

# Webberville Elementary

**202 North Main Street, Webberville, MI 48892**

**Phone: 517-521-3071 Fax: 517-521-1028**



## Student Handbook

**Principal: Jason Kubiak**

Office Phone: 517-521-3071 ext. 7936

Cell Phone: 517-927-6381



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## **ADMINISTRATION & W.E.S. STAFF**

### **Administration**

Andy Smith, Superintendent  
John Herbert, Middle School/High School Principal  
Jason Kubiak, Elementary Principal  
Christine Bennett, Special Education Supervisor  
Ellen Diaz, Administrative Assistant, District Office

### **Preschool Teachers**

Heather Derian, 3 & 4 year old  
Preschool/Preschool & Daycare Director  
Abbey Toner, GSRP teacher  
Sarah Conley, GSRP teacher  
Patty Leathem, GSRP teaching assistant  
Stacey Coffey, GSRP teaching assistant  
Sarah Dalman, GSRP teaching assistant

### **Title 1 Staff**

Lindsay Estep, Title 1 Director &  
Instructional Coach  
Brooke Marshall, Title 1 Teacher  
Briana Hodge, Title 1 Paraprofessional

### **Social Emotional Support Staff**

Rachael Russell, Behavior Interventionist  
Ashley Brown, Student and Family  
Specialist

### **Special Education Teachers & Staff**

Becky Goodman, Special Education  
Teacher  
Sydney Kavanaugh, Social Worker  
Dr. Laura Grant, Speech and Language  
Pathologist  
Katie Gorkowski, Occupational Therapist

### **Activity Teachers**

Kara Tredway, Music  
Tearra Snyder, Physical Education/Art

### **Kindergarten Teachers**

Missy Zettel  
Alison Soderberg

### **First Grade Teachers**

Jamie Spencer  
Nicole Elliott

### **Second Grade Teacher**

Nicole Elliott  
Ashley Peterson

### **Third Grade Teacher**

Erin Keiser  
Hunter Torkelson

### **Fourth Grade Teacher**

Danielle Berger

### **Fifth Grade Teacher**

Cora Reese

### **Paraprofessionals**

Vikki Peterson  
Rachel Brownell  
Ashley Hill  
Nicole Vanderlugt  
Faith Braudrick  
Krista Matiyow  
Roxanne Maki  
Whitney McDonnell  
Brooke Roby  
Becka DePue

## **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 **SPARTAN**, I am  
a **Solver of problems**, a **Thinker**,  
an **Achiever**,  
a **Responsible citizen** and  
a **Self-directed learner**.

A Webberville SPARTAN 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 SCHOOLS FIGHT SONG

On for Webberville  
Our hearts with gladness fill  
And as we go to victory on to victory  
We will cheer you  
Be the victors! Be victors!

On for BLUE and GOLD  
How high our banners flow  
Return home the CHAMPIONS  
Of Webberville the school we love the BEST!

## WEBBERVILLE ELEMENTARY SCHOOL RULES

Do What's Right  
Do Your Best  
Love the Team

### Webberville Elementary Expected Behaviors Matrix

The Webberville SPARTAN way!	Hallways	Bathroom	Playground
<b>Do What's Right</b>	--V-0 Whole Class, P K-5th --Keep your hands to yourself. --Keep eyes open and looking forward --Walk on the right side of the hallway --V-1 Partners, Groups	V-1 Wash your hands with 2 pumps of soap and water. Knock on the door before entering. Flush the toilet. Use 2 pulls of paper towel to dry your hands.	Wood Chips or any ground material stay on the ground. Stay away from the landscape, flowers, bushes Freeze when the whistle is blown Slide down the slide on your bottom. Keep your hands to yourself. Swing forward/backward on the swings.
<b>Do Your Best</b>	Wave silently to a friend and staff. Use your eyes only to admire the artwork on the walls.	Give others privacy. Report problems to an adult.	Clean up playground materials. Use playground equipment appropriately. Take ownership for my choices.
<b>Love the Team</b>	Accept my place in line. Accept changes made by the adult.	Keep the floors and walls dry and clean. Return to class quickly and quietly as	Follow adults instructions. Take turns and share equipment.

