

**WALKERVILLE PUBLIC SCHOOLS
ELEMENTARY**

HANDBOOK 2017-18



Home of the Wildcats!!

**Walkerville Public Schools
Elementary School
145 E. Lathrop St. Walkerville, MI 49459
Phone (231) 873-4850 Fax (231) 873-5642
Website www.walkerville.k12.mi.us**

Mission Statement

Walkerville Public Schools, in partnership with parents and the community, will provide programs, facilities, and the opportunities for all students to achieve academic success and develop the necessary skills and positive attitudes to become caring, knowledgeable lifetime learners, and contributing members of society.

Vision Statement

Walkerville Students Achieve and Exceed Standards

**BOARD OF EDUCATION POLICY SHALL SUPERCEDE ANY
DISCREPANCIES OR ERRORS STATED IN THE STUDENT/PARENT
HANDBOOK.**

The Board of Education reviewed this handbook on August 21, 2017

Note: The enforcement of the Student/ Parent Handbook will be administered by the Superintendent/Principal or his/her designee.

Student Profile

Walkerville Graduates will be:

- Skilled communicators capable of working independently or cooperatively to solve problems and make decisions using appropriate educational tools, including technology.
- Persons who demonstrate respect, responsibility, and concern for self and others.
- Self-directed, life- long learners who possess the abilities to work and excel in their chosen field.
- Persons who understand and value their roles as members of families, of communities, and of our world.
- Creative, innovative persons.
- Persons with an appreciation for diversity.

TABLE of CONTENTS

School Information	
Staff	3
School Calendar	4
School Map	5
Assurance of Compliance	
America w/Disabilities Act	6
Discipline of Students w/Disabilities	6
Student Directory Information	6
Student Records	6-7
Academic Information	
Enrolling in School	7
Report Cards/Conferences	7
Student Assessment	7
Promotion and Retention	8
Attendance Policy	
Forward/General Guidelines	8
Truancy Reduction Initiative	8-11
Tardy Policy	11
Early Dismissal/Late Arrival	11
Health and Safety	
Access to the School	11-12
Head Lice Protocol	12
Illnesses During School	12
Winter Weather	12
Morning Procedures	12
Hallway Behavior	12
Pets	12
School Property	12
Dress Code	12

Students Rights & Responsibilities	
Immunizations	13
Medication Policy	13-14
Computer Agreement	14-18
Special Services	
Counseling	18
Interventions	18
Emergencies	
Emergency Closings and Delays	18
Fire/Tornado/Lockdown Drills	18
Student Discipline	
Introduction	19
Detention	19
Bus Rules	19
Playground Regulations	20
Harassment	20
Bullying	20
Assault – Physical or Verbal	20
Discipline/Consequences	21
Weapons Free School Zone Policy	21-23
Signature Pages	
Handbook Acknowledgement	24
School Year Field Trip Form	24
Student/Parent/Staff Contract	25
Advisory to Parents	26

HIGH SCHOOL/MIDDLE SCHOOL OFFICE Phone (231) 873-4850 Fax (231) 873-5615
ELEMENTARY OFFICE Phone (231) 873-4850 Fax (231) 873-5642

		Phone Extension	Email Address
Superintendent/PK-12 Principal	Mr. Gary Jensen	873-4850	gjensen@walkerville.k12.mi.us
Business Manager	Mrs. Sandy Oomen	3323	soomen@walkerville.k12.mi.us
Administrative Assistant	Mrs. Beth Oomen	3306	boomen@walkerville.k12.mi.us
School Counselor/Student Services Director	Mrs. Ashleigh Droste	3303	adroste@walkerville.k12.mi.us
Elementary Secretary	Mrs. Barb Thommen	3304	bthommen@walkerville.k12.mi.us
Facilities Manager/Transportation Supervisor	Mr. Mark Metts	3300	mmetts@walkerville.k12.mi.us
Director of Food Service	Mrs. Sheri Boes	3328	kitchen@walkerville.k12.mi.us
Assistant Migrant Director	Ms. Juana Rivera	3314	jrivera@walkerville.k12.mi.us
Dean of Students/Athletic Director/Teacher	Mr. Jeffrey Knapp	3312	jknapp@walkerville.k12.mi.us

TEACHING STAFF – GRADES 6-12		TEACHING STAFF – GRADES PK-5	
Staff Member	Email Address	Staff Member	Email Address
Mr. Adam Ballien	aballien@walkerville.k12.mi.us	Mrs. Jolene Babbins	jbabbins@walkerville.k12.mi.us
Ms. Cynthia Erickson	cerickson@walkerville.k12.mi.us	Mrs. Kathryn Blair	kblair@walkerville.k12.mi.us
Mrs. Stacia Erickson	serickson@walkerville.k12.mi.us	Mrs. Brandy Boochard	bboochard@walkerville.k12.mi.us
Mr. Michael Jados	mjados@walkerville.k12.mi.us	Mrs. Trisha Cygeirt	tcygeirt@walkerville.k12.mi.us
Mrs. April Keith	akeith@walkerville.k12.mi.us	Mrs. Jeannette Lattin	jlattin@walkerville.k12.mi.us
Mr. Nazariy Kluchkovskiy	nkluchkovskiy@walkerville.k12.mi.us	Mrs. Pam Mitteer	pmitteer@walkerville.k12.mi.us
Mr. Jeffrey Knapp	jknapp@walkerville.k12.mi.us	Mrs. Caroline Peterson	cmpeterson@walkerville.k12.mi.us
Mrs. Susan Schwarz	sschwarz@walkerville.k12.mi.us	Mrs. Michelle Sweet	misweet@walkerville.k12.mi.us
Mr. Ben Van Wyk	bvanwyk@walkerville.k12.mi.us	Mrs. Kay Vronko	kvronko@walkerville.k12.mi.us
Mrs. Jaclyn Wolgamott	jwolgamott@walkerville.k12.mi.us		

SUPPORT STAFF			
Paraprofessionals			
Mrs. Sandy Failing	Elementary office: Ext. 3304		
Mrs. Carly Garrett	Elementary office: Ext. 3304		
Mrs. Jennifer Kirwin	Elementary office: Ext. 3304		
Mrs. Alice Patterson	Elementary office: Ext. 3304		
Mrs. Betty Shoup	Elementary office: Ext. 3304		
Mrs. Tammy Stafford	Elementary office: Ext. 3304		
Mrs. Debbie Trussell	Elementary office: Ext. 3304	Library: Ext. 3310	detrussell@walkerville.k12.mi.us
Custodial/Maintenance			
Ms. Martha Arredondo	Custodial Office: Ext. 3300		
Mr. Francisco Balderas	Custodial/Maintenance Office: Ext. 3300		
Ms. Ginger Pearson	Custodial Office Ext. 3300		
Transportation			
Mrs. Trina Averill	Transportation Office: Ext. 3300		
Mr. Francisco Balderas	Transportation Office: Ext. 3300		
Mrs. Kelly Lewis	Transportation Office: Ext. 3300		
Mrs. Cynthia Parker	Transportation Office: Ext. 3300		
Food Service			
Mrs. Val Aiken	HS Kitchen: Ext. 3328		
Mrs. Carly Garrett	HS Kitchen: Ext. 3328		
Mrs. Karen Tanner	HS Kitchen: Ext. 3328		

SCHOOL YEAR CALENDAR

Walkerville Public School

2017-2018 School Calendar

August '17						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '17						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '17						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '17						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '18						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '18						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '18						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '18						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Openhouse: Tuesday 8-29-17
6:00-7:30 p.m.

