

Woodworth Elementary School

Student Handbook

2021-2022

Woodworth Elementary
212 Pennsylvania Street
Leslie, Michigan 49251
517-589-5151



Be the Best You Can Be!

FORWARD

The Woodworth Elementary School Student Handbook has been written to help students and their parents/guardians to become aware of and to understand the guidelines, regulations, and rules which are in place. Families are encouraged to take the time to read this handbook and to discuss its contents with Woodworth student(s).

Our hope is that this Handbook helps all members to work in a positive manner and contribute to an atmosphere conducive to learning. Best wishes are extended to all students enrolled at Woodworth Elementary School.

ADMINISTRATION/OFFICE PERSONNEL

Superintendent of Schools
Principal
Secretaries to the Principal

Mr. Scott Powers
Ms. Connie Gonzalez
Mrs. Megan Casper
Mrs. Cindy Bean

WOODWORTH VISION STATEMENT

Woodworth Elementary is a safe, nurturing, and professional environment with high standards for learning. We support and celebrate the academic, social, emotional, and physical development of all students.

WOODWORTH MISSION STATEMENT

Woodworth Elementary School is committed to a partnership with parents and the community to provide a safe environment, increase academic growth, develop lifelong learners, recognize individual uniqueness, model respect, and teach responsibility.

LETTER FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to the Woodworth Elementary 2021-2022 school year. I am excited to continue my work with the Woodworth family! My goal is to continue developing strong working relationships with the staff and students, as well as families and community members. That being said, I invite you to bring to my attention any concerns that may arise during the year. It would be my pleasure to engage in discussions that lead to common resolutions. I believe it takes a collaborative effort with all stakeholders to ensure students receive a quality education. Woodworth Elementary is dedicated to providing a learning environment conducive to nurturing student growth and development, while providing excellent instruction and learning experiences. Students attending Woodworth Elementary School will have access to all we have to offer, and we will work hard to ensure each student receives the supports necessary for success!

The Woodworth Elementary staff is composed of dedicated, caring professional educators. In order for students to develop to their fullest potential, students must strive to put forth their personal best in all they do. We hope every student takes full advantage of the educational opportunities available this school year. Additionally, we hope parents/guardians join us in a partnership of learning, as we have a multitude of opportunities for doing so.

This Handbook is designed to help families become acquainted with Woodworth Elementary, the staff, educational opportunities, procedures and routines. There is also a section that contains Board Policies regarding elementary school students. ***Please read this Handbook together with your student and keep it handy for future reference.***

Woodworth Elementary School is proud to provide a safe and caring environment where every student has an opportunity to learn. Your cooperation will assist our staff in making this year safe and help students develop independence and confidence.

Sincerely,

Connie Gonzalez, Ed.S.
Principal

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ACCEPTABLE USE POLICY

VIOLATIONS WITH NON-EDUCATIONAL USE

Students are expected to follow the District's Acceptable Use Policy when using District technology and internet.

ATTENDANCE POLICY

Michigan Law requires all children between the ages of six and eighteen to attend school on a daily basis throughout the school year. Regular attendance is extremely important and leads to a successful academic career!

SCHOOL HOURS

ALL GRADES	8:00 a.m. - 3:01 p.m.
DISTRICT HALF-DAYS	8:00 a.m. - 11:33 a.m.
LATE START	10:00 a.m. - 3:01 p.m.

Due to safety and supervision issues, children should not be dropped off at school before **7:30 a.m.** Supervision is not available until that time and **the doors remain locked until 7:30 a.m.** At the conclusion of school each day, children should be picked up no later than **3:15 p.m.**

ATTENDANCE REPORTING

Late arrival:	8:00 a.m. to 8:15 a.m.
A.M. Absence:	8:15 a.m. to 11:30 a.m.
P.M. Absence:	11:30 a.m. to 3:01 p.m.
Leave Early:	2:30 p.m. to 3:01 p.m.

Student Illness: Please call the office at 517-589-5151 ext. 321 as soon as possible to leave a message, as our phone system takes calls when the office is closed. Student attendance is closely monitored every day. Students are expected to make up missed work due to illness. If a student is ill beyond 1 day, parent/guardian may request work. Please allow teachers 24 hours to fulfill any work requests.

We understand there are times when students do not feel well enough to attend school, and we will make a notation in our records when parent/guardian calls to report any absence. This does not "excuse" the

student's absence. In order to have an absence "excused", professional documentation stating the reasons(s) for the missed day(s) is required. All absences not excused with professional documentation will be considered "unexcused" when determining potential truancy action. Therefore, providing immediate documentation to excuse absences is important.

When excessive absences become a concern, our office will contact parent/guardian by letter, noting the absences. If absences do not improve following receipt of the letter, the principal may arrange a conference with parent/guardian to discuss attendance requirements and develop a plan to improve. If chronic attendance continues, a referral to the Ingham County Truancy Officer will be filed.

MORNING TARDINESS & EARLY PICK-UP

Punctuality is an important habit for students to develop. Being on time is a good start toward success in school, as well as later in work-life situations. To avoid being considered tardy, students are expected to be in their rooms at 8:00 a.m. Students who arrive after 8 a.m. will be signed in upon entry. Late morning arrivals are not excused with the exception of professional appointments. All late arrivals are marked in teachers' attendance slips. Each teacher will record, compile, and respond to tardiness for each student per marking period according to policies. A student who continues to be tardy with no attempt to correct the problem faces disciplinary action, which may include a referral to the Ingham County Truancy Officer.

CANCELLATION OF SCHOOL

Occasionally, school may be cancelled due to inclement weather or other emergencies. Woodworth extracurricular events could also be cancelled. Cancellation of Woodworth extracurricular events is based on a case-by-case decision. Cancellation information is provided by Schoolreach and TV Channels 6 and 10, who provide closing information. Please **DO NOT** call the school office with questions regarding school closings. School phones must be available for school business.

BICYCLES/SCOOTERS

Bikes/scooters must be walked on school property, parked and locked on the bike racks.

BULLY PREVENTION

Leslie Public Schools adopted Bullying and Other Aggressive Behavior toward Students Policy (po5517.01) is viewable on the school website at www.lesliek12.net . Click on: [Board Policies](#).

