

## Student/Parent Handbook

for the

### Woodhaven-Brownstown School District Elementary Schools

*Welcome to our Elementary School. All the members of the staff are pleased to have you as a student and welcome you and your family to our school community. We look forward to working with you to make your school experience productive and successful!!*

Bates Elementary, Cherie Godfrey, Principal 734 692 2217  
Erving Elementary, Caterina Berry, Principal 734 692 2212  
Gudith Elementary, Thomas Martin Principal 734 783 5386  
Wegienka Elementary, Michelle Briegel, Principal 734 783 3367  
Yake Elementary, Timothy Podlewski, Principal 734 692 2230

Mark Greathead, Superintendent of Schools  
Woodhaven-Brownstown School District  
734 783 3300

***AFTER YOU REVIEW THIS HANDBOOK, PLEASE COMPLETE THE "ACKNOWLEDGEMENT OF RECEIPT OF STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT" AND RETURN IT TO YOUR CHILD'S TEACHER. THE FORM MAY BE FOUND ON THE LAST PAGE OF THIS HANDBOOK.***

***IF YOU HAVE QUESTIONS ABOUT THE CONTENT OF THIS HANDBOOK, PLEASE CONTACT YOUR BUILDING PRINCIPAL OR CHILD'S TEACHER. THANK YOU!!***

Please refer to the Policies of the Woodhaven-Brownstown School District. The Policies may be found on the District Website at [www.woodhaven.k12.mi.us](http://www.woodhaven.k12.mi.us) or you may contact the Building Principal to review the policies.

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## FOREWORD

This student handbook is designed to answer many of the commonly asked questions that students and families have during the school year and to provide information about certain board policies and procedures. Become familiar with the following important information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective for the 2010-11 school year and takes effect immediately.

This handbook reflects the current status of the Board's policies and the school's rules as of September 1, 2010. If any of the policies or administrative guidelines referenced herein are revised after September 1, 2010, the language in the most current policy or administrative guideline prevails. The district's policies may be accessed, on line, through the district's website at [www.woodhaven.k12.mi.us](http://www.woodhaven.k12.mi.us).

## MISSION OF THE DISTRICT

In partnership with the families and community, the Woodhaven-Brownstown School District strives to educate all students in a safe, caring, learning environment. Our mission is to develop independent learners who will become contributing members of an ever-changing society.

## EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Mark Greathead, Superintendent of School  
(734) 783-3300

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s).

## INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

## LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the director of Special Education at (734)783-3322 to inquire about evaluation procedures and programs offered by the District.

## STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

The Board of Education has determined that the following is Directory information: student's name, address, date of birth and location, awards, course of study, date of graduation, telephone number for PTO and school organizations, and photographs and videos. Parents should refer to the district policies for updated list of Directory Information. Policies may be accessed through the district website at [www.woodhaven.k12.mi.us](http://www.woodhaven.k12.mi.us)

Directory information may be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the district's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Access to all student records is protected by (FERPA) and Michigan law. Except in certain circumstances as defined in State and Federal law, the District may not release confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, or a graduate of the district. The district is not allowed to release a student's social security number. Examples of other confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Parents and eligible students have the right to review, amend, and receive copies of all educational records. Costs for copies of records may be charged to the parent. A written request to amend a record must be made to the building principal. To review student records please provide a written request to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Consistent with the Protection of Pupil Rights Amendment (PPRA) and Board Policy, parents have the right to inspect, upon request, a survey or evaluation created by an outside party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### Relations with Parents

The Board needs parents to assume and exercise responsibility for their children's behavior. During the school hours, the district's administrators recognize the responsibility to monitor students' behavior and the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations per student code of conduct.

## **SECTION I – STUDENT WELL-BEING**

School safety is a responsibility of all members of the learning community. All staff members are familiar with emergency procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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

Because a school has a lot of people in the building daily, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. The district follows the advice of the County Health Department when making these decisions.

Contagious diseases that may require a student to remain at home include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the County and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines or by the local health authorities.

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

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

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

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

### **EMERGENCY MEDICAL AUTHORIZATION**

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

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school's secretary or building principal.