First Day of School: Tuesday 9-5-17

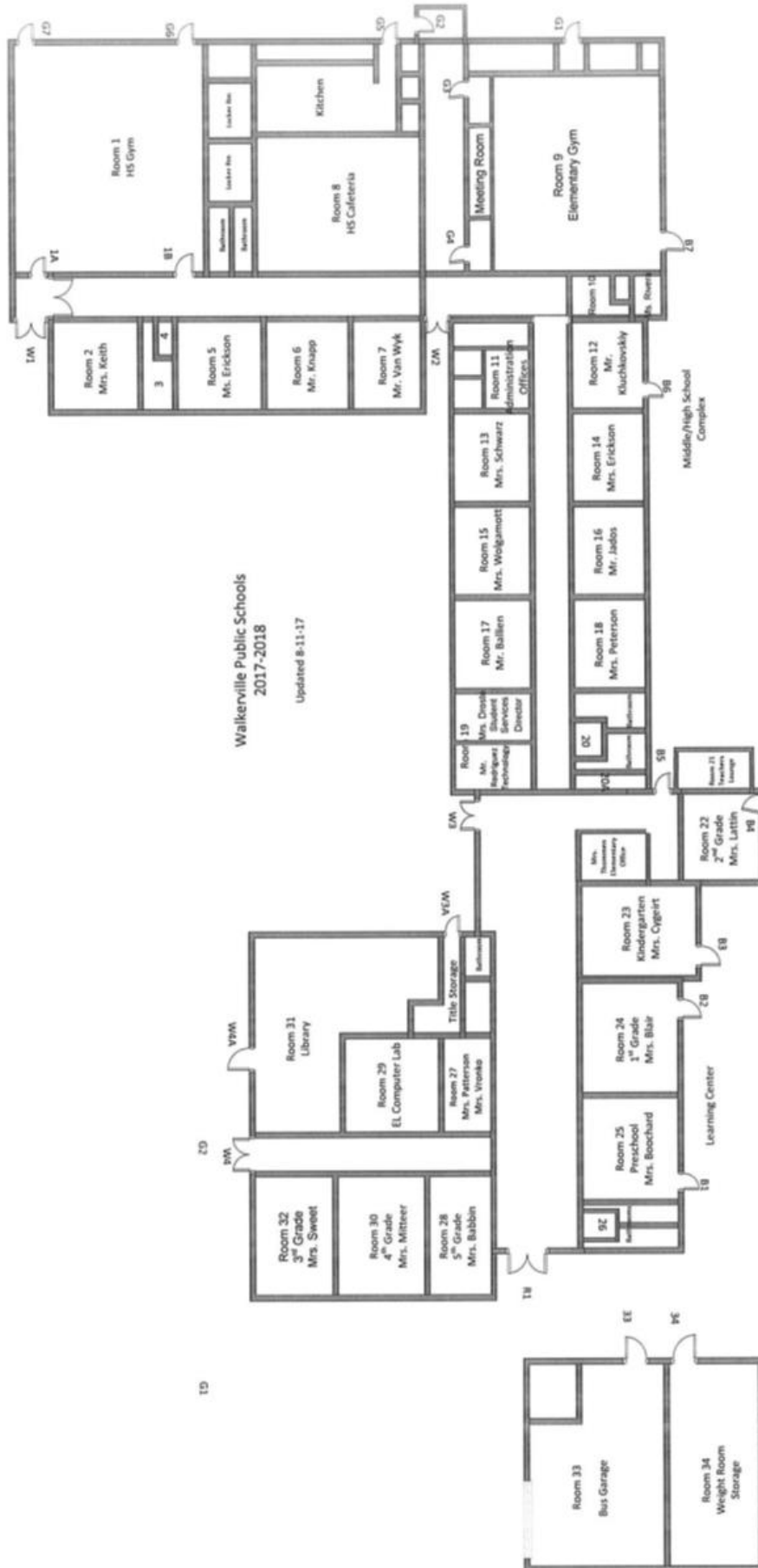
Last Day of School: Friday 6-12-18

Term Dates
11-3-17 – End of M1
1-19-18 – End of M2/S1
3-22-18 – End of M3
6-12-18 – End of M4/S2

Parent Teacher Conferences
11-9-17 – 1:00-4:00 and 5:30-7:30
2-22-18 – 1:00-4:00 and 5:30-7:30

- No School – Holidays/Breaks
- Half Day of School
- No School Students (Half Day Teacher PD)
- Teachers After School PD
- Grades Due

SCHOOL MAP



ASSURANCE OF COMPLIANCE

AMERICAN WITH DISABILITIES ACT-SECTION 504

The American With Disabilities Act (A.D.A.) requires the school to ensure that no individual is discriminated against on the basis of a disability. The protection applies not just to the student, but also to all individuals.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal at 873-4850.

STUDENT DIRECTORY INFORMATION

Walkerville Public Schools, in compliance with the Family Education Rights And Privacy Act of 1974, maintains directory information of the following types and makes this information available to the interested parties:

The Board designates "directory information" as a student's name, address, phone number, date of birth, major field of study, participation in officially recognized activities and sports height and weight (if member of an athletic team), dates of attendance, date of graduation, awards, received, honor rolls, scholarship, telephone numbers for inclusion in school or PTO directories, school photographs or videos of students participating in school activities, events or programs. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" by providing written notification to the District. Please contact the office to obtain the appropriate opt out form.

Parents, legal guardians, and student 18 years of age and older have the right to refuse disclosure of any or all of the above designated directory information pertaining to that student by informing school officials, in writing within five (5) days of the publication of this notice. Parents, legal guardians, and students 18 years of age or older, have the right to review the contents of the individual student records. Arrangement may be made through the building principal.

STUDENT RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Right to Access, Privacy of Student Records

It is the policy of Walkerville Public Schools that no student's parents or eligible students shall be denied his/her/their rights and protection under the Family Education Rights and Privacy Act of 1974 and Sections 121A-567 or the Education of the Handicap Act- Part B.

This act allows:

1. The right of parents, legal guardians and eligible students to inspect and review the educational records of the student's.
2. The right of parents, legal guardians or eligible students to respond with a written amendment to questionable or misleading information, which violates the rights of the student.
3. The right to a hearing to present evidence that the educational record should be changed if the school system denies the request for a change.

The intent of the policy of Walkerville Public Schools is to limit disclosure of information contained in a student's educational record EXCEPT:

1. By prior written consent of the student's parent, legal guardian or the eligible student

2. For use by teachers and officials of the school district who have legitimate interest in such information for the performance of their school responsibilities
3. As directory information
4. Under certain limited circumstances as permitted by federal law

All requests for examination of student records shall be directed to the Office of the Principal having custody of such records. A review of a request for a copy or any questions or concerns about this policy is to be directed to the Superintendent of Schools, 145 East Lathrop, Walkerville, MI 49459. Telephone (231) 873-4850.