“The Mission of the Bully Prevention Committee is to maintain a place where everyone feels safe and accepted and has a sense of belonging. Bullying will never be tolerated here. School personnel, students, parents and the community will work in collaboration to prevent all forms of bullying through education and the establishment and maintenance of policies and programs.”

WOODWORTH BULLYING PREVENTION PLAN

- 1. Definition of bullying:** Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.
- 2. Bullying is prohibited:** Woodworth Elementary School will not tolerate any bullying on school grounds or at any school activity on or off campus, or in route to or from school.
- 3. Staff intervention:** Woodworth Elementary School staff members who observe or become aware of an act of bullying will take immediate safe and appropriate steps to intervene. If a staff member believes his/her intervention has not resolved the matter, or if the bullying persists, he/she will report to the school principal.
- 4. Students and parents must report bullying:** Woodworth Elementary School students and parents who become aware of an act of bullying should report it to school personnel for further investigation. Any student who retaliates against another for the report of bullying will be subject to consequences.
- 5. Investigation procedures:** Upon learning about a potential bullying incident, the principal will conduct a thorough investigation with all parties involved or witnesses of the alleged bullying. The principal will also contact the parents of both the aggressor and the victim. This investigation may include interviews with students, parents, school staff, and a review of school records.

6. **Consequences/intervention:** Consequences for students who bully others shall depend on the results of the investigation and may include counseling, a parent conference, detention, suspension and/or expulsion. Depending on the severity of the incident, the principal may take appropriate steps to ensure student safety. These steps may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement, and developing a supervision plan with parents.
7. **Staff and student training:** Staff shall be provided professional development on how to appropriately address bullying when encountered. Students shall be taught what bullying is, and how to correctly respond when they witness or are victimized by acts of bullying.
8. **District Policy:** To view the school District's policy, please visit the Leslie Public Schools website www.lesliek12.net, click on the School Board tab then click on *Policies*.

CHILD CUSTODY

Cases in which one parent has sole legal custody of a child and has the legal right to restrict access of the other parent, a copy of the most recent court order stating custody, visitation rights must be provided to the office. Non-custodial parents may request duplicate copies of teacher notes home, report cards, parent conference letters, etc. Alternately, non-custodial parents can provide the school with a self-addressed stamped envelope(s) for mailings of the same.

DAILY DROP-OFF & DISMISSAL

To keep our children safe, we ask parents to remain outside during dismissal and follow the procedures noted below. If an occasional early pick up is necessary, enter the school and report immediately to the office to follow our secured release procedures. Be prepared to provide adequate identification. Parents/Guardians must remain in the office for student(s) to be released and exit the school immediately. Students **will not** be released to the office until a parent/guardian is present to sign him/her out. End-of-the-day messages to students must be received in our office by 2:15 p.m. to guarantee timely delivery to students.

DROP-OFF AND PICK-UP PROCEDURES

CROSSING GUARDS

The crossing guards are on duty from 7:35 - 8:05 a.m. and 2:45 - 3:05 p.m. One guard is on the corner of Race and Pennsylvania, one on the corner of Bellevue and Pennsylvania, and one on the corner of Main and Race. For safety reasons, ***CHILDREN MUST CROSS AT THESE LOCATIONS.***

Children may be dropped off any time ***after*** 7:30 a.m. **when adult supervision begins. The school doors will remain locked until 7:30 a.m.**
A.M. Drop-off Procedures:

- Use the Loop in front of the building. Adults remain in vehicles for safety and have students exit passenger side.
- Parents may park in the **Loop parking spaces** and walk students to the entrance. Parents will not be permitted in the school unless they have business in the Main Office.

****Please avoid using the Staff Parking area, as this is the designated area for staff, who must be able to locate parking to report for work.**

FRIENDSHIP ZONE

The purpose of the Friendship Zone is to give students a place to socialize with classmates. The expectations during this time are to talk quietly and behave in an orderly manner while teachers ready their classrooms. Friendship Zone is open each morning in the Woodworth gym or on the playground from 7:30 to 7:55 a.m. when the bell rings. All students (except kindergartners, who report to their hallway) are then expected to report to their classroom line for their learning.

Friendship Zone expectations:

- Students report immediately to the grade-level Zone (unless eating breakfast in the lunchroom) and remain there until dismissed.
- Students will honor personal space of others.
- All balls, toys, games, etc. remain inside students' backpacks.
- Students will **walk** in a **quiet, orderly** manner down the hallways.

P.M. Pick-up Procedures:

LOOP:

- Enter the drive and park in one of the three lanes.
- Remain in the vehicle at all times.
- Complete the [Google form](#) to inform the office of your arrival.
 - This form can be saved to the Home Screen on a cell phone for easy access.
- Students will be released from classrooms at 3:01 pm.
- Students will be escorted down the lanes according to lane selection on the form.

NOTE: Please remain in the lane until given directions from staff to move. **This is extremely important for staff/student safety.**

DOOR 3: *Preschool/Kindergarten students and their older siblings*

- Park in available spots and walk to Door 3.
- Complete the [Google form](#) to inform the office of arrival.
 - This form can be saved to the Home Screen on a cell phone for easy access.
- Students will be released to parents/guardians at Door 3.
 - If parking in the front spots facing Pennsylvania St., staff will control movement in those spaces beginning at 3:01 pm when students begin to move toward family vehicles in the LOOP.

EMERGENCY PROCEDURES

In the event of an emergency, a buzzer will sound or an announcement will be made over the PA or other warning systems. Teachers will instruct students as to the appropriate procedure to follow, which is posted in every classroom. Appropriate student behavior during these events is highly expected. Students deliberately not following procedures will be addressed accordingly.

FIELD TRIPS

Field trips are defined as anytime a staff member, for the purposes of extending students' educational experience, takes students from school property. During the school year, staff will organize learning opportunities that take place away from the main Woodworth campus. These field trips

are planned to support and extend the learning experiences of all students. Parents will receive notification of these excursions through class newsletters, school newsletters and/or specific information from teachers. Students must ride the bus to field trips, as this is considered a mobile classroom.