	- Keep hands off walls and artwork	soon as you are done using the restroom.	Line up quickly.
<b>Staff Anchors</b>	V-1  Silent Wave to Groups -No high fives  Model hellos and good-byes	Monitor larger groups  Not allowing more than one person at a time to use restroom unless a monitored class bathroom break	Supervise all areas while moving around the playground  Cell Phones should be put away.  Engage with students.  Time management.  Follow rules established by supervisors; be consistent.

WES Expected Behaviors Matrix

<b>The Webberville SPARTAN way!</b>	<b>Classroom</b>	<b>Assembly</b>	<b>Cafeteria</b>
<b>Do What's Right</b>	Keep hands and feet to yourself.  Follow teacher directions the 1st time.  Listen to the person who is talking.  Follow classroom social contract expectations	Sit down on your bottom.  Follow teacher directions.  Sit quietly until dismissed.  Listen to the speaker.  Keep my hands and feet to myself.	Raise your hand if you need help or to be dismissed.  Hands and feet to yourself in the lunch line.  Keep all food to self and not share with others.  Trays are neatly stacked on the counter.
<b>Do Your Best</b>	Use furniture and materials appropriately.  Use your time wisely.  Ask for help when needed.  Always do my best work.	Enter and exit quietly and politely in a single file line.	Eat all or most of your food.  Use my time wisely.
<b>Love the Team</b>	Appropriately participate in activities.  Keep the classroom clean and organized.  Stay positive and keep things peaceful.	Appropriately participate.  Respond quickly to the quiet signal.  Respectful applause for all award winners	Clean up after yourself.  Dump milk or liquid in the bucket.  Carefully throw away trash.  Wait quietly at your seats, when done eating, until it is time to be dismissed.  Push the chair in when done.
<b>Staff Anchors</b>	Be calm  Be responsive and engaged in teaching  Give students affirmations  Model expected behaviors and kindness  Roving and closely monitoring; redirecting to expected behavior	Sitting with class  Support all students  Active Management  Arrive on time and enter quietly	Be a role model  Encourage students to eat their lunch  Active monitoring  Engage in meaningful conversation  Dismiss students from tables to line up who are cleaned up and ready to line up.

WES Expected Behaviors Matrix

The Webberville SPARTAN way!	Arrival/Dismissal	Walking In Line	Activity Class
<b>Do What's Right</b>	Go straight to your destination.  Put all your materials in their designated places in the classroom/be sure to pick up everything needed to go home.  Calmly walk to the bus or your pick up car; only cross pickup loop or parking lot with an adult	V-0/V-1  Walk at all times.  Keep your hands and feet to yourself (stay in your own bubble)  Keep your eyes forward towards the friend in front of you.  Stay right behind the person in front of you and keep gaps to a minimum	Keep equipment/instruments/materials in the designated area.  Listen & Follow the directions the 1st time.  Keep hands and feet to yourself.
<b>Do Your Best</b>	Find an adult if you need help.  Get your breakfast as soon as you get to school and then go right to your classroom spot and sit quietly	Keep your hands to yourself.  Body calm and quiet.  Listening ears.  Eyes forward.	Use furniture, equipment, & materials appropriately.  Take ownership for my choices.
<b>Love the Team</b>	DISMISSAL in GYM: Calmly sit and wait until your name is called to leave.  Sit calmly and quietly in the hallway before school	Show courtesy to learners; be aware of surroundings.  Accept my place in line.  Accept changes made by the adult	Appropriately participate in the activities.  Be patient for your turn/be accepting if you do not get a turn today.
<b>Staff Anchors</b>	Give hellos and goodbyes  Give directions and redirect behavior  Closely monitor student safety in your designated area	Model expected behaviors  Redirect students when needed	Use mantras  Preview & Respect the activity, classroom, and special teacher.