ENROLLING IN THE SCHOOL

Students are expected to enroll and attend in the school district in which they live. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home school district, it should be done through the Superintendent's office. Students that are new to Walkerville Public Schools are required to enroll with their parents or legal guardian. When enrolling the parents need to bring

1. Birth certificate
2. Custody papers from a court (if appropriate)
3. Proof of residency
4. Immunizations

The principal has the discretion to determine when a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make enrollment complete. A date of completion will be given for providing the necessary documentation.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Director of Student Services will assist in obtaining the transcript if not presented at the time of enrollment.

REPORT CARDS/CONFERENCES

1. Report cards are issued every nine weeks for students in 4th and 5th grades:
 - 1st marking period: report cards are given out at conferences
 - 2nd marking period: report cards are given to students to take home
 - 3rd marking period: report cards are given to students to take home
 - 4th marking period: report cards are mailed to parents/guardian
2. Report cards are issued three times per year for students in Kindergarten through 3rd grades
 - 1st (Nov.) and 2nd (March) marking periods: report cards are sent home in student folders
 - 3rd (June) marking period: report cards mailed to parents/guardian
3. Students in kindergarten through grade three receive report cards with non-letter grades. Students in grades four through five receive letter grades to indicate progress.
 - If a non-custodial parent wishes to receive copies of report cards, please call the elementary office to make arrangements.
4. Parent/teacher conferences are held in November and February of each school year.
 - Conferences are set up by appointment on a first come first served basis for pre-school through seventh grades.
5. Report cards will be completed at the end of the marking periods, when teachers have adequate time to complete student evaluations. Parents leaving prior to the end of the marking period can have the school request the report card and other records, or the card can be mailed to a current address.

Parents, if you wish to speak to your child's teacher at times other than those specified, please contact the office to schedule an appointment. **Teachers will not be available during teaching time; please do not call the classroom directly.**

STUDENT ASSESMENT

1. M-Step tests in language arts and math will be given to third, fourth and fifth grade students. Additionally, fourth grade students are tested in science; fifth grade students are tested in social studies. These are given in early April.
2. NWEA test is given to students in grades K-5 in the fall, winter and spring.
3. ELPA is given to students who enroll in the spring. Eligibility is based upon the Home Language Survey.

PROMOTION AND RETENTION POLICY

Grade level placement shall be the responsibility of the building Principal, who shall consult with the Superintendent when in his/her judgment borderline cases might create controversy between parent/guardian and the school. (See Board Policy 7600, 7600-R)

ATTENDANCE POLICY

Regular and punctual attendance is required of all students to ensure their educational growth and development. If your child must be absent, please call the office on the day of the absence or send a note from the parent/guardian when the student returns to school explaining the absence. Failure to notify the school will result in an unexcused absence.

The following are attendance guidelines:

Attendance will be taken twice daily (immediately after the bell to begin morning classes and immediately after lunch) for all elementary grades. The classroom teacher will calculate student absences on a half-day basis. Students that arrive after 9:10 AM will be counted absent for ½ day. Students that arrive after 12:30 will be counted as a full day absent. Students leaving before 2:00 will be counted as ½ day absent. Students will be responsible for making up missed assignments due to absences.

The school is required to enforce the compulsory education laws of this state *and will be working in with the county law enforcement and court systems on the Oceana County Truancy Reduction Initiative.* **OCEANA COUNTY**

OCEANA COUNTY TRUANCY REDUCATION INITIATIVE

I. INTRODUCTION

- Truancy is repeated absence from school without valid excuse.
- A valid excuse must be documented in writing by a doctor, agency, or parent.
- Repeated absences, which can include an absence reported by a parent, may be considered unexcused if not supported by a justifiable valid written excuse.

II. TRUANCY ENFORCEMENT GOALS

-
- To improve student attendance
- Ensure an education for every child
- To reduce juvenile crime
- To increase parent involvement and accountability
- Put services in place to help the student/family
- Uniform enforcement throughout the E.S.D.

III. MUTUAL BENEFITS TO THE STUDENTS AND COMMUNITY

A sound education is one of the most important and fundamental services to be provided to our children. To be effective, a multi-disciplinary initiative must occur between students, parents, schools, law enforcement, the court and the community at large. The mutual benefit to be realized by both the student and community include:

- Decrease in Crime
- Fewer Victims
- Cost savings to law enforcement, Prosecutor's Office, Courts and Corrections, and the Community at large.
- Welfare costs decrease
- Students may seek a higher education
- More productive citizens

IV. OVERVIEW

Consistent with Michigan law, filing a petition with the court on a child for truancy should be the last resort to resolve truant and/or behavioral problems experienced with the child.

1. The first level of intervention is comprehensive local school action, and is intended to address repeated absenteeism, failure in school work, and behavioral problems. Before filing a truancy petition, the following procedures should be followed:
 - a. Conferences should be held between the teacher, principal, and parents. (MCL 380.1586)
 - b. If the parents fail to appear for a conference scheduled by the school, then the school should request the attendance administrator to notify the parent by mail or personal service to come to the school at a time specified to discuss the child's irregularity in attendance.
 - c. After such a conference (or if the parents fail to appear for such a conference) if the child fails to show up for school, the attendance administrator should give notice in person requiring the child to appear at school on the next regular school day, following the receipt of notice, and to continue in regular and consecutive attendance in school. (MCL 380.1587)
 - d. If the above efforts prove unsuccessful, then proceed to Level II, and refer the matter to law enforcement.
2. The second level of intervention provides for a referral to law enforcement with a request for appropriate legal action. Upon review by the Prosecuting Attorney, appropriate legal actions may include, as appropriate:
 - Filing a petition in juvenile court against the child for truancy
 - Issuing a warrant against the parent, charging the parent in District court for failure to send the child to the public school.
3. The third level of intervention occurs when the Court obtains jurisdiction over the juvenile or parent by adjudicating the child or parent responsible or guilty of the respective offense, and orders the appropriate sanctions.

V. EXCUSED / UNEXCUSED ABSENCE

Absenteeism from school will be identified as either excused or unexcused.

1. An excused absence will not count toward being truant and may consist of the following:
 - A prearranged absence approved by the school.
 - A written statement or document from a doctor, dentist, counselor, or health or mental health professional or other agency justifying the absence.
 - A written statement from a parent stating a justifiable reason why the child is absent, provided that absences documented by parental authority shall be limited to five (5) per school year. Parental documented absences above five per school year shall be considered excessive and constitute an unexcused absence and will be counted for truancy purposes.
 -
2. Unexcused absences are all other absences not provided for above.
3. Attendance will be evaluated based upon the entire school year, including previous and current school district enrollment.

TRUANCY ENFORCEMENT POLICY

The adoption of this Truancy Enforcement Policy is intended to create and facilitate an efficient and uniform response regarding truancy enforcement action.

Recognizing each school district may establish what is or is not an excused absence; it is only unexcused absences that are counted for truancy. Therefore, a uniform standard in this regard, if adopted by the school districts in Oceana County, would greatly enhance efficient and consistent enforcement action against truancy. Therefore, all schools within the Oceana school district will develop and maintain the same definition for excused absences and unexcused absences incorporating "excused" absences as unexcused after five occurrences, unless for an approved and listed reason.

All the schools will continue the count of absences from the other schools within the district in the event a truant student is transferring. If the student has ten absences at Walkerville and transfers to Hart, his/her absences will not start over. The absences shall be counted as per student/per year, not per school to fall under truancy petitions.

It is understood that the school attendance administrator shall be selected pursuant to MCL 380.1571 and are separate and distinct from a law enforcement police officer as set forth herein.