The principal requires prior authorization to any field trip if extenuating circumstances exist which prevent a student from riding the bus with the class. If parents/guardians wish to take their student home following the field trip, teachers must first officially release students through our official sign-out process.

Parent/guardian chaperones will be very helpful on these events, but these positions can be limited. For adults to chaperone, a **Volunteer Consent Form must be completed well enough in advance of the trip for the office to conduct a background check.** Additionally, to maximize student supervision and safety, children who are not members of the class will not be allowed to attend.

FOOD SERVICES LUNCH POLICY

PURCHASING~FREE/REDUCED MEALS

The Leslie Public Schools participate in the National School Lunch and Breakfast Program, which provides qualifying students with daily free or reduce-priced meals. Applications are available at any school or the Food Service Office located at the high school at any time during the school year. Children who receive free or reduce-priced meals are require to take the whole meal in accordance with the program rule. Otherwise, students will be charged full price to their accounts if they only take portions of the meal. Students may purchase lunch and milk or bring a lunch from home. Hot lunch and milk prices are published at the beginning of the school year and monthly menus are sent home with the students.

A pre-payment system works most effectively for our food service program. Each student has an established account, to which parents can deposit money. When a student decides to purchase items, money is deducted from the account. **We strongly encourage parents/guardians to use the pre-payment method.**

Guidelines for the pre-payment:

- Place money or check in an envelope with student and teacher's names and the amount being paid on the envelope.
- Money applied to multiple accounts requires the same information above.
- Checks or money orders are payable to Leslie Food Service.

****The Food Service Department is not responsible for lost money sent with student.**

FOOD SERVICE CHARGE POLICY

During the 2021-2022 school year, your student(s) will have access to free breakfast and lunch every day. This is due to the increased funding provided from the state and federal government during the health crisis.

During a Normal Year

A limit of five (5) charges per student will be allowed. Beyond that, students will receive a sack lunch with a peanut butter sandwich, apple, & milk. A charge of \$0.50 will be added to the account. The provision of a sack lunch will continue until the account is paid in full or arrangements are made with the Food Service Director.

If a student's account has a negative balance from the previous year, the student will not be allowed to charge until the account is paid in full. No student will go hungry, but the meal will remain a sack lunch with \$0.50 charge. School lunch charges run from the start of school until **May 1st** of the year. **Note:** Student's accounts follow them from school to school.

CAFETERIA STUDENT EXPECTATIONS

All school expectations are in effect during lunch time. We expect students to respect our cafeteria and staff with the same respect as they would at home. Students should be courteous to one another and lunch supervisors, and use good eating manners.

Specific procedures include students being expected to:

- walk quietly in hallways to the cafeteria,
- line up quietly outside the cafeteria,
- eat at assigned classroom tables,

- remain in seats—no changing tables,
- obey lunch supervisors' directions,
- use Voice Level 1 or 2 while talking to friends,
- eat only their food, not the food of others nor share food, and
- raise a hand for help and only leave seat with permission.

**Supervisors monitor and assist students as needed and supervise the process for clearing lunch materials before dismissal to recess. Students are expected to take care of their lunch trash.

HEALTH CURRICULUM

In compliance with State and Federal Law, Leslie Public Schools teach a comprehensive K-12 health curriculum, which includes violence prevention, as well as the dangers of alcohol, tobacco, and drugs. If you would like more information on this curriculum and opt out procedures, please contact Woodworth Elementary.

HOMEWORK POLICY

Woodworth Elementary has a "No Formal/Graded Homework" Policy. As a staff, we have studied the work of John Hattie, who conducted a meta-analysis of thousands of studies. Hattie's findings indicate homework does not improve student learning or test scores in elementary school, which correlates with our findings and practices.

Instead of formal homework, we recommend spending the engagement of 15 minutes of reading with students at least 5 times a week. Students should choose books of interest to read to themselves or to others. Family members could choose books of interest to read to students and share the responsibility. Another valuable practice at home with students is math facts, especially multiplication in third and fourth grade. Five minutes a few times a week will make a big difference.

Additionally, students may have special projects/assignments, for example, book reports, unfinished classroom work, family projects, etc. to be completed at home with your assistance. Those needing assistance with how best to assist students at home, feel free to communicate with teachers.

LIBRARY

Woodworth Elementary has an excellent library staff, including certified teachers and a library clerk. All students have a scheduled library time once a week. Many can access its resources at other times. Procedures for checking out and returning books will be reviewed at the beginning of each year. If students do not return a book by the next library period, borrowing privileges are suspended until the book is returned. If a book is lost or damaged, a letter will be sent home informing parents of replacement costs. Additional books may not be checked out until payment is made.

Woodworth Elementary Library staff welcome the donation of books. Many parents have done so, which is an excellent way to add to our collection and truly appreciated. By doing so, children learn the value of books and become more interested in books and libraries. As your child grows and receives the joy of sharing with others, our library will grow and offer students the pleasure of a wider range of reading selections.

LOST AND FOUND

Clothing and equipment should be marked with the student's name. Lost articles are placed in the Lost and Found box. Any items that are not picked up at the end of each trimester will be donated.

MEDICAL CARE & PROCEDURAL INFORMATION ACCIDENT CARE

Students, teachers, and supervisors are asked to report all school and playground accidents to the office. When necessary, an accident report is filled out. Any time a child is referred to the office for a bump to the head, the standard precautionary measure is to inform the parent. Please do not be alarmed if you are contacted for this purpose; it is a 'just in case' situation. Minor injuries such as scraped knees and cuts will be handled by our caring and capable office staff.

ILLNESS WHILE AT SCHOOL: DIARRHEA, FEVER, AND VOMITING POLICY

If a student goes home or stays home from school with a fever over 98.6° or higher, student must stay home for 24 hours or until fever free for 24 hours WITHOUT medication as per the recommendation from the Ingham County Health Department.

Students with vomiting and/or diarrhea must go home or stay home for 24 hours or until free of vomiting and/or diarrhea for 24 hours WITHOUT medication as per recommendation from the Ingham County Health Department. Medications to control vomiting and or diarrhea are NOT given at school because students are to be free of vomiting or diarrhea to remain at school.

