 (please try for afternoon appointments)

### **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 **517-521-3071** *and select the attendance hotline on the morning of the absence.* If we do not hear from you by 8:30 a.m., we will contact you to confirm 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 can result in a formal letter being issued from the school's office together to the 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, 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. Students must be fever free for 24 hours (without the use of fever reduction medicine) prior to returning to school. A fever is considered 100.4. 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.

**Please make sure the office has the most current contact and emergency contact information for your child(ren).**

### **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, speaking directly to the secretary, and filling out the medication form and/or creating a medical plan with the principal. **Students with severe allergies or medical conditions (i.e, conditions that may require a student to keep medicine with them in the classroom) must set up a time to meet with principal to create a specific medical plan. Students may not bring medicine to school and keep it in their backpack.**

### **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.

- Medications will be required to be kept in 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**

At WES, the recommendation is that teachers will use homework as a tool for providing additional practice. Homework should have a clear purpose that will positively impact a student's level of proficiency, but not negatively impact the child's grade. Homework is defined as extra practice for a specific subject that can be done independently by a student. Classwork is defined as work that is completed during the corresponding subject area and will not be sent home as homework.



## **EVALUATION**

### **REPORT CARDS/POWERSCHOOL**

Report Cards will be issued three times each year. Teachers will enter grades into PowerSchool on a cumulative basis throughout each trimester. Parents will be given access to PowerSchool where they will be able to view their child's grades throughout the course of each trimester.

### **STANDARDS BASED GRADING**

Students will be evaluated using the WES Standards-Based Grading Scale.

- 4: Exceeding Expectations
- 3: Meeting Expectations
- 2: Working Towards Expectations
- 1: Area of Concern

### **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.

## **EXTRA CURRICULAR ACTIVITIES**

### **WEBBERVILLE JUNIOR GARDEN CLUB**

Students in grades 2 through 5<sup>th</sup> are invited to join the Garden Club. Monthly meetings are held with the Webberville Garden Club to promote interest and information about gardening.

### **STUDENT COUNCIL**

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

### **OTHER CLUBS/AFTER SCHOOL ACTIVITIES**

Other activities may be organized during the school year based on interest. Notes will be sent home with students advertising additional after school clubs and activities.



## **FIELD TRIPS**

Field trips are to be used as an extension of the learning environment. All students must have a signed permission slip to attend a field trip. Parents are encouraged to act as chaperones on the trip and will be responsible for any expenses their participation requires.

Students on field trips act as representatives of our school and our community. Therefore, student behavior expectations are consistent with in school guidelines. Misbehavior on a field trip may result in a parent being contacted to pick up their child.

Any field trip participation is considered a privilege. Students who do not demonstrate good behavior in school may not be allowed to attend field trips. A student with unpredictable behavior may be required to have a parent present as a chaperone before he/she may attend the field trip. Staff is expected to clearly communicate problems and consequences to parents well in advance of any lost field trip opportunities.



## **SPECIAL SERVICES**

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

Great Start Readiness Preschool Program for 4 year olds

Title I Reading and Math

Speech and Language

Resource Room

Social Work Services

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:

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.

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:**

Students will be issued a Chromebook to be used for school purposes only. K-2 students will be allowed to take their Chromebook home if the teacher gives permission for the students to do so. 3-5 grade students will be expected to bring their Chromebook back and forth each day to school. Students will be asked to follow the general expectations below when using their Chromebook, as well as the guidelines outlined more specifically in the equipment/device user agreement contract:

1. Carry their Chromebook with two hands at all times.
2. Remain seated while using their Chromebook.
3. Use only their assigned Chromebook.
4. Keep food and drink away from their Chromebook.
5. Keep their login and password secure.
6. Follow all rules and expectations for school while utilizing Chromebook.
7. Use appropriate language and conduct while using any application or when communicating while on the Chromebook with other students or adults.

Students and parent(s)/guardian(s) will be asked to sign an 'Equipment/Device User Agreement' form in which they will agree to follow the specific Webberville Schools equipment/device expectations at the start of the school year. Parent(s)/Guardian(s) will be expected to cover the cost of any damages accrued to a student's Chromebook if it has been determined that a student has not followed the guidelines and equipment agreement expectations.