Level I – Local School Intervention

A. The school attendance administrator shall:

- Track and document history of attendance for entire school year.
- Identify the nature of absences (illness, behavioral/suspension, lice, etc).
- Evaluate the classification of student and identify any special needs (EI, LD, EMI, etc).
- Determine if the student is achieving passing grades.
- Apply early prevention measures.
- Discuss the truancy concerns with the student and parents.
- Speak to parents and student about corrective attendance measures.
- Schedule meetings with school administrator or principal, school counselor, school social worker, etc.
- Make appropriate community service agency referrals.
- Upon reaching 5 unexcused absences the school attendance officer will send a letter by first class mail, advising the parents and student of the truant status and direct that the child immediately and regularly attend school without any further absences. The school will continue the intervention efforts described above.
- Upon 10 unexcused absences, the school attendance administrator will send by mail a second letter advising the parents and student of the truant status and direct that the child immediately and regularly attend school without any further absences. A sheriff deputy or local police officer will also be requested to personally serve the parents with a copy of this letter. A copy of the 5/10 letters will be sent to the Assistant Prosecuting Attorney’s office. The school will continue the intervention efforts described above.
- The 5/10 day letters must identify the name, address and date of birth of the student and the number of days of unexcused absences.

Level II – Referral to Prosecuting Attorney

A. The school attendance administrator shall:

- If a student then reaches 11 or more unexcused absences for the entire calendar year, the school attendance administrator will refer the matter to the local police for submission to the Prosecuting Attorney.
- The referral shall include a referral form packet consisting of the information identified below:
 1. The truancy referral form completely filled out and signed.
 2. Copy of the 5 day letter.
 3. Copy of the 10 day letter.
 4. Up-to-date record of attendance.
 5. Grades and report cards.
 6. A complete written summary of all school intervention actions including conferences, counseling efforts, medical concerns and community service referrals.
 7. A complete log of communications regarding the truancy issues.
 8. A non-binding written opinion include on referral form as to whether the more effective legal action should be on the child/youth, parent(s)/guardian or both.
 9. If the referral packet is incomplete, it will be returned to the school attendance administrator who shall provide the required information.

B. The referral packet will specifically be requesting further legal action be taken by the Prosecuting Attorney and state that the school has exhausted its resources.

C. The Prosecutor’s Options upon receipt of completed referral packet:

1. Request a petition against the juvenile for truancy for the purpose of enforcing the compulsory attendance laws. Submit the petition to the Family Court for scheduling a pretrial conference. A

Probation Officer will be assigned to the case. At the pretrial institute a “Social Justice Juvenile Program Agreement” to defer further court action during the pendency of the agreement. Upon successful completion of the agreement conditions outlined the petition will be dismissed.

2. Upon unsuccessful compliance with the Social Justice Juvenile Program Agreement the petition will proceed for further formal court action.
3. Request a criminal warrant against the parent for failure to send the child to public school pursuant to MCL 380.1561;

May request formal court action if the youth has an open delinquency case or prior to court involvement.

Level III – Court Action

- A. Upon receipt of the petition for truancy the Court will open a case, assign a probation officer, schedule a pretrial conference and meet with the Prosecutor, Youth and Family to review and sign the Social Justice Juvenile Program Agreement at the pretrial. The Probation Officer will monitor the agreement and report success/failure to the Prosecutor.
- B. Upon successful completion of the agreement the Probation Officer will request termination of the petition.
- C. Upon failure to comply with the agreement the Probation Officer will request a subsequent hearing be held for further court action.
- D. Upon adjudication of a juvenile for truancy, or upon conviction of a parent for either failing to send the child to school or for educational neglect, the court then has the authority to draft orders designed to maintain the child in school, including, but not limited to the following:

1. Mandatory attendance of the child.
2. Mandatory attendance of parent and child to insure daily attendance of the child.
3. Fines and court costs.
4. Regarding the parent, possible jail time.
5. Such other action as the Court may deem appropriate including probationary services.

Effective Date May 2016 Approved as to Form and Content: Judge Bradley Lambrix / Prosecutor Joe Bizon

TARDY POLICY

Tardies are defined as arriving at school after instruction has begun. Students arriving **after 8:20** must sign in at the office and receive a late pass. **After three tardies, student may receive a lunch detention. Subsequent tardies will result in consequences to be determined by Principal/designee.**

Missed class work will be made up at the discretion of the classroom teacher. The administration reserves the right to take alternative actions as necessary.

EARLY DISMISSAL/LATE ARRIVAL

School begins at 8:20 and ends at 3:05; Walkerville Schools strongly discourages parents from picking up children early from school, as valuable instruction time is lost! Please attempt to schedule dental or doctor appointments after school hours. If this cannot be avoided, please call the school or send a note with your child indicating the time of early pick-up, and stop at the elementary office and sign your child out.

HEALTH AND SAFETY

ACCESS TO THE SCHOOL

All parents, guardians, students and visitors must enter the building through the main entrance of the high school. This is located at 145 E. Lathrop Street. All visitors must sign in at the elementary office. **Parents/visitors are not allowed to access their child’s classroom through the library unless they have signed in at the elementary office.**

ALL STUDENTS WHO ARRIVE LATE OR LEAVE EARLY MUST REPORT TO THE ELEMENTARY SCHOOL OFFICE. A STUDENT WILL NOT BE RELEASED OUT OF CLASS WITHOUT A PASS OR PHONE CALL FROM THE ELEMENTARY OFFICE.

Head lice Head Lice Protocol

The following protocol will be followed:

1. All students are checked bi-weekly
2. Parents will be contacted if head lice or nits are found
3. Parents are advised to treat student
4. Parent are advised to bring child in to school the next morning; school personnel will recheck the child's head
5. After being treated, student may return to school if no live lice are found
6. Heads are rechecked daily for ten (10) days following an infestation
7. Each paraprofessional will keep a log of students checked

ILLNESS DURING SCHOOL

If a student becomes ill and it is necessary for the child to go home, he/she must contact his/her classroom teacher, the office will be notified. A parent or the emergency contact person must sign the student out before leaving. If a parent or emergency contact person cannot be reached, the student must remain in school.

WINTER WEATHER

When winter weather is severe, we will have the following winter guidelines for indoor recess: When the wind chill is zero or below, students will have indoor recess. The playground supervisor will make the decision on indoor/outdoor recess based on what is best for the students. If parents/guardians have a serious reason to keep their child indoors, the school will respect the urgency of the situation.

MORNING PROCEDURES

Students wishing to eat breakfast must go directly from the bus to the cafeteria. Students who do not wish to eat should report to their assigned room. No students will be allowed on the playground in the morning.

- **Breakfast is served from 7:50 to 8:20. Anyone arriving after 8:20 may not be served breakfast.**

HALLWAY BEHAVIOR

Students will be taught to be quiet in the hallway at all times. Remember other students and teachers may still be working. For your safety running is never allowed in the hallway.

PETS

Pets should not be brought to school unless the teacher has been contacted. When pets are brought to school, an adult should bring them and take them home. If children bring bugs, frogs, etc. to school, it is suggested they be conveyed in a plastic or metal jar. **Wild animals and turtles must be approved in advance by the principal.**

SCHOOL PROPERTY

Students must respect school property. Any intentional damage to school property could result in reimbursement to the school. Lockers and desks are school property and are subject to search at any time.