HEAD LICE

Head lice is a common condition that can be transmitted where any group regularly assembles, especially among children whose hats and jackets hang closely together. Itching or scratching may be a sign of lice, but sometimes there are no signs until a closer look. Please check your student's head frequently. Look around the ears and back of the neck. Be sure you have a good light or stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. Dandruff or scalp flakes move very easily; nits do not. If lice is found, notify the school and start treatment immediately. ***Per the recommendation from the Ingham County Health Department, a child may not attend school or be transported on the bus until he/she has been checked by the principal's office and is nit free.***

IMMUNIZATION POLICY

State law prohibits a school from admitting new entrants to school without a record of one dose of the following:

<p>DtaP/DTP Diphtheria, Tetanus & Pertussis (Whooping Cough)</p>	<p>4 Doses</p>	<p>If a 4th dose not given on or after 4th birthday another dose must be given at school entry. A booster dose is due if not given within the last ten years.</p>
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IPV/OPV Polio	3 Doses	If 3 rd dose was not given on or after 4 th birthday another dose must be given at school entry.
MMR Measles, Mumps & Rubella	2 Doses	1 st dose given on or after 1 st birthday. 2 nd dose given at or after 15 months of age and at least 1 month later.
Hepatitis B	3 Doses	A child needs 3 doses; the first two are one month apart and the third one is given 5 months later.
Varicella (Chickenpox)	2 Doses	Required for all children entering kindergarten, all 6 th grade students, and all children changing school districts.

If immunization is against religious beliefs, a signed exemption form, which is available at the school office, is required. Children who have not completed the required immunizations will be excluded from school until requirements are met.

INFECTIOUS DISEASES

The following is a chart of most common infectious diseases. Student who have one of these diseases should stay home until the communicable stage has passed as per recommendations from the Ingham County Health Department and has been approved by your Health Care Provider.

DISEASE	INCUBATION PERIOD	COMMUNICABLE PERIOD
Bronchitis	1-3 days	1 week before or 48 hours after treatment.
Strep Throat	2-5 days	After treatment

Chicken Pox	2-3 weeks	1 week
COVID-19 coronavirus	2 weeks	Potentially from exposure to all symptoms are gone
German Measles (Rubella)	14-21 days	7 days before and 4 days after rash.
Head Lice	Immediately upon contact	Throughout infection and until nits and lice are removed.
Impetigo	4-10 days	Until on treatment for 24 hours or until all scabs are dry.
Influenza	1-3 days	Probably 3 days from onset.
Measles (Rubeola-Red Measles)	10 days, or longer if modified with rash	Beginning of fever to 4 days after immune globulin.
Mumps	12-26 days (usually 18)	Most contagious 48 hours before swelling and 9 days after that.
Pink Eye	1-3 days	Until under medical care and drainage from eye has cleared.
Scabies	4-6 weeks	Until under treatment.
Scarlet Fever	1-3 days	Approximately 24 hours after Dr.'s treatment with antibiotics.

****Woodworth staff will follow the CDC Guidelines for COVID-19**

MEDICATION FOR STUDENTS

Medications will only be administered by school personnel in the Main Office. Students are not allowed to take, distribute, inhale or otherwise consume any medication or drug, whether prescription or non-prescription, without adhering to the following procedure:

Prescription medications:

1. File a completed and signed medication form in the Main Office.

2. Medication must be in its original container with the prescription label, which includes the child's name, name of the drug, dosage instructions, doctor's name, and the prescription and expiration dates.
3. Medication must be taken in the presence of authorized school personnel who will record the event.

Non-prescription medications:

1. Medication must be in its original containers.
2. File in the Main Office a completed medication form, which must be signed by a doctor.

****Students may not transport any medication to or from school on the bus.**

PARENTAL INVOLVEMENT

There are high expectations for parents, families, and community members to become partners in education at Woodworth Elementary. We invite and welcome partners into the building and request that they be involved in the design, implementation, and evaluation of our school-wide plans. We believe that by utilizing community resources, it will strengthen our school programs and families, ultimately improving overall school achievement.

PARENT INVOLVEMENT COMMITTEES

PARENT TEACHER ORGANIZATION (PTO): An organization of parents and teachers who meet monthly. The PTO sponsors assist teachers and staff, raise funds for supplemental educational materials and experiences, support school and family social interactions, and provide a non-biased forum for sharing information on issues that impact our children.

SCHOOL IMPROVEMENT/TITLE 1 COMMITTEE: Parents are invited to be directly involved in this committee to help examine school-wide data, discuss strategies, and implement plans for school improvement. This committee determines Title 1 programming, as well as evaluate the program's overall effectiveness.

VOLUNTEERING/VISITING: Woodworth Elementary encourages and welcomes parent/guardian volunteers. There is a variety of opportunities to volunteer at Woodworth, such as chaperoning fieldtrips, tutoring students, and/or copying classroom materials for the teachers to name a few.

Volunteer Consent Form for a background check must be submitted 2 weeks prior to volunteering during the school day.

STUDENT/PARENT/TEACHER COMPACT

The Student/Parent/Teacher Compact is an agreement between the parties to uphold their responsibilities in building an effective school community. All teachers review the compact with the students. Each family is given a new compact at the first parent/teacher conference in October. Compacts are signed and kept on file at school. They are reviewed and revised each year by the School Improvement/Title 1 Committee with input from staff, parents, and students.

PARENT/TEACHER CONFERENCES & REPORT CARDS

Woodworth Elementary School has an "open door" policy for parents. Parents may visit the school anytime during the school day. Parents may schedule an appointment with the principal and/or teachers concerning the progress and welfare of their child. Phone conferences are also encouraged by both parents and teachers to keep the home/school communication lines open for the benefit of the student. Email and text messaging are other tools that can be used by parents and teachers to keep in regular contact. Power School is the on-line grade book that can be accessed by parents at home to monitor their child's attendance and academic records. Parent/Teacher conferences are scheduled twice a year (October & March), of which Woodworth Elementary has a 96% average participation. Report cards are sent home three times a year. Over the years, teachers have worked to modify report cards in order to make them parent friendly, which now include explanations as to assessed areas and rationale for the individual grades.