## **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, bare midriff shirts, mutilated clothing, or skirts/shorts shorter than the longest finger when hands are down at sides.
3. Sleeveless tops must have a strap that is at least 3 fingers wide.
4. Waistbands of all pants must be around the waists.
5. Children are to remove their hats upon entering the building, regardless of the day or time, and left off until they leave the building.
6. 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** (tennis shoes or closed toe sandals) 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 apply.

## **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. Students must be quiet when asked.
5. Students will keep their hands and feet to themselves.
6. Students will show respect.
7. Students will follow directions of adults on the playground.
8. Students will use equipment in a safe fashion as trained
9. Violence or bullying of any kind will not be tolerated and may result in suspension.

### **CONSEQUENCES FOR MISBEHAVIOR ON THE PLAYGROUND**

The consequence process for recess is the same as the school wide consequence process as described on pages 20-21.

## **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.

At the beginning of each school year and multiple times during the year, all students will be trained in school-wide behavior expectations in common areas including the hallways, playground, cafeteria, and restrooms.

### 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.
  - c. Students will report any incidents of students who are not acting safe to an adult.
  
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.
  - c. Students will report any incidents of destruction of property to an adult.
  
3. Use Kindness and 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. The student will use kind words that demonstrate respect.
  - b. Students will use "I" messages when communicating with other students in a conflict.
  - c. Students will use behaviors and gestures that demonstrate kindness and respect.

## 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. 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
  
2. Unacceptable Conduct
  - a. Use of profane or offensive language
  - b. Conduct considered to be indecent, obscene, vulgar, or disorderly
  - c. Possession of inappropriate material written or pictorial
  
3. Use or Distribution of Illegal Materials
  - a. Tobacco\*
  - b. Alcohol\*
  - c. Drugs of any kind\*
  - d. Weapons or explosives\*
  
4. 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**

It is our policy to promote positive behavior in students by setting clear expectations, training students in those expectations, and reinforcing good behavior. However, the following types of disciplinary procedures are in place if a student's behavior choices interfere with his/her educational opportunity or that of others, disturb the orderly conduct of school activities, or violate 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 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). A conference with the principal will be scheduled prior to the student returning following any out of school suspension and in some cases following an in school suspension.

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.

Inappropriate behavior will be dealt with on an individual basis and in accordance with the Webberville School policies. Any action that is disruptive of school routines, impedes the learning process, or adversely affects the safety, health, or welfare of any student will be considered grounds for disciplinary action. All violations will be documented and a Discipline Referral Form will be completed by a staff member.

**CONSEQUENCE PROCESS FOR GRADES K-2 (This includes behavior that has occurred in the classroom and/or in the school, including recess.)**

I. Minor Misbehavior	-inappropriate language (not swearing), rough housing, refusal to follow directions, disruptive behavior, minor disrespect, minor property damage, electronic violation, school furniture or playground misuse
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) & a think about it form will be completed by the student and sent home to the parent.

4 <sup>th</sup> violation	Student conference with principal, teacher, 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	- abusive language (swearing, threats, etc.), fighting/physical aggression, refusal to comply after several prompts, harassment/bullying, lying, cheating, destruction of or intending to destroy school property or others' property, stealing, bathroom misuse, major disrespect
1 <sup>st</sup> violation	Student conference with principal (detention may be an option), student will complete a think about it form, 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)

**CONSEQUENCE PROCESS FOR GRADES 3-5 (This includes behavior that has occurred in the classroom and/or in the school, including recess.)**

I. Minor Misbehavior	-inappropriate language (not swearing), rough housing, refusal to follow directions, disruptive behavior, minor disrespect, minor property damage, electronic violation, school furniture or playground misuse
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) & a think about it form will be completed by the student and sent home to the parent.
4 <sup>th</sup> violation	Student conference with principal, teacher, 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, bullying, fighting, abusive language
1 <sup>st</sup> violation	Could result in one of the following: detention, suspension, think about it form. Parent will be notified of the behavior and consequence.
2 <sup>nd</sup> violation	Detention or suspension (in-school or out-of-school). Principal, parent/guardian, and teacher will create an action plan to help support students' positive behavior.
*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)

**Please direct any questions or concerns you have regarding the policies and procedures explained in this handbook to the principal, Jeannette Kiernan, at: 517-521-3071 ext. 7936.**