DRESS CODE

In an effort to prepare students for employability standards of attire, Walkerville Schools wishes to define specific parameters for consistent application of the dress code. The intent of any school dress code is to ensure that education takes place without distractions.

Students are prohibited from wearing distracting clothing, which is disruptive to the educational setting. Examples of such clothing include, but are not limited to:

1. "See through" clothing
2. Garments that expose bare midriffs or open backs (Board Policy 8240-R). Strap type tank tops are prohibited unless a blouse or shirt is worn over the top of the tank top. Tube tops and fishnet tops are not permitted.

3. Sunglasses, outerwear coats, backpacks and other outside clothing are not appropriate to wear inside. Hooded sweatshirts are acceptable.
4. Hats, caps, bandanas, sweatbands or any head coverings. Hair bands are acceptable at the school's discretion.
5. Pants that sag exposing undergarments will not be tolerated!
6. Shorts that are shorter than the student's fingertips, biker shorts are not acceptable. Boxer shorts are to be worn as an undergarment only.
7. Wallet chains, spiked jewelry
8. Clothing which is ripped or un-patched or has holes in it is not permitted (at school's discretion).
9. Clothing that exposes skin above the fingertips (i.e. ripped jeans, skirts, shorts, etc.)
10. Clothing with patches or buttons displaying profanity, vulgarity or obscene suggestions or promoting the use of cigarettes, alcohol or illegal drugs.
11. Heelys/skate shoes are not permitted at school.

Please make sure your student(s) are dressed appropriately for the weather.

Students not conforming to this dress policy will be asked to obtain acceptable clothing or adjust their clothing so it is deemed to be appropriate before returning to the classroom. Every effort will be made to contact the parents if appropriate clothing must come from home. In the event clothing cannot be obtained, the student may be required to wear school clothing if necessary, until the end of the school day.

IMMUNIZATIONS

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

Unless given a waiver, students must meet the following requirement:

Diphtheria, Tetanus, Pertussis – Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Polio – Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

Measles, Mumps, Rubella – Two (2) doses of live measles virus vaccine after the 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy their requirements.

Hepatitis B – On January 1, 1997 all children were required to begin receiving Hepatitis B shots as part of their requirements to enter school. Children must receive three (3) doses approximately six (6) months apart. By the year 2000, all new school entries were required to have all three (3) doses before entering school.

Varicella (Chickenpox) – Effective 2002/2003 school year, one (1) dose required if received on or after the 1st birthday but prior to 13th birthday. Two (2) doses administered at least twenty-eight (28) days apart required, if the child received the first dose on or after the 13th birthday. Reliable history of chickenpox disease is acceptable in lieu of the vaccine.

The local health department is required by law to provide hearing and vision screening to pre-school and school age children. Technicians are in the schools providing this service at certain grades throughout your child's school experience. If you do not wish to have your child screened for vision and hearing please notify the school.

MEDICATION POLICY

1. All medication will be dispensed and stored through the elementary office per this medication policy.
 - **Parents need to have a letter on file for EACH school year, which gives the school permission to dispense medications.**
2. **Prescribed Medication** – Student's physician must provide written orders detailing diagnosis, dosage of medicine, times when medication should be administered and telephone number where the physician can be contacted.
 - The school will provide the medication form with the above information that must be filled out for physician prescribed medications.

3. **Non-Prescribed Medication** – No medication, including aspirin, ointment, cold tablets, etc. will be administered to students without written permission of a parent.
 - The school will provide the medication form with the above information that must be filled out for non-prescription medications.
4. The parent must bring the medicine to school in a container appropriately labeled by the pharmacy or physician.
5. All medication shall be clearly identified on the outside of the container and the medication will be stored in a safe box or refrigerator as needed.
6. School personnel shall administer the medication in the presence of another adult when possible and in compliance with the instructions of the physician.
7. School personnel will communicate regularly with parents and the physician about any problems or effects of administering medication to students during school hours.
8. In an emergency, a designated staff member will notify the parent as quickly as possible.
9. School personnel shall not administer any medication where the administration of the medication requires specialized knowledge or training, such as injection of medication, unless that person has the required knowledge or training.
10. School personnel shall exercise the utmost care in administering medication to students.

COMPUTER/INTERNET/NETWORK ACCEPTABLE USE AGREEMENT AND INTERNET SAFETY POLICY

This document must be read in full prior to indicating your agreement to follow all Walkerville Public Schools computer/Internet/network policies.

No person shall be allowed to use any computer/Internet/network equipment owned by Walkerville Public Schools (hereafter named WPS) unless he/she has read and indicated his/her agreement to follow all policies stated herein by signing his/her name to this agreement.

POLICIES:

1. No person shall, without prior permission obtained from the Technical Services Manager, remove any computer/Internet/network equipment from WPS property.
2. It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is the user's responsibility to make sure that all food and drinks are kept away from all hardware and software.
3. Only hardware approved by WPS may be attached to the district network.
4. Any data, which resides on computer/Internet/network equipment owned by WPS, is the sole property of WPS. WPS may do with this data as it sees fit including, but not limited to, monitoring this data, deleting this data and/or turning this data over to law enforcement officials if necessary. Said data also includes any personal electronic mail or other messages or communications.
5. All information, communication or any other use of computer/Internet/network equipment and/or software owned by WPS must be appropriate for all audiences. Vulgarity, inappropriate material and/or data as deemed by WPS authorities are strictly prohibited from being accessed and/or processed through computer/Internet/network equipment and/or software owned by WPS.
6. Any media including diskettes, CDs, DVDs, flash drives, and/or portable hard drives used for storing data on WPS computer/Internet/network equipment must get the approval of the Technical Services Manager prior to use on WPS owned equipment.
7. Only software purchased or approved by WPS may be stored or installed on district hardware. No software programs may be downloaded off the Internet without the permission of the Technical Services Manager.
8. All network logon and e-mail accounts are the personal responsibility of the account holder. Network logon and e-mail accounts owners must not for any reason give their account passwords to another person. Network

and e-mail account owners must not for any reason allow another person to use his/her network or e-mail account. In order to avoid allowing any person to use another person's network account all account holders must log off any computer he/she is using before leaving that computer. Account holders must not be logged into more than one computer at any given time.