PARENT COMMUNICATION

Woodworth uses assorted media and paper correspondences to provide parents/guardians with information. Woodworth is committed to providing the tools and training needed for teachers to communicate effectively with parents. Communications from Woodworth Elementary include the following:

Woodworth Elementary School Student Handbook - This handbook has important information on all aspects of our school. Teachers explain its content and expectations to our students during the first weeks of the school year. Parents can view or download it from our website.

Leslie Public Schools Website - The school district created and maintains a website where parents learn about events and activities taking place at Woodworth Elementary. It also includes web resources for parents, school calendars, and contact information for all staff members.

Woodworth Elementary Newsletter - Woodworth Elementary publishes a monthly newsletter that goes home with each student. It includes upcoming events, parent tips on how to support their child's education, general information about what is happening at school, and contact numbers for questions.

Classroom Newsletters - All classroom teachers send weekly or bi-weekly newsletters home, informing about classroom learning activities, upcoming fieldtrips, home assignments, etc.

Automated-calling System - The school district uses an automated calling system to keep parents informed of upcoming events. It is also used to quickly contact parents in the case of changes to any scheduled event.

PowerSchool - This on-line grade book system accessible to all parents.

Title 1 Newsletter - Title 1 teachers send home periodic newsletters explaining their role in the school, programs they teach, parent tips for working with students at home, upcoming parent trainings, and/or family events.

PTO Newsletters - Newsletters go home on a regular basis with information about PTO fundraisers, family activities, and other PTO business.

Telephone - Parents and teachers often communicate through phone calls. Our school phone number is 517-589-5151.

Email - Parents and teachers exchange email addresses in order to communicate about students, assignments, etc.

Facebook - Some teachers have created Facebook pages where parents can see pictures of the students interacting in class. Equally, Woodworth Elementary has a Facebook page with school-wide postings. Follow us!

Parent Survey - Each year, our team gathers input about the school and programming. This information assists with modifying current or establishing new goals within the school improvement plan.

School Sign - Displays daily events, birthdays (\$5 donation to PTO), announcements, etc.

LET'S GET TOGETHER

Back-to-School Night - This is an open house for parents and students to meet teachers, locate classrooms, cafeteria, etc. before school begins.

Curriculum Night/Annual Title 1 Meeting - This is an informational meeting for parents at the beginning of the school year when grade level expectations and curriculum are discussed. Additionally, Title 1 staff will provide the current assessment information and intervention curriculum, along with the Title 1 rights.

Family Fun Activities - Woodworth hosts several opportunities for family members to participate in evening events with their students. Notifications will be sent home well in advance of these events in student folders, monthly newsletters, and the calendar.

PARENT TEACHER ORGANIZATION (P.T.O.)

The Woodworth Parent Teacher Organization is made up of all parents and teachers, who have children in the elementary school. Our main objective is to promote the welfare of the students in our school. To date, we have provided equipment for classrooms and playground, organized outside assemblies at school, and many parent volunteers to help in classrooms.

Parents have done an outstandingly supporting the P.T.O. We need your input. If you have any ideas, concerns or criticisms, please inform any of the P.T.O. Officers or the school office. All parents of students attending Woodworth Elementary are granted membership without payment of dues. Your assistance is appreciated! Volunteers for any project could contact the principal's office.

PERSONAL PROPERTY

The school is not responsible for valuable personal belongings brought to school. Nor is the school responsible for the damage or theft of such items. Therefore, we encourage students to leave items of value at home. Although

we stress the importance of respect for other people and their property, we do not have adequate secure areas or supervision to monitor such items at all times. These items may be acceptable on the bus or while walking to school, but once students arrive at Woodworth, we expect students to store them in their backpack for the entire day. If administration, teachers or staff discover students have any restricted items during the day without permission, they will be confiscated and only released to parents/guardians. Please note:

Cell Phones: are discouraged at school. If the need exists for your child to possess one, please seek prior approval from the principal. At no time during the school day should this item be turned on or in use.

Other Toys and Valuables: Personal items brought to school for educational purposes, such as sharing time or special projects are to be kept in the classroom and will not be allowed on the playground or in the cafeteria.

Cash: Please do not send your child to school with large amounts of money. For prepaying lunch, checks payable to Leslie public Schools or exact change is preferable.

PETS

Woodworth Elementary does NOT allow students to bring pets to school for visits. **Pets are not allowed on school property after school during dismissal, including lap dogs.** There are many precautions to take for the health and safety of staff and students who work here. They include:

- Anxiety, stress, and fear of both student and pet,
- Health concerns over diseased and fecal accidents, and
- Liabilities of the above.

PHYSICAL EDUCATION

All students are scheduled weekly in a physical education class. For student safety, appropriate footwear, such as athletic shoes that enable students to maintain footing, are required. We do NOT require students to have an additional pair of athletic shoes if their regular shoes meet this requirement. In addition, students are expected to dress appropriately in loose fitting clothing; NO dresses. If a student is unable to participate in the activities due to inappropriate clothing, he/she will receive an "unsatisfactory" for that class. Participation is mandatory, unless the student has restrictions and documentation from a doctor.

PICTURES

A professional photographer will take all students' photographs. The fall session is scheduled in September, with retakes scheduled in November. Preschool pictures are scheduled the beginning of October. These photographs are used for the school's permanent record, as well as in the school memory book. Parents are given an opportunity to purchase various quantities and sizes of these photos for their personal use and records. Typically, the photo packages arrive four to six weeks after the photo session.

RECESS

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Children are expected to participate in recess activities. Adequate and appropriate clothing should be worn. Coats, boots, hats, and gloves are mandatory during winter months. If the temperature and/or wind chill is determined to be dangerously low, children will remain inside the school building for recess. Teachers have found that even a few minutes of outdoor activity makes their students much more attentive to work when recess is over. The Principal will make this decision. Please talk with your child about dressing appropriately in the fall and spring. Playground Supervisors cannot be responsible for whether your child dresses warmly enough for recess. If you do not want them taking off coats or jackets, please tell them.