### **SPECIFIC HEALTH CARE NEEDS AND USE OF MEDICATIONS AT SCHOOL**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. The Medical Prescriber/Parent Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. The form is available in the school office.
- B. All prescription and non-prescription medications must be brought to the school office directly by the parent in the ORIGINAL container that is appropriately secured. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, backpack, pocket, or by the student in another manner.
- C. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- E. The parents shall have sole responsibility to instruct their child as to the time the medication is to be taken, and the child has the responsibility for both presenting himself/herself on time in the office, to receive the prescribed medication.
- F. The building principal maintains a log for each prescribed medication, noting the adult who gave the medication, the

date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will be permitted to dispense nonprescription, over-the-counter (OTC) medication to any student without a physician's authorization on file in the school office.

## **SECTION II – GENERAL INFORMATION**

### **ARTICLES PROHIBITED AT SCHOOL**

Without permission, students should not bring cameras, radios, iPods/MP3 players or valuable electronic or personal items to school. They are often lost, misplaced, or unintentionally damaged. The school is not responsible for their safe keeping and is not liable for their loss or damage.

### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES...**

A student may possess a cell phone, electronic communication device, I Pod, MP3 or similar electronic storage device (ECD/ESD). During school hours the cell phone, other ECD/ESD or other electronic device including a camera **must remain off and out of sight** unless expressly permitted by a teacher or building administrator. Without the permission of the teacher, electronic communication device(s) must be picked up from the school by a parent or guardian.

The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the school be responsible for preventing theft, loss, or damage to cell phones or ECD/ESD brought onto its property.

### **EARLY DISMISSAL**

For the safety and welfare of elementary school students, any student leaving early will be released only from the office. No student will be released until an authorized adult comes into the office to sign the child out and the adult has been identified. An adult may be asked for identification if office personnel are not familiar with the adult picking up the child. This is done for the safety of our children.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify local radio, television stations, and/or Tele-Parent. Parents and students are responsible for knowing about emergency closings and delays. Please be sure any change in telephone number is immediately registered in the building office.

### **EMERGENCY PREPAREDNESS DRILLS**

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. Lock down and evacuation drills are also part of our Safety Program and will be conducted periodically. The teacher in each classroom will train the students for each emergency situation. It is essential that everyone follow the predetermined guidelines.

## **MEAL SERVICE**

Cafeteria Rules are as follows:

- 1) Lunch bags and boxes should be labeled with the student's name.
- 2) Students will walk quietly to the lunch room.
- 3) Students will sit at their assigned tables and remain in their seat while eating lunch.
- 4) Indoor voices will be used at all times in the cafeteria.
- 5) Students are responsible for cleaning their eating area.

Applications for the school's Free and Reduced-Priced Meal program are available in the office and on the district's website. Please contact the building secretary if you believe your family is eligible.

## **LOST AND FOUND**

Students who have lost items should check the lost and found and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year. Please mark your child's belongings with their first and last names.

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

Any parent who wishes to review materials or observe instruction must contact the principal. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **STUDENT SALES**

No student is permitted to sell any item in school unless it is related to a school function and approval is granted by the building administrator.

## **USE OF SCHOOL EQUIPMENT**

Students must receive the permission of the teacher before using any equipment or materials in the classroom. Students will be held responsible for the proper use and protection of any equipment they are permitted to use.

## **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Please handle all pick up or other arrangements with your child before he/she arrives at school. Please do NOT call your child on their cellular telephone during the school day. Students' cellular phones are to be off and out of sight; emergencies should be called into the building office.

## **VISITORS**

In order to properly monitor the safety of students and staff, ALL visitors must report to the office upon entering the school to obtain a pass. Parents should make an appointment with a staff member before coming to school to meet about a student. Students may not bring visitors to school.

## **VOLUNTEERS**

We recognize that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities. In order to properly monitor the safety of students and staff, s/he will submit to a background check prior to volunteering in the school. The building administrator oversees the Volunteer Program and will provide prospective volunteers with guidelines.

## SECTION III - ACADEMICS

### COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed every school year.

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. Attendance and school rules apply during all field trips.