9. No user shall intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users. A user may not in any way attempt to misrepresent another user.
10. The user is responsible for all files stored or printed under his/her user account without exception.
11. All Internet communications are logged and monitored by WPS. WPS knows exactly what Internet sites are accessed by every account holder and the date and time of day that the site is accessed. This information will be used to monitor and ensure proper use of WPS owned computer/Internet/network equipment.
12. When/If a user mistakenly accesses any inappropriate material on any computer/Internet/network equipment owned by WPS the user must immediately inform a WPS staff person. The staff person must then inform the Technical Services Manager. This will help WPS authorities to determine a course of action when the access violation information is obtained from the network logs.
13. Any user who attempts to "hack" or maliciously destroy or access computer/Internet/network equipment and/or software owned by WPS or any other computer/Internet/network equipment and/or software through WPS owned equipment will immediately lose computer/Internet/network equipment access and privileges and will be prosecuted to the full extent of the law. This includes the introduction or perpetuation of computer viruses and/or computer worm programs.
14. Any user who discovers any security problem on any computer/Internet/network equipment and/or software owned by WPS must immediately report the security problem to a staff person and the Technical Services Manager. The person who discovers the security problem must not tell anyone other than the staff person and the director of technology about the security problem nor shall the person demonstrate the security problem to anyone other than the director of technology. If the person who discovers the security problem fails to follow this procedure the incident will be treated as a "hacker" attempt as stated in policy number 10.
15. Computer/Internet/network equipment and/or software owned by WPS shall be used solely for educational purposes. Computer/Internet/network equipment and/or software must not be used for business transactions of any kind other than school related business transactions.
16. Each user is responsible for all material sent electronically. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited. Any violations of the use of telecommunications should be reported to the building administrator.
17. Students at WPS are prohibited from accessing and using any free e-mail Internet accounts and/or services from any computer/Internet/network equipment and/or software owned by WPS. Students may use an e-mail account given to them by the WPS Technical Services Manager. This policy is to avoid inappropriate e-mail messaging which cannot be traced back to the sender.
18. Chat rooms of any kind including, but not limited to, on-line multiplayer games, instant messaging, Web enabled chat systems and/or any other chat-like scenarios and/or systems are strictly prohibited for use by students on any computer/Internet/network equipment and/or software owned by WPS. Teachers may request appropriate chat areas to be unblocked for educational purposes.
19. Any person wishing to use data gathered from the Internet or other media sources on any computer/Internet/network equipment and/or software owned by WPS must abide by all applicable copyright and/or licensing laws.
20. All persons agreeing to follow this policy are also agreeing to follow the WPS Internet Safety Policy. The WPS Internet Safety Policy is attached to this document.

The consequences for the violation of any of the above stated WPS computer/Internet/network policies, with the exception of policies number 10 and 11 and/or any other illegal activity of any kind which will result in immediate loss of all computer privileges and may include legal prosecution, are as follows.

- 1st Offense: Loss of computer/Internet/network access privileges for a period of one week. If the account holder is a student his/her parents and/or legal guardian will be contacted.
- 2nd Offense: Loss of computer/Internet/network access privileges for a period of one month. If the account holder is a student his/her parents and/or legal guardian will be contacted.

- 3rd offense: Loss of computer/Internet/network access privileges for a period of one year. If the account holder is a student his/her parents and/or legal guardian will be contacted.
- 4th Offense: Loss of network privileges indefinitely. If the account holder is a student his/her parents and/or legal guardian will be contacted.

All WPS computer/Internet/network accounts and all WPS e-mail accounts are provided free of charge to any staff and/or students of WPS.

INTERNET SAFETY POLICY

It is the policy of Walkerville Public Schools that access to the Internet provided by Walkerville Public Schools is expected to be used as an educational and/or work related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of Walkerville Public Schools, is in any way prejudicial to the best interest of the unit or in conflict with Walkerville Public Schools.

Walkerville Public Schools reserves the right to refuse access to the Internet by the school district to anyone when it deems it to be necessary in the public interest.

Definitions (as defined in the Federal law for CIPA)

1. Access to the Internet – A computer shall be considered to have access to the Internet if such computer is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 18 and/or is a student at Walkerville Public Schools.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child Pornography shall have the meaning given term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected or not connected to the Internet.
7. Technology protection measure shall refer to a WebBlocker server managed by Walkerville Public Schools that blocks and/or filters Internet access or other means by which access may be blocked and/or filtered.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Walkerville Public Schools Technology Committee.
9. Technology Committee as used herein shall refer to a group of Walkerville Public Schools staff including but not limited to the following:
 1. Administrator
 2. Technical Services Manager
 3. At least one (1) staff member appointed by the Administrator
 4. At least two (2) teachers appointed by the Administrator

Access to Internet/Email by Minors

Minors accessing Internet services provided by Walkerville Public Schools shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for the educational setting.
2. Minors shall not use Walkerville Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.

3. Minors shall not engage in any illegal activities on the Internet.
4. Minors must use email only in accordance with the Acceptable Use Agreement.
5. Minors shall not disclose personal identification information on the Internet.
6. Minors shall be monitored while using the Internet.

All students, except PK-4th graders, will be given the opportunity to have a Walkerville Public Schools email account.

Access to Internet by Adults

Adults accessing Internet services provided by Walkerville Public Schools shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Walkerville Public Schools technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
3. Adults shall not engage in illegal activities on the Internet.

Internal/External Web Pages

Neither student web pages nor any other personal web sites constructed outside of the school supervised setting will be linked to or associated with any Walkerville Public School site. All web sites representing Walkerville Public Schools will be hosted on the Walkerville Public Schools web server and be part of the Walkerville Public Schools Internet domain (walkerville.k12.mi.us).

Technology Protection Measure

Walkerville Public Schools shall use a technology protection measure(s) that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Walkerville Public Schools.

1. If a staff member or student believes a web site to be inappropriately filtered or not filtered, he or she should submit a request via the web or e-mail to the Technical Services Manager with the Internet address (URL) of the site and the rationale for blocking or unblocking the site for students. If the Technical Services Manager concurs with the staff member or student that a web site is clearly appropriate or clearly inappropriate for students, then a change will be made in the filter to allow or disallow viewing of the site. If it is not readily apparent whether a site is or is not appropriate for elementary school students, the Technology Committee will decide whether or not to block the site.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet administered by Walkerville Public Schools. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Walkerville Public Schools board policy, and including applicable law enforcement agencies when necessary.

Policy Challenge Procedure

An individual who has been granted access to the Internet by Walkerville Public Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to the Walkerville Public Schools Technology Committee in writing for consideration.
2. The Technology Committee will review the site within a reasonable period of time of the submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.

3. Walkerville Public Schools' principals will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Walkerville Public Schools any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Walkerville Public Schools Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Walkerville Public Schools established grievance policy or at the Walkerville Public Schools administrator and/or board level for challenges presented in writing.

COUNSELING

If you would like your child to meet with the counselor, please contact the school to make arrangements. Family counseling information is available upon request.

INTERVENTIONS

Title I Part A – Improving Basic Programs for Walkerville Elementary

- This federally funded program helps targeted students meet high academic standards by providing supplementary instruction. The Title I staff assists teachers, parents and students with academic needs.
- We offer different means of instruction to provide assistance to students. They may receive small group or individual instruction. This program utilizes data from informal assessments to target areas of weakness.
- Title I funds purchase books and tests to supplement reading instruction for grades K – 6 as well as library book purchases.

Special Needs

Walkerville Public Schools implements and complies with the Individuals With Disabilities Act. Students with special needs are taught in the regular classroom, as well as receive applicable services from special education instructors in this district and from the West Shore Educational Service District.

Emergencies

If the school must be closed or the opening is delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

Television Stations: WZZM- Channel 13, WWTV- Channel 9&10, WPBM- Channel 7&4

In addition to the announcements via local television, a PowerAnnouncement will be made; please make sure your contact information is up to date.

Announcements will also be posted on social media at: Mr.J@Walkerville [fb/walkervillepublicschools](https://www.facebook.com/walkervillepublicschools)

Parents and students are responsible for knowing about emergency closings and delays.

FIRE/TORNADO/LOCKDOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using procedures provided by the State. The alarm system for tornados is different from the alarm for fires and is posted in each classroom.

Lockdown drills will be conducted periodically throughout the school year using procedures developed by the district. An announcement will be made over the phone system indicating the lockdown drill.