Our policy is that all students go outside for recess. However, realizing that occasional circumstances warrant consideration, these guidelines should be followed when necessary for a child to remain inside:

- Children will be allowed to remain inside for recess up to two (2) days at the discretion of the parent/guardian and the principal.
- For periods beyond two days, a note from a physician is preferred.
- Chronic health ailments should be discussed with office personnel and the teacher at the beginning of each school year, or at the time of diagnosis during the school year.

The following is a composite of playground behavior regulations. The purpose of these rules is to protect our children from accidents or mishaps that may occur during recess.

Students will:

1. Wear clothing and footwear appropriate for the weather.
2. Stay in full view of the playground supervisors.
3. Respect fellow schoolmates.
4. Respect playground equipment and property.
5. Respect schoolmates' property.
6. Play safely and act in ways that do not endanger others.
7. Walk to classrooms quietly at the end of recess.

Prohibited behaviors:

1. Throwing or kicking dirt, mud, snow, ice, stones, wood chips, or other objects.
2. Roughhousing - this includes tackling, pushing, shoving, and slapping, pinching, wrestling, tripping, or grabbing clothes or bodies.
3. Spiting or biting.
4. Swearing or using vulgar, inappropriate language or gestures.
5. Re-entering the building until recess is over, unless by permission of a playground supervisor.
6. Taking food, drinks, or candy on the playground.
7. **Wearing flip-flops on the playground.**

Playground supervisors monitor students on the playground occasionally before school (beginning at 7:45 a.m.), during lunch, and at regular recess times. The playground is not supervised after school.

PLAYGROUND RULES

Slides are to be used as they were designed to be used. Jumping off the slide or climbing the incorrect way may cause serious injury. Therefore, students will follow these safe practices:

- One person on slide at a time
- Slide sitting down on bottom
- Hands to self while waiting in line
- Move away from slide once at the bottom

Swings are to be used as they were designed to be used. Jumping or flipping off the swings may cause serious injury, as well as climbing up the support poles. Therefore, students will follow these safe practices:

- One person per swing
- Swing straight
- Walk in front of swings (leaving ample space)
- Sit with bottoms in swings

Monkey bars are to be used as they were designed to be used. Climbing on top of the monkey bars or walking underneath others using them may cause serious injury. Therefore, students will climb to the cross bars and make their way across one at a time in the same direction.

Balls of all sorts have been designed for various purposes. Balls are used outside or during P.E. Throwing balls at other people or used in close proximity of others may cause serious injury. Equally, intentionally throwing balls and other equipment on the roof is serious misuse. Students who elect to play with balls and other equipment are expected to return them to the designated location.

Sports games during recess are fun activities when students use good sportsmanship: avoiding tackle, name calling, and yelling out of anger or frustration. Be a good sport and be safe!

Tire Swing

- Take turns with pushing and riding
- Listen to students if they ask to "stop"
- Be aware of the space around the swing

Tunnels are to be used by students using their own body strength to climb onto them. To be safe, students will avoid asking for assistance or using other objects to climb the tunnels.

TEXTBOOKS

Teachers assign textbooks and other materials for student use. Some of these may be used the entire year, while others may be checked out overnight. Students are expected to care for any school materials issued to them and return these materials in reasonable condition. Students will be expected to pay the replacement costs for materials lost or damaged.

Lesser charges will be made for items returned which show damage in excess of normal use. Textbooks will be checked in at the end of the year and damage and fines will be assessed. Should a student lose a book, it will be replaced immediately with a loaner and a fee will be levied. Books that have been paid for by students, but later found and replaced, will be refunded.

REPORT CARDS

Report cards are issued at the end of each 12-week period. Parents are asked to review the report carefully with their student. Emphasize and praise accomplishments and encourage additional efforts where needed.

UNAUTHORIZED ENTRANCE TO SCHOOL BUILDING

Students should not be in the school building before or after school unless under a teacher's supervision. Students are not to enter the school building at night or on weekends unless they are under supervision or have permission from administration.

VISITORS and OTHER CHILDREN

During the year, there are opportunities for parents/guardians to visit classrooms for various reasons, such as class parties. **In order to participate in these events, a Volunteer Consent Form must be completed two weeks in advance for the office to conduct a background check. This consent form must be completed each school year.** While at the event or other visit, neither the school district nor the host child can assume responsibility or liability. Therefore, building rules do not permit child visitors into the classroom during the regular school day.

WOODWORTH STUDENT BEHAVIOR EXPECTATIONS

S.T.A.R.S.

(Safe, Trustworthy and Respectful Students)

**POSITIVE BEHAVIORS INTERVENTIONS AND SUPPORTS
(PBIS)**

Woodworth Elementary is a MiBLSI (Michigan's Integrated Behavior & Learning Support Initiative) school. This initiative helps schools create a culture where staff teaches academic and behavior expectations side by side to promote success. We created a multi-tiered intervention system that supports students' individual needs. We have building-wide behavior expectations integrated in the daily lessons, which provides consistency throughout our school.

- ❖ We believe this commitment to MiBLSi is making a major positive impact on our students and our school.
- ❖ We believe behavior must be explicitly taught, not just expected to occur. If a child cannot read, we teach him/her to read. If a child cannot write, we teach him/her to write. If a child cannot behave, we teach him/her to behave. We need to model, teach, and expect appropriate behaviors.
- ❖ We have a building-wide positive reward system. We use a whole class chart to reward classroom behavior and an individual ticket system to reward individuals.
- ❖ We acknowledge positive behavior on a ratio 5:1, which means students will receive five positive contacts from adults for every one negative contact. We ask for you try this at home and teach it to others.

We want Woodworth students and staff to be safe, trustworthy and respectful. This will be a touchstone for all that we do in the future. Maintaining a positive learning environment requires the combined efforts of teachers, students, parents, and administrators.

SUSPENSION AND RE-ADMITTANCE

When a student is suspended from Woodworth Elementary for any reason, he/she may not be on school property or attend any school functions, either during the day or after school. Appearing on school property during a suspension will result in further disciplinary action.