The Webberville SPARTAN way!	Bus	Coping or Emotional Regulation Skills	Rest Time (PreK only)
<b>Do What's Right</b>	V-1 voice  Stay in seat unless moved by an adult or it is time to get off the bus  Sit down and face forward  Appropriate words and body	Make an effort to use self care strategies on an individual basis.  Move, eat, and drink when you have an opportunity.  Try new strategies.	Stay on your cot  Keep materials to yourself  Listen to music and rest body
<b>Do Your Best</b>	Appropriate words  Keep food in your backpack until you get off the bus  Keep your things to yourself	Identify a trigger or feeling and choose a tool  Utilize a trusted adult when you need support.  Use "I feel" _____ Or "I need" _____ Statements.	Quiet voices  Quietly rest on your cot



<b>Love the Team</b>	Be quick and courteous when getting on and off the bus  Help each other  Use kind words	Take responsibility for your choices.  Think about how your actions make others feel.	Keep body to self  Quiet voices  Help friends with cots
<b>Staff Anchors</b>	Foster positive relationships  Model appropriate behavior  Communicate with staff members if students need more support to be successful on the bus  Closely monitor student behavior	Foster positive relationships.  Know when it's time to take a step back and cool down.  "Model common SEL language: Zones, mindfulness, calming strategies, expected vs. unexpected behavior.."  Check in after an escalation; restore positive relationship  Offer/provide tools for students self care of emotional regulation.	Adults use quiet voices  Adults assist children as needed

## **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 of 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. **Park only in spaces that are marked visitor in the staff/visitor lot.** These are located closest to the school. There is additional visitor parking in the dirt lot across from the drop off/pick up loop.

**The Staff parking spaces (numbered spots) will be closed during the hours of 7:00 a.m.-3:00 p.m.**

3. **During dismissal, do not pull into the pickup loop until 3:00.** Prior to 3:00, please park across the street in the dirt lot, in a space in front of the loop, or in a visitor space in the staff lot.
4. Cars are not permitted in the drop off/pick up loop before 7:40 and between 8:00 and 3:00.
5. The circle drive in the front of the school is available for drop off and pickups only. Please do not park in this area!

**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 on the podium. If you are here to volunteer, get a sticker from the office staff. When leaving, please sign out.

For the safety of all children, if you are here to pick up your child(ren) before 3:00 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 7:40-8:00 unless they are going to Kid's Clubhouse. Please use the door located by Kid's Club for morning drop-off and afternoon/evening pick-up of students at Kid's Club. **Breakfast is served starting at 7:40.**

## **BEFORE SCHOOL AND AFTER SCHOOL PROCEDURES**

### **Morning Drop Off Procedures:**

- **The main entrance will be unlocked at 7:40.** All other doors will be locked and students will not be allowed to enter these doors.
- Students should not be dropped off before 7:40 unless they are going to Kid's Clubhouse.
- The drop off loop in front of the school may be used to drop off a student starting at 7:40.
- The drop off loop should NEVER be used for parking.
- Parents/Guardians may walk their child into the school starting at 7:40 rather than use the drop off loop. However, please use the parking in front of the drop off loop, across the street in the dirt lot, or in the visitor spots in the main parking lot.
- Please do not park in numbered parking spots as these are assigned to staff members.
- Between 7:40 and 8:00:
  - Students can go directly to their classroom and wait in a single file line (sitting or standing) outside their classroom. They should not enter their classroom until the teacher greets them and is ready to begin the day.
  - Students who would like breakfast, should walk to the multipurpose room. **Families are welcome to wait with students in the multipurpose room.**
- Please be aware: If you need to have your child come to school before 7:40, you need to sign your child up for Kid's Clubhouse.