STUDENT DISCIPLINE CODE

Introduction

It is the goal of the faculty and administration of Walkerville Public Schools to create a positive and safe learning environment. Students have the right to be free from physical threat, intimidation or other harm. Accordingly, any such violation upon another person will meet with a correction and/or logical consequence. Infractions of a legal nature will be dealt with as a police matter. These rules have been prepared to support a safe and comfortable learning environment. Logical consequences will be developed on a case-by-case basis, as determined by the Principal. At all times, the student is responsible and must be held accountable for her/his own behavior.

DETENTION

There are times when students need to be isolated and taken out of a classroom. If this is the case, the student will be sent to the Principal's Office. The Principal will use a variety of strategies to help get the student focused on the task, LEARNING.

BUS RULES

Riding the bus is a privilege; the following rules have been adopted to ensure the safety of your students:

1. Follow your bus driver's instructions
2. Be courteous to others
3. Stay in your seat while the bus is moving
4. Keep your heads, hands and arms inside the bus windows
5. No fighting
6. No swearing
7. Talk quietly
8. Keep the bus clean
9. No eating on the bus
10. Students residing within the village limits will not be allowed to ride the bus.

Exception: Preschool and Kindergarten age students residing within the village limits will be allowed to ride the bus.

It is required that parents/guardians of preschool and kindergarten students must be seen at their drop off in **order for the child to be let off the bus. If a parent is not visible to the bus driver, the child will be brought back to the elementary school.**

Violations of the above regulations may result in pupils being denied the privilege of riding the bus. In addition the consequences outlined in the student discipline code will be followed.

BUS TRANSPORTATION

We ask that when filling out the Transportation Pick-Up/Drop-Off Location Form at the beginning of the year, or when making changes during the school year, that you choose only one place on the form for morning pickup and one for the afternoon drop off. Your child may be picked up at one location (home or sitter) and dropped at another location, but it must be the same place ALL week.

If you do need to make changes during the year, we do ask for 48 hours notice of the change. NO CHANGES should be made after 2:00 p.m. for the ride home, even in an emergency. In that case, you should meet the child at the normal drop location or call the office and pick up there.

Last of all, we do not encourage students to ride home with other students, except in an extreme emergency. We run an efficient bus system, so our buses are generally filled. If you have an emergency, please call us ASAP and make sure you talk to someone in the Transportation department directly, and also call the building. We would rather have two notes to the driver(s) involved to make sure all students are where they are supposed to be.

Please go over this information and the bus rules with your child. We are looking forward to having a safe school year. If we can be of any assistance, please call or email.

Mark Metts, Transportation Supervisor
Phone: 231-873-4850 ext. 3300 Email: mmettsr@walkerville.k12.mi.us

PLAYGROUND REGULATIONS

1. All students are expected to be outside during recess. Students must stay away from the doors.
2. Tackle football, king on the mountain and other games involving excessive physical contact are forbidden. Fighting, tripping, kicking and hitting other students will not be tolerated.
3. The throwing of snowballs and ice is forbidden.
4. Bicycles may be ridden to school *but* must not be ridden during school hours.
5. No elementary student is to leave the school grounds during school hours.
6. No skateboards, skates or skate shoes are permitted at school
7. Playground equipment must be used appropriately.
8. Students should not play between buildings. They must be in sight of the playground supervisors.
9. Food must not be taken out of the cafeteria.
10. The elementary principal and staff will provide any other rules as necessary.

HARASSMENT

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location). (Board Policy 5517.01) (Board Policy 8018-3)

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks with sexual or demeaning implications
4. Un-welcomed touching
5. Sexual jokes, posters, cartoons, etc.
6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, safety, job, or performance of public duties
7. In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Reporting Procedures:

Any student who believes he or she has been the victim of harassment of any kind is encouraged to immediately report the alleged acts to the school principal. Any teacher, administrator or other school official who has received notice that a student has or may have been the victim of harassment is required to immediately report the alleged acts to the school principal. Any other person with knowledge or belief that a student has or may have been the victim of harassment is encouraged to immediately report the alleged acts to the school principal.

Investigation:

The principal will conduct an investigation into the alleged acts. If the investigation warrants, a liaison officer will be called to assist in the investigation. A report will be submitted to the superintendent upon the completion of the investigation.

School District Action:

Warning, parent conference, counseling, suspension, exclusion, or expulsion

BULLYING

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

ASSAULT, PHYSICAL OR VERBAL

If any student commits a physical or verbal assault against an employee, the student may be expelled from the district.

If any student commits a physical assault (at school or at a school related function) against another pupil, the student may be expelled or suspended.

Note: A physical assault means intentionally causing or attempting to cause physical harm to another person through force or violence.

DISCIPLINE ACTION AND CONSEQUENCES

STUDENT ACTION	EXPLANATION
Assault/Battery Towards Staff	The act of threatening physical harm or an unlawful attack on any member of the staff. (ie: hitting, pushing, kicking etc.)
Assault/Battery Towards Student	The act of threatening physical harm or physically assaulting any person on school property, going to or from school, or attending any school sponsored activity.
Classroom Disruption	The act of being involved in behavior which disrupts the educational process of the students in the classroom, or disregarding corrective efforts of the teacher. When a student is dismissed from class, he/she must report immediately to the office.
Fighting	The act of two or more individuals physically hitting, kicking, slapping, etc. each other when both parties are found guilty.
Hallway Behavior	The act of running, shoving, pushing, hitting or acting inappropriately between class changes, before school, after school or at lunch time.
Intentional Profanity	The act of using obscene language or gestures toward any student or staff.
Scuffling	The physical actions of two or more individuals which could result in fighting. This includes pushing, shoving, verbal threats, kicking, etc.
Inappropriate Touching	The act of touching other people in an offensive manner, showing or revealing private parts of the human body that causes disruption to others in school.
The possession and/or use of restricted electronics in class without teacher permission	Radios, tape or CD players, electronic games, beepers, pagers, cell phones, MP3, mobile device, etc.
Theft and Possession of Stolen Property	The act of dishonestly acquiring the property of another or others in school or on school grounds.

Note: Consequences for the above acts are at the discretion of the principal or his designee.

WEAPON FREE SCHOOL ZONE POLICY

A. Expulsion:

The Board of Education of Walkerville School District, as both employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that individuals possessing weapons and / or dangerous weapons best utilize school buildings, facilities, vehicles, grounds, and other school property in the educational process in the absence of threats to physical well being and safety.

Accordingly, the Board (or the superintendent, a principal or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District, if the student possesses a dangerous weapon or commits arson or criminal sexual conduct in a weapon free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon;

4. That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

B. Recordation and Referral:

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. The District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student's parent or legal guardian (if the pupil is un-emancipated) and to the local law enforcement agency.