### GRADES

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade. Teachers typically share how they calculate a grade at the start of the school year. If a student or parent is not sure how grades are determined, contact the classroom teacher. Students will receive a report card at the end of each marking period indicating their grades for that time period. When a student appears to be at risk of failure, teachers will notify parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### HOMEWORK

Many teachers assign homework. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated tests, graduation requirements, and work in later grades.

### PROMOTION, PLACEMENT, AND RETENTION

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made. Policy 5410 establishes criteria for promotion, placement, and retention.

#### DEFINITIONS

**A. Promotion:**

Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

**B. Placement:**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the professional staff recommends and the building administrator concurs and the parent agrees, that it is in the student's best interest to move to the next grade.

**C. Retention:**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the professional staff with the concurrence of the building administrator and the parent.

**A. Criteria for Consideration**

The following criteria should be considered:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

**B. Time Line for Elementary Grade Placement Changes**



1. Before Parent/Teacher Conference: Principal will review grade placement procedures with teachers.
2. October-January: Teacher should inform parents of student progress.
3. Early March: Teacher will notify principal, if an alternative grade placement or retention is being considered. The principal may convene the Student Support Team to discuss this recommendation.
4. Early April: If placement or retention is still being considered, parents should be notified by this time and commitment to the decision secured.
5. May-June: Decision on placement or retention is made and student grade placement recommendation is completed.

### SCHEDULING AND CLASS ASSIGNMENTS

The principal will assign each student to the appropriate classroom to ensure a balanced program.

### STUDENT ASSESSMENT

To measure student progress, students take classroom assessments periodically in each subject during the school year. These tests monitor progress and determine mastery levels as well as determine instructional needs and assign grades. Teachers select and prepare these tests. Students also take state and district mandated tests periodically during the school year.

## SECTION IV- STUDENT CONDUCT

### ATTENDANCE

The administration and faculty believe that classroom experience and teacher-student interaction are essential components of learning. The promotion of lifelong habits of self-discipline, good attendance, and punctuality is important in the development of a productive student and citizen.

The attendance policy is based on the State Law of Michigan which requires, "every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and sixteen (16) years, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the School District in which the child is enrolled."

#### DEFINITIONS

- A. **Absence**  
An absence is any day that a student misses school.
- B. **Excused Absence**  
Any medically documented absence, funeral days, or other absence approved by the attendance office will not be counted against the student in the ten (10) day limitation.
- C. **Suspended Absence**  
A suspended absence is an absence from class as a result of a violation of the Student Code of Conduct. Suspended absences will not accumulate in the ten (10) day limitation. A student on suspension may not attend or participate in any extra-curricular or school activities.

#### Parent/Guardian Responsibility

If a student is unable to attend school or any part of the school day, it is the parent's responsibility to notify the school office by **PHONE ON THE DAY** of the student's absence. In those cases, when the call is recorded, the recording will be used to verify receipt of the phone call. The parent/guardian **must call on the day of the absence**.

#### Excessive Absences

- If a child accumulates **10** absences in a school year the building administrator will **send a letter** to inform the parent/guardian of this and of our concerns.
- If the child reaches **15** absences in a school year the building administrator will **inform the local police department of a potential truancy issue**. The police department will then contact or visit the child's home to discuss the truancy with the parents.
- If the absences reach **20** in a school year, **referrals must be made** to the Local Police Department and possibly, the **Wayne County Prosecutor's Office**.

Parents are encouraged not to take their child out of school for vacations.

## STUDENT CODE OF CONDUCT

A major goal of education is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The District asks that parents become partners in explaining and supporting this Code of Conduct.

### Expected Behaviors

Each student shall be expected to:

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

### Dress Code:

The primary function of a school is to develop a student academically, socially, and emotionally. Student dress should not come into competition or conflict with this goal. Studies have shown that behavior is influenced by how students are dressed. Proper dress promotes a positive self-image. Please dress your student appropriately for school. The following guidelines will be used in all Woodhaven-Brownstown School District Elementary Schools.