DETENTION

Detention, such as lunch, recess or after-school detention, is an option when addressing certain problem behaviors. The principal, behavior interventionist or teacher will notify parents/guardians about continuing misbehavior. If the behavior persists, detention is an option, and parents/guardians will be

notified as to the date(s) the student is expected to serve the detention, as well as the reason(s).

DRESS CODE

At Woodworth Elementary, we encourage good personal hygiene and neatness in appearance, which adds to a good educational environment and shows pride and respect for ourselves and school. Parents are responsible for ensuring students arrive to school dressed appropriately; however, the principal reserves the right to send students home who arrive at school inappropriately dressed.

The following expectations regarding attire include:

1. Shorts/skirts must be fingertip length when arms are raised.
2. Shirts must be long enough to cover when arms are raised over head.
3. Avoid tube and halter tops, beachwear, and any top which exposes stomach, back, and underarms/chest.
4. All tops must extend from the base of the neck to the end of the shoulders and not expose the underarm.
5. Avoid any articles of clothing that contains vulgarity or suggestive wording.
6. Avoid any article of clothing that advertise or promote the use of tobacco, alcohol or other drugs.
7. Avoid apparel displaying associations with fraternities, sororities, or secret societies.
8. **Hoodies, hats**, coats and gloves/mittens will not be worn in the school. Hats may only be worn on designated "Hat Days".
9. Avoid sagging pants, shorts or skirts, which must be worn at normal height on the hips.
10. Avoid wearing artificial fingernails.
11. Avoid all chains larger than 1/4 inch worn around the neck or connected to pants.
12. Avoid wearing make-up.
13. Wear the appropriate footwear for the playground and gym, avoiding flip-flops, as they are not safe nor do they protect feet from harm.

**Be advised, the principal reserves the right to make judgments about apparel that may not be included in this list.

WOODWORTH ELEMENTARY CODE OF CONDUCT

Matters Relating to Attendance

Unauthorized Absence from Class- All students must be in school. A parent may sign out their student from school through the office. In order for a student to obtain permission to leave school, a student must have written or phoned in permission from a parent and then permission from office personnel. Failure to sign out properly will be considered an unauthorized absence.

Breaking of School Rules and Regulations Persistent Disobedience

Hallway Conduct- Students will be expected to follow the hallway rules and expectations. Inappropriate and disruptive behaviors will be addressed through reminders of the expectations. Further, students dispose of unwanted objects in the trash cans available.

Playground Conduct- The playground is an area for play. All school rules apply on the playground.

Cheating- Students are expected to generate their own work when completing assignments. Use of another person's ideas or copying is considered plagiarism, which is cheating.

Possession or Use of Disruptive Items- Problems arise because students have articles that are hazardous to the safety of others or interfere with school procedures. Such items include, but are not limited to; lighters, matches, water pistols and water balloons, air soft guns, jackknives (blade under 3 inches), toy weapons, and fireworks. These items will be confiscated and returned only to a parent.

Matters Relating to Public or Private Property

Theft and Vandalism-no student shall engage in or be part of a purposeful act of theft or vandalism of school property or the property of others.

Matters Relating to Citizenship and Respect

Substance Abuse

Tobacco Products

Students are not allowed to possess or use any tobacco products. This policy covers possession or use on school grounds, buildings, or property. Students may not possess or use any tobacco products at any school activity sponsored by Leslie Public Schools or any school activity sponsored by another school when Leslie students are participating.

Alcohol and Other Illegal Drugs (including look-alike Drugs and Inhalants)

Students are not to possess or use alcohol or any illegal, controlled substance, including "look-alike" drugs and inhalants. A "look-alike" drug is one that "represents" a controlled substance; or represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. Students are not to sell, deliver, attempt or cause to be delivered alcohol or any illegal controlled substance, including "look-alike" drugs and inhalants.

Student Cooperation with Staff

A student must not physically abuse any school employee. Students must follow and respect the reasonable direction of teachers, administrators and adult employees. A student must identify him/herself when asked to do so by a school employee. Students are expected to be truthful when questioned by a school employee.

Inappropriate Language

Students will not use profane or obscene language in either verbal or written form.

Sexual Harassment

Sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written, or physical conduct of a sexual nature. Students who feel they may be the victims of sexual harassment instigated by other students or staff should immediately communicate their concerns to the principal for a prompt investigation and deposition of the incident.

Forgery

Students are not to make or alter a school-related document, which is considered to be fraudulent.

Matters Relating to Safety of Self and Others**Fighting (Assault)**

No student shall engage in an aggressive or offensive action upon another individual or individuals through either verbal or physical abuse or threat, either upon school property or on the way to and from school. A student may also be held responsible for statements and/or actions that directly provoked aggressive or offensive action by another student.

Weapons

No students are permitted to have in their possession any instrument, which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault. These instruments may include, but are not limited to: firearms, knives, brass knuckles, mace, clubs, or look-alike weapons.

Violation of Weapon Free School Act: If a student possesses a dangerous weapon in a weapon-free school zone, that student shall be suspended for ten (10) days, with a recommendation made to the Board of Education for expulsion, as specified in the Act.

Dangerous weapons are defined as: a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles. Other Violations: Suspension up to ten (10) days. Police referral if necessary. Possible recommendation for expulsion.

Responses to Misconduct

There will be times when a student's conduct may not be within the expectations of Woodworth Elementary School. At these times it is the school's responsibility to take corrective action.

In accordance with the updated Michigan School Code, the District will, before suspending or expelling a student, consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address behavior.

Whenever any staff member is involved in corrective discipline, three actions are to be met. Our actions need to be focused on behavior, not the individual involved. Our actions need to be a fair and reasonable response to the behavior issue at hand. Plus, we need to assert ourselves so that the child understands that the rules of the school are reasonable and need to be followed. At times, the teachers or staff members may want to send a student to the principal. When a student is sent to the principal for disciplinary action, it means that the staff member has followed each of three steps which are outlined below:

1. The staff member has been dealing with the problem for a period of time and is not getting the desired results, or the staff member has been dealing with the problem for a period of time and a trip to the principal's office is the next step in a pre-arranged corrective discipline plan; or the infraction is of a serious nature that it requires the immediate attention of the principal or discipline coordinator.
2. The student knows why he or she is being sent to the office.
3. District Office Referral Form will be sent to the office with the student which would help the principal to understand what happened and any other information that will broaden the principal's awareness of the situation at hand.