### **Pick Up Procedures:**

- **IF YOU PLAN TO PICK UP YOUR CHILD, PLEASE USE THE FOLLOWING GUIDELINES:**
  - If you plan to pick your child up each day or on a regular basis,

parents/guardians should fill out a fast pass application and the office will administer you a fast pass to place in the dashboard of your car.

- **Pickups will begin at 3:00. The loop will be closed until 3:00!**
- If you arrive before 3:00, please park in a space in front of the loop or across the street in the dirt lot.
- At 3:00, you can either stay parked in your spot in front of the loop or across the street in the dirt lot OR pull into the loop.
- A WES support staff member will approach your vehicle, look for your fast pass on your dash, and use a walkie to alert your child's classroom teacher. The teacher will send your child to you at that time.
- If you are parked in a parking spot, a WES staff member will help your child cross the street at the cross walk and arrive at your vehicle, safely.
- If you need to pick your child up before 3:00, you will need to park in a visitor parking spot in the main lot and come into the office and ask for your child to come down to the office. You will need to sign your child out on the podium in the main office.
- Students must be picked up by an authorized person of release.
  - Parents/Guardians should send in a note with your child to give to their child's teacher **or** contact the office if a student is getting picked up on a certain day and that is different from what they usually do.

### **WALKING HOME PROCEDURES**

- Parents/Guardians are required to fill out a walking home permission form (at the start of the school year) to keep on file if you would like your child to walk home each 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.

### **PARENT/GUARDIAN FORMS AND 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.

## **Riding Bikes, Rollerblades, or Skateboards to School**

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. They must be stored by the bike racks on the south side of the building near the office.
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 PROCEDURES AND CONDUCT**

### **BUS PROCEDURES**

- Students who are riding the bus will be walked to the buses by a teacher or staff member at 3:00.
- Students are expected to follow the bus rules each day when riding the bus. This includes sitting in their seat, using safe hands and body, and using a quiet, appropriate voice and language.
- 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 any given day.

### **Bus Conduct:**

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 JOSH DEPUE  
at [517-521-3447](tel:517-521-3447), ext. 7976 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 or cubbies during the day. Cell phones should be kept in bags or lockers for the entirety of the school 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 canceled.

**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 and app. 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. An app message will also be sent.

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 concern 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 sandwich, 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 DAWN PREADMORE 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 POLICY AND PROCEDURES**

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 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. An immunization waiver may be obtained from the health department which would allow a child to attend school without their immunizations. Your child will be excluded from school if immunizations or a waiver is not complete and on file in the office. 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.

**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.

**SEVERE ALLERGIES:**

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.

## **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 art 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.



## **GRADING/EVALUATION**

### **REPORT CARDS/POWERSCHOOL**

Report Cards will be issued four times each year. Teachers will enter grades into PowerSchool on a regular basis throughout each marking period. Parents will be given access to PowerSchool where they will be able to view their child's grades throughout the course of each marking period. PowerSchool shows your child's most current grades and assignment completion.

### **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.

## COMMUNICATION

- The office will send out an electronic weekly school newsletter to families on Fridays.
- Teachers are expected to communicate electronically to all parents for each subject taught on a weekly basis.
- Webberville Elementary staff is committed to communicating to families on a regular basis and will return calls, messages, or emails within 24 hours of receiving them.

## GOOGLE CLASSROOM

Students are assigned a chromebook at the start of the school year. Google classroom is an application in the chromebook that is used as an instructional support tool and allows students to complete some assignments and daily check-ins electronically. **Parents are not expected to check their child's google classroom.** Google classroom does not show your child's most current grades or completion of assignments. Parents should refer to PowerSchool or contact your child's teacher if there any questions about your child's grades, assignments completed, or academic progress.