- **Hats, caps and bandanas** are not worn in school at any time.
- **Jeans or Pants:** Rips in jeans and/or pants may not be more than 5 inches above the crease in the back of the knee and Pajama pants or see through materials are not allowed.
- **Shorts** are allowed in August, September, May and June unless otherwise designated by the principal. Shorts must be at least 5" from the crease in the back of the knee. No jogging shorts, cut offs or spandex shorts allowed.
- **Skirts:** skirts must be no more than 5 inches above the crease in the back of the knee and slits in skirts must be not more than 5 inches above the crease in the back of the knee.
- **Shirts:** No tank tops, no see-through, mesh, or mid-torso length shirts.
- **Shoes and Boots:** Tennis shoes are required for gym classes. They should be white soled, as the black soled tennis shoes mark up the gym floor. Turf shoes and spiked shoes are not allowed. Socks must be worn to school. Sandals must have back ankle straps, and be worn with socks. Boots are encouraged for rainy and snowy days, but shoes must be brought to school for classroom use. Shoes with wheels inserted in them should not be worn to school.

### General Guidelines for Clothing Attire:

- Dangling earrings are not allowed for safety reasons.
- No cosmetics are to be worn to school.
- Suggestive or inappropriate wording or pictures on any clothing is not permitted, such as clothing advocating or advertising drugs, alcohol, tobacco, or violent acts.
- No wallet chains.
- Coats & jackets may not be worn in class.

### Gang Apparel

Clothing carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student are not allowed. Students will be disciplined if they wear such clothing.

### Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## TYPES OF STUDENT MISCONDUCT

It is the school staff's responsibility to provide a safe and orderly learning environment. Below is a list of student behaviors that may be subject to discipline. Discipline is within the discretion of the School's staff and administration. The district adheres to a progressive discipline model. This means that repeated misbehaviors may result in more severe consequences. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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

### ***Aiding or abetting violation of school rules***

Assisting another student in violating any school rule is forbidden. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### ***Bullying***

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, and extortion of money or possessions. Such conduct is disruptive of the educational process and, therefore, bullying is unacceptable behavior in the Woodhaven-Brownstown School District and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with a District-sponsored activity or event, or while en route to or from school will be subject to disciplinary action, up to and including suspension or expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law."

Bullying is damaging to both the bully and the child being bullied. The entire School Community is committed to creating an atmosphere of zero tolerance for bullying in our school.

***Any student who feels they have been the victim of bullying behavior should contact their teacher and/or the building principal immediately.***

### ***Harassment***

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

***Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher or the principal.***

### ***Damaging property***

Vandalism and disregard for school property will not be tolerated. In addition to appropriate disciplinary consequences the student will be expected to make appropriate retribution.

### ***Disobedience***

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

### ***Displays of affection***

Students demonstrating affection between each other is personal and not meant for public display.

### ***Disruption of the educational process***

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

### ***Explosives***

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.

### ***Extortion***

Extortion is the use of threat, intimidation, force, blackmail or deception to take, or receive something from someone else. Extortion is against the law.

***Falsification of school work, identification, forgery***

Forgery of hall/bus passes and excuses as well as assignment books are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and are forbidden.

***False alarms, false reports, and bomb threats***

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Depending on the offense charges may be filed and the student may be subject to expulsion.

***Gambling***

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering.

***Insubordination***

A student shall comply with instructions and directions of school district employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity

***Knowledge of Dangerous Weapons or Threats of Violence***

For the safety of everyone in the school environment and consistent with state and federal law, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

***Persistent absence or tardiness***

Attendance laws require students to be in school all day or have a legitimate excuse.

***Possession of a weapon***

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, pocket knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

***Use of an object as a weapon***

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to pens, pencils, scissors, laser pointers, jewelry, etc. Intentional injury to another can be a felony and/or a cause for civil action.

***Possession of electronic equipment Using Camera Cell Phones***

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, or other electronic devices to school without permission.

***Possession of Inappropriate Items***

A student shall not possess an inappropriate item is any item that causes a disruption to the educational process.

***Profanity or Vulgarity/Improper Communications***

A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures.

***Purposely setting a fire***

Willful and maliciously setting of fires will not be tolerated. Arson is a felony.