The District shall within three days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency. The District shall also notify the student's parent/legal guardian or (if the pupil is emancipated) notify the expelled student of the referral. The District shall also refer, for prosecution, conduct by a student which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

C. Petitions for Reinstatement:

Students expelled pursuant to this policy (or their parent/legal guardian if the student is not emancipated) may petition the Board for reinstatement to school. A student in sixth grade or above at the time of expulsion may apply for reinstatement after a 150 school day expulsion period and may be reinstated 180 school days from the date of the expulsion. A student in fifth grade or below who is found to have possessed a firearm or threatened another person with a dangerous weapon must wait 60 school days to apply for reinstatement and 90 school days to be reinstated. A student in fifth grade or below who is expelled for any other reason under the law (other than possession of a firearm or threatening another with a dangerous weapon) may apply for reinstatement at any time and may be reinstated within (10) school days from the expulsion date. While the District must supply the reinstatement petition if requested, it need not provide any assistance with the petition's preparation. The petitioner shall provide an authorization and release for the Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school, which the petitioning student has attended. If such records are already in the possession of the District, the parent/ legal guardian or student (if emancipated) shall furnish written authorization for review of it by the committee and Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than ten (10) school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the petition and any supporting information submitted by the parent/legal guardian (if the expelled student is un-emancipated) or from the expelled student;
2. The committee shall consist of two (2) Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the District;
3. Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the District, and shall submit a recommendation to the Board on the issue of reinstatement.
4. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement;

D. Criteria for Reinstatement:

The designated committee and the Board shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other students or school personnel;
2. Whether reinstatement would create a risk of liability for the District or Board or District personnel;
3. The age and maturity of the expelled student;
4. The expelled student's prior school record;
5. The expelled student's attitude concerning the incident;
6. The expelled student's behavior since expulsion and the prospects for remediation;

7. The degree of cooperation and support from the expelled student's parent/legal guardian (if the petition was filed by a parent/legal guardian), including receptiveness toward reinstatement.

Petitions for reinstatement from students expelled by another District shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board of Education. The District will only consider reinstatement, to the denial of the student's petition for reinstatement by the expelling Board of Education.

E. Conditions of Reinstatement:

The Board may require an expelled student (and if the petition was filed by a parent/legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to, the following:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews; and
4. Specified immediate consequences for failure to abide by any condition of reinstatement.

F. Application to Handicapped Pupils:

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

G. Definitions:

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; 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.

Firearm:

- A. weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air;
- B. the frame or receiver of any such weapon;
- C. any firearm muffler or firearm silencer; or
- D. any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered a "firearm".

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

WALKERVILLE PUBLIC SCHOOLS
Student/Parent Handbook 2017-18 Acknowledgement

Student Name _____ Grade _____

By signing below I acknowledge that I have received, read, and understand the 2017-18 Student/Parent Handbook, which includes the Computer/Internet/Network Acceptable/Responsible Use Agreement and Internet Safety Policy.

I know that I am to share this book with my parents, have them sign below, and return this form to the school office.

Student Signature _____ Date _____

School Year Field Trip Permission Form

Field trips scheduled throughout the school year are planned with educational goals in mind. These field trips are part of the students' class and every student should have the opportunity to attend.

By signing this permission form I give my child permission to attend all field trips scheduled throughout the 2017-18 school year. I understand that my child will be notified of any field trips and it will be his/her responsibility to get that information to me.

I understand that I will notify the school if at any time I wish for my child not to attend a scheduled field trip.

School Counseling Services

At times throughout the school year individual and small group activities are offered as part of the School Counseling services at Walkerville Public School. These services are intended to help students express and understand their feelings, discover problem-solving strategies and identify support systems to help. As well as help students with their academic and career development. Contact Ashleigh Droste, Student Services Director/School Counselor with any questions or concerns you may have by either phone, (231) 873-4850, or email, adroste@walkerville.k12.mi.us.

- I do not wish for my child to participate in individual or small group activities.

Computer/Internet/Network Acceptable/Responsible Use Agreement and Internet Safety Policy

As the parent and/or legal guardian of the above listed minor, I have read, (or have had read to me), the entire WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy. I understand the entire contents of this document. I agree to insure that the above listed minor will abide by the entire contents of the WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy to the best of my ability. I certify that the above listed information about the minor is correct. I hereby grant permission for the above listed minor to obtain a WPS account as indicated by my signature at the bottom of this page.

Please place an 'X' either of the following boxes only if they apply to you:

- If my child accidentally accesses inappropriate material on the Internet I would like to be informed no matter what the circumstances.
- My child may not have a Walkerville email address. (**Students in grades PK- 4 will not be given an email address.**)

By signing below, I acknowledge...

- That I have received, read, and understand the 2017-18 Student Handbook, which includes the Computer/Internet/Network Acceptable/Responsible Use Agreement and Internet Safety Policy.
- That I give my son/daughter permission to go on field trips scheduled during the 2017-18 school year.

Parent/Guardian Signature _____ Date _____

Parent/Guardian:

Would you like to have the school's daily announcements emailed to you? _____ Yes _____ No
Would you like to receive timely updates on your child's progress by email or written note? _____ Yes _____ No

Please provide your email address: _____

Do you have regular Internet access? _____ Yes _____ No

If yes, please indicate where you access the Internet: At Home At Work Other

Walkerville Elementary School Student/Parent/Teacher Compact 2017-2018

Vision Statement: Walkerville Students Achieve and Exceed Standards

This contract was written to communicate to families the kinds of involvement that will help students achieve their fullest potential. Student achievement will increase if students, parents, and school staff share responsibility for each student's academic success.

As a student, I will:

- Attend school regularly and be on time for classes.
- Be ready to learn and produce quality work.
- Complete assignments on time.
- Bring necessary materials to class.
- Follow the student handbook rules and policies.
- At all times demonstrate respect for all students, staff, visitors, and school property.

Student Signature: _____

As a parent or guardian I will:

- Make sure my child attends school consistently.
- Establish a time for sharing daily school experiences and completing homework.
- Attend my child's scheduled parent/teacher conferences.
- Meet with my child's teacher or principal as soon as I have a concern or question.
- Read and support the policies and practices stated in the student handbooks.
- Make sure my child has appropriate dress per the handbook and for weather conditions.

I also will (check all that apply):

- Volunteer to assist once a year in my child's school.
 Encourage my child to read daily and to participate in physical activities.
 Attend my child's after school activities and other school related events.

Parent or Guardian Signature: _____

As your child's teacher I will:

- Provide quality instruction to help students meet and exceed Michigan State Standards.
- Provide communication for families regarding student progress.
- Enforce the rules and policies of the school consistently and fairly.
- Create a safe and positive atmosphere for teaching and learning.

Teacher Signature: _____

Please review this document with your child, sign and return to your child's teacher for his/her signature. You will receive a copy of this document after all signatures have been written.

Parent email address: _____

Mr. Gary Jensen, Superintendent/Principal

145 E. Lathrop Street
Walkerville, MI 49459

Phone: 231-873-4850

Cell: 313-806-7277

gjensen@walkerville.k12.mi.us

 [Mr.J@Walkerville](https://twitter.com/MrJ@Walkerville)

 [fb/walkervillepublicschools](https://www.facebook.com/walkervillepublicschools)

**Walkerville Public Schools
Advisory to Parents**

Dear Parent or Guardian:

Walkerville Public Schools utilize an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized.

You have the right to be informed prior to any application of an insecticide, fungicide, or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need prior notification, please complete the information below and submit it to:

Beth Oomen
Walkerville Public Schools 145 E. Lathrop St.
Walkerville, MI 49459

Prior Notification Request

Parent Name: _____

Student Name: _____

Street Address: _____

City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Please check one:

_____ I wish to be notified prior to a scheduled pesticide application inside the school building

_____ I wish to be notified prior to a scheduled pesticide application on the outside school grounds.

_____ Both of the above.

Parent Signature: _____

Date: _____