## EXTRA CURRICULAR ACTIVITIES

### WEBBERVILLE JUNIOR GARDEN CLUB

Students in grades 3rd 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 3- 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 or Webberville Schools Special Education Staff. 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. At the Elementary level, Chromebooks will only be used at school. K-5 students will only be allowed to take their Chromebook home if the teacher gives permission for the students on rare occasions for classwork to be completed such as an extended absence. 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 waist.
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** (tennis shoes or closed toe sandals) is essential for safety and health reasons. For recess and gym classes, tennis shoes must be worn to prevent injury. Sandals, Crocs, and other loose fitting shoes that do not provide proper support to the ankles are not allowed in the gym or on the playground. Crocs can be worn in the classroom at the teacher's discretion.

## **INDOOR RECESS**

Children will be kept indoors if weather conditions such as zero degree wind chill, extreme heat, 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 on school property.
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 27-28.

## 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 and 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 as 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.

## **SOCIAL EMOTIONAL SUPPORT**

**ZONES OF EMOTIONAL REGULATION:** Staff at Webberville Elementary use a common language when talking about how students are feeling emotionally. The Zones of Emotional Regulation is a system that helps teach self-regulation to children that involves learning language about emotion, matching colors to feelings, learning to analyze problems, identifying triggers, and giving tools to change zones. There are 4 colors (red, yellow, green, blue) that help students identify how they are feeling and allow staff to provide supports, accordingly.

**GARDEN ROOM:** The GARDEN Room is a place in which our Behavior Interventionist can help a student to reset and return to class. It may also be a place where students work on a conflict. At times, a student may spend time in the GARDEN Room as part of a restorative consequence for an unexpected behavior. If a child spends time in the GARDEN Room for an unexpected major behavior, the parent will be contacted by the Behavior Interventionist or the Principal. The GARDEN Room is designed to be a safe place for students to spend when they are not able to be in the classroom and need additional time, tools, or support to be able to return to their classroom.

## **UNIVERSAL ACCOMMODATIONS**

A universal accommodation refers to modifications or supports designed to make environments, activities, or services accessible and usable by everyone, regardless of their abilities, needs, or disabilities.

Webberville Elementary School has adopted the following Universal Accommodations.

### **Environmental Accommodations:**

- Students will be provided a visual schedule on the board of their day that includes the learning outcome(s) and any assignment expectations.
- Students will have access to a flexible work location for independent work within the classroom that best suits their learning style and individual needs.

### **Behavioral Accommodations:**

- School-wide: Behavior expectations are articulated, taught, and posted in the school building and in the student handbook.
- Classroom: Behavior expectations are articulated, taught, and posted in the classroom and sent home to parents.
- Students will be provided verbal and non-verbal redirection prompts for off-task behavior that include the following 3 questions.
  - What are you doing?
  - What are you supposed to be doing?
  - What is your plan?
- Students may utilize school provided or school approved sensory tools within the classroom as long as it is not deemed a distraction to self or others.

(Continued on next page)

### **Instructional Accommodations:**

- Students will have access to Assistive Technology (i.e., Speech-Text and Read & Write) when writing skills are not being directly assessed.
- Students will have access to a support that will help them prepare for an assessment (i.e. study guides, class notes, rubric with success criteria), if applicable to grade level.
- Students will have access to copies of class notes, upon request by the student or if the teacher determines it to be needed to develop proficiency (if notes are being taken in class), after first attempting to take notes in class.
- Students will have the opportunity to show what they know through verbal explanation if requested by the student or if the teacher determines that the student can show proficiency in the standard(s).

### **Assessment Accommodations:**

- Students will have access to extended time on assessments not to exceed one additional class period.
- Students will have access for all assessments to be read aloud, if not measuring reading ability.
- Students will have the opportunity for an alternate space for testing in a location that best meets their needs.

## **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. **MINOR UNEXPECTED BEHAVIOR** (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. MAJOR UNEXPECTED BEHAVIOR (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. MAJOR/EXTREME UNEXPECTED BEHAVIOR (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, Jason Kubiak, at: 517-521-3071 ext. 7936.**