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

Physical assault at school or during school functions, against a district employee, volunteer, or contractor is explicitly forbidden and could result in discipline up to and including expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

### ***Student disorder/demonstration***

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

### ***Theft (Possession without owners' permission)***

When a student is caught stealing school or someone's property, this event be disciplined and may be reported to law enforcement officials.

### ***Trespassing***

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

### ***Unauthorized use of school or private property***

Students are expected to obtain permission to use any school property or any private property located on school premises, this includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline.

### ***Use of drugs/alcohol***

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

### ***Use of tobacco***

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

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

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

### ***Violation of individual school/classroom rules***

Each learning environment has specific rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

### ***Possession of a Firearm, Arson, and Criminal Sexual Conduct***

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

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

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities.

### ***Criminal acts***

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

### ***Safety Concerns***

Students should not use roller blades, bicycles, skateboards, **heelys**, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited.

## **DISCIPLINE AND DUE PROCESS RIGHTS**

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

In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It may include:

- writing assignments;
- change of seating or location;
- ( ) lunch-time ( ) after-school detention;
- in-school restriction;

### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Short term suspensions, of 10 days or less, may be appealed to the superintendent of schools but not to the Board of Education. Long term suspensions of more than 10 days and expulsions may be appealed to the Board of Education. See Board Policy 5610 for details regarding due process for Formal Discipline.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973. See Board Policy 5605 for details regarding due process.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. See Board Policy 5611 for details regarding due process rights.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed to the Superintendent. The request for an appeal must be in writing.

When a student is suspended, s/he may make-up work missed. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

## Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student has the right to a hearing in front of the superintendent of schools.

Students being considered for long-term suspension or expulsion may be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. See Board Policy 5610 for details regarding long term suspension.

## SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **SECTION V – TRANSPORTATION**

### **BUS RULES**

Transportation to and from school is offered by the Woodhaven Board of Education to approximately 4,000 students each day. Our most important consideration is the safety of the passengers we carry – your children.

Many things are done to insure the safest transportation possible. We have an on-going driver safety training program where good driving habits are constantly emphasized. Our maintenance staff insures that the buses are in the best possible operating condition. Drivers, principals and teachers work with the students in promoting safe and orderly conditions aboard the bus.

It is absolutely necessary that all students riding the bus conduct themselves in the best possible manner. Misbehavior aboard the bus is a very serious matter when up to seventy-eight lives are in the hands of the bus driver. **IT MUST BE REALIZED THAT ANYTHING THAT HAPPENS ON THE BUS TO DIVERT THE DRIVER'S ATTENTION FROM HIS/HER JOB IMMEDIATELY PUTS THE SAFETY OF YOUR CHILD AND ALL ON BOARD IN JEOPARDY.**

Please take time to review the following rules with your child, helping him/her to understand the reason for having rules of conduct aboard the bus and the consequences for not following the rules. It must be understood that it becomes the responsibility of the parent and child to become aware of all rules and regulations that apply to student conduct on the bus.

### **SCHOOL BUS PASSENGER RULES AND REGULATIONS**

The following rules and regulations for passenger conduct are considered very important for the safe operation of a school bus. A violation of these rules and regulations may result in the suspension of the bus riding privilege for a period of time as determined by the Building Principal or his designee.

1. Students are forbidden to do anything hazardous to the health and safe transportation of other riders.
2. Spitting on the bus or out of a bus window is not permitted.
3. Students may not throw any objects inside or outside the bus or at the driver.
4. The use or possession of tobacco, alcohol or narcotics in any form is not allowed.
5. Damage to the bus will result in payment for repair/replacement and possible suspension of transportation services for a period of time.
6. Students may not write on seats, side walls or the outside of the bus.
7. Fighting, pushing, shoving and horseplay are not permitted.
8. The EMERGENCY DOOR is for emergencies ONLY.
9. Passengers are forbidden to use loud or undesirable language or gestures.
10. Passengers should not extend anything out of the bus window. Windows will be opened ONLY by permission of the driver.
11. Passengers are not permitted in the driver area at any time.
12. Passengers are required to stay seated at all times and shall not move to load or unload until the bus has come to a COMPLETE stop.
13. Dangerous objects such as knives, guns, glass objects, etc. are not permitted.
14. Do not make any contact whatsoever with the outside of the bus.
15. If a passenger must cross the road, the following procedure shall be used:
  - After exiting from the bus, move to the front of the bus in view of the driver.
  - Look both ways for traffic.
  - Check with the driver.
  - Walk, do not run, in front of the bus when crossing the road.