Notification of Rights

In compliance with Federal regulation, the Leslie Public Schools has established the following guidelines concerning student records:

- A. Mr. Scott Powers is the records Control Officer for the District and is responsible for the processing and maintenance of all student records.

His office is located at 4141 Hull Road, Leslie, MI 49251 or he can be reached by calling 517-589-8200.

- B. Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal Law or District regulation.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Family Educational Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within ten (10) days from the date of this notification that he/she will not permit distribution of any or all of such information: name, address, and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- E. A copy of the Board of Education's policy and the accompanying District regulations are available in the Superintendent's office. There will also be a person available to answer any questions concerning the policy or regulations.

Leslie Public Schools Statement of Assurance of Compliance with Federal Law

The Leslie Public School Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to Title VI of the Civil Rights Act of 1964, Title VII, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, and Sec. 503 and 504 of the Rehabilitation Act of 1973, as amended, Individuals with Disabilities ACT (IDEA) of 1970, and Sec. 402 of the Vietnam. Era Veterans Readjustment Assistance Act 1974. It is the policy of

the Leslie Public School Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Parent/Student Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by **Section 504** of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights, if you disagree with any of the decisions made by the School District. You have the right to:

- A. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified.
- B. Have the school district advise you of your rights under federal law
- C. Receive notice with respect to identification, evaluation or placement of your child.
- D. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified.
- E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
- F. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement option.
- G. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this District.
- H. Have your child be given an equal opportunity to participate in co-curricular and extra-curricular activities offered by the District.

- I. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- K. A response from the School District for a reasonable request for explanations and interpretations of your child's records.
- L. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
- M. Request mediation or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mr. Scott Powers, Superintendent.
- N. Ask for payment of reasonable attorney fees if you are successful on your claim.
- O. File a local grievance.

Leslie Public School District Superintendent, Mr. Scott Powers, is responsible for compliance with Section 504 (517-589-8200).

Discrimination Grievance Procedures

For Resolution of Complaints, Alleging Discrimination on the Basis of Race, Sex, Handicap, Religion, National Origin, or other Human Difference. A student, or parent on behalf of the student, who has a complaint and is unable to solve the issue is to submit the complaint in writing to the appropriate compliance officer (Title VI, Title IX, and Section 504 Coordinator). The written complaint is to be specific. It must clearly identify the alleged discrimination and be signed and dated by the complainant.

The compliance officer's responsibilities are to:

1. Investigate (within one week) the circumstances of the complaint.
2. Render a decision within two weeks after receipt of the complaint and notify the complainant of that decision in writing.
3. Provide the complainant one-week to react to the decision before it becomes final.

The complainant's responsibilities are:

1. Accept the decision in writing, addressed to the compliance officer, within one week of receiving the written decision, or
2. Disagree with the decision in writing, addressed to the compliance officer, within one week of receiving the written decision. In this case, the level two procedures will be initiated. (see below)

Level Two

The compliance officer requests the Superintendent to review the complaint. A meeting will be scheduled within one week of the receipt of request for review. The participants shall be the complainant, the compliance officer, and the Superintendent. The Superintendent will make a decision within one week, which shall be final. The complainant and the compliance officer will receive copies of the decision. A complaint may be withdrawn in writing, addressed to the compliance officer, by the complainant at any time.

Title VI and IX Coordinator: Section 504 Coordinator:
Mr. Scott Powers and Ms. Connie Gonzalez
4141 Hull Road
Leslie, MI 49251

Public Notification

It is the policy of the Leslie Public School District not to discriminate on the basis of sex in its educational programs, activities, employment policies or admission policies and practices as required by Title IX of 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the District's Title IX Coordinator, Mr. Scott Powers. The Leslie Public School District does not discriminate against any individual for reasons of race, color, creed, religion, age, sex, handicap or national origin. The Leslie Public School District is an Equal Opportunity Employer.

Family Educational Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School received a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changes, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.

8280-R-Cell Phone and Electronic Communication Devices (ECD)

The student who possesses a cellular phone, iPad, iPod, shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, damage or vandalism to their ECD's brought onto its property, even in the event the phone is confiscated by the staff or the administration. Students and parents are strongly encouraged to ensure that if students have cell phones or ECDs in their possession, they should not leave them unattended or unsecured and the devices are insured against loss or theft. The following rules apply and are not all-inclusive. Administration reserves the right to revise, alter or add to these rules at any time new technology or circumstances indicate.

- A. Students are prohibited from using cell phones or other electronic communication devices or having them "On" during the instructional day or while on school vehicles. During school activities, outside of the instructional day, when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored out of sight.
- B. "Using" refers to not only the making and/or receiving of calls, but also using the cell phone or ECD for any other purpose.
- C. The use of cell phones and other ECDs in locker rooms and restroom is **strictly prohibited**. Cell phones or ECDs may not be "On" or otherwise used in the school locker room, restroom, including events at another school district. This includes the use of picture feature available with some models of cell phones, ECDs.
- D. Students are not permitted to display cell phones or ECDs in plain sight during class hours. Cell phones may not be on/used during the school instructional day, whether in or outside the school building.

E. The Athletic Director will work with coaches and sponsors to establish rules, for cell phones, ECDs where the student is under the supervision of the coach, within District policy, and enforce consequences involving the use and/or misuse of these devices. A school district employee based on extreme or extenuating circumstances may grant exemptions. Students participating in extracurricular activities in athletics must abide by the rules involving the use of cell phones or ECDs after school hours or after school bus trips. Use of cell phones or other ECDs in an unauthorized manner or in violation of the policy in any way may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences as appropriate.

* Violations may result in disciplinary action including but not limited to: confiscation of the cellular phone or ECD, until returned to the parents, detention, suspension and/or expulsion.

* Possession of cellular phones or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Approved: _____