#### **NEVER ASSUME THAT VEHICLES WILL STOP FOR THE FLASHERS.**

16. Eating, drinking or chewing gum is not allowed on the school bus. An exception may be made by the driver for special trips.
17. Passengers must not litter. Bus is to be kept clean.
18. Passengers must be at their designated stop FIVE MINUTES before the bus is scheduled to arrive. DRIVERS WILL NOT WAIT FOR LATE PASSENGERS.
19. Passengers may not bring anything on the bus that cannot be safely and comfortably held on the lap. NOTHING SHOULD BE PLACED IN THE AISLE, NEAR THE DRIVER OR AT THE EMERGENCY EXIT.
20. Passengers can be required to occupy assigned seats at the discretion of the driver. THREE students may be assigned to a seat if necessary.



21. Each passenger will board the bus, find a seat, sit down and remain in that seat for the entire trip unless directed otherwise by the driver.
22. Animals, reptiles or other pets are not permitted on the bus.
23. Do not attempt to reserve or "save" a seat for a friend.
24. Passengers must board and leave the bus at their assigned location. In an emergency situation, written permission from the parent and principal may allow a student to ride a different bus or get off at another existing stop. PERMISSION MAY OR MAY NOT BE GRANTED FOR MUSIC LESSONS, SCOUTS, ETC., DEPENDING ON AVAILABLE SPACE.
25. Passengers should expect to walk some distance to a bus stop. DRIVERS ARE NOT ALLOWED TO CHANGE STOP LOCATIONS.
26. At a bus stop, passengers will line up off the roadway and out of intersections when waiting for the bus.
27. If no one boards for three days at a single passenger stop, the driver will discontinue the stop until notified by parent.
28. Passengers must FOLLOW the direction of the driver at all times. Lack of respect for the driver will not be tolerated.
29. In the city, passengers will not be let off except at designated stops.
30. Radios and other electronic devices are not permitted on the bus and may be confiscated.
31. Avoid LOUD noises. Passengers are to talk in a normal, conversational manner. Shouting, yelling and screaming are inappropriate.
32. SILENCE IS MANDATORY AT ALL RAILROAD CROSSINGS.

**Remember:** The bus driver is not ONLY responsible for the bus but also has complete authority to control the conduct of all passengers. All passengers must follow the above rules and regulations and any other instructions given by the driver to ensure the safety of all. If at any time, in the judgment of the driver, a student fails to follow instructions or violates bus rules and regulations, the driver will file a written Bus Conduct Report. This report will result in a warning notice to the parents of the violator or the suspension of transportation service. DO NOT LOSE YOUR BUS RIDE. Suspended students are not permitted to ride ANY Woodhaven-Brownstown School District bus while under suspension. Bus suspension is not a suspension from school, parents are required to provide transportation for their child to attend school in case of suspension.

**2010-2011 SCHOOL YEAR**  
**ACKNOWLEDGEMENT OF RECEIPT OF STUDENT/PARENT HANDBOOK**  
**AND**  
**CODE OF CONDUCT**

Parents/Guardians and Students:

To make the school year more productive and more satisfying, it is important to understand the rules and procedures of our Elementary Schools. Please read this Student/Parent Handbook. In this handbook is the Student Code of Conduct. These rules support our efforts to maintain a safe, secure, comfortable learning environment for ALL children.

After reading and reviewing this handbook with your child(ren), please sign this cover sheet and have your son/daughter return this cover page to his/her teacher. Each student must return a copy to their teacher.

By signing below, we acknowledge that both the parent and the student have read (or discussed) this Student/Parent Handbook and understand the appropriate behaviors expected of all students.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS ACKNOWLEDGEMENT MUST BE REVIEWED AND RETURNED EVERY YEAR YOUR CHILD IS IN  
ATTENDANCE AT OUR SCHOOL.**