

Washington School

Student/Parent/Staff

Handbook

2017-18

The “BIG FIVE”

If students can follow these five basic school rules, their education and well being as well as the others in the building will very likely occur. These rules are:

- 1. We will show respect for others and their possessions.**
- 2. We will keep hands, feet, and other objects to ourselves.**
- 3. We will use appropriate and kind language.**
- 4. We will follow directions.**
- 5. We will not prevent the teacher from teaching or other students from learning.**

Washington School Staff and School Board

Bessemer Area Schools' Board of Education – Robert Berg (President), Annette Lillie, Anna Talaska, Beth Steiger, Eric Stanislowski, Dick Matrella, Jim Partanen

Washington School Staff

Elementary Office – (906) 663-4514

Business Manager/Transportation Director –Chris Bergquist x402

Business Office – (906) 667-0802

Elementary Secretary – Jeannine Simcoe x103

Head Teacher – Diana Hansen x101

Kindergarten-Emily Stafford x123

First Grade – Jonelle France x 114 and Diane Jaskie x118

Second Grade – Gail Maki x121

Third Grade – Sherri Nyquist x124

Fourth Grade – Jill Carver x112 , Sherry Quigley, Barb Malmberg x105

Fifth Grade – Gene Goss x117

Sixth Grade – Mark Mettler x123

Special Education – Tammy Kann x120 and Tamara Behrendt x111

Intervention Teachers – Debbie Lekies x119 and Diana Hansen x101

Art – Jennifer Werner x110

Physical Education – Linda Johanson x 116 Gym x106

Vocal and Instrumental Music – Jacalyn Schlies Instrumental x109 Vocal x127

Food Service Director – Lucas Roderick Food Service – Paula Barbacovi x108

Custodians – Jay Saari and Pam Cooper x107

Paraprofessional-Jayne Suvanto

Recess Staff – Linda Johanson and Lane Peard

Bus Drivers – Jay Saari, Pam Cooper, Dave Turula, Dave Deloria, Lane Peard , Dennis Johnson

ISD Personnel

Speech and Language Services – Tony Lupino x115

MTSS Coordinator – Megan Hagen

Occupational Therapy – ISD Staff x128

Behavioral Specialist – Lindsay Giackino

Physical Therapy –Marie Lindquist

School Psychologist – Mary Hansen

School Social Worker – Marianne Andreson

Special Education Supervisor – Theresa Anderson

Table of Contents

Forward-	1
Mission of School	-1,2
Equal Education Opportunity	-2
School Day	– 3
Parent Involvement	- 3,4
Relations with Parents	– 4,5
Student Rights and Responsibilities	– 5
Student Well Being	– 5,6
Injury and Illness	– 6
Homebound Instruction	– 7
Section I – General Information	– 7-18
Enrolling in School	– 7,8
Class Assignments	– 8
Early Dismissal	– 8
Transfer Out of District	– 8,9
Emergency Medical Authorization	– 9
Use of Medication	– 9,10
Asthma Inhalers	– 10
Epi Pens	– 10
Non-Prescribed Over the Counter Medication	– 10
Control of Casual Contact Communicable Diseases and Pests	-11
Control of Non Casual Contact Communicable Diseases	– 11
Special Education	– 12
Americans with Disabilities Act-Section 504	– 12
Student Records	– 12,13
Student Fines and Charges	– 13
Student Fund Raising	– 13,14
Student Valuables and Items from Home	– 14
Invitations	- 15

Review of Instructional Materials and Activities – 15

Meal Service – 15

Fire and Tornado Drills – 15,16

Lock Down Procedure – 16

Emergency Closings and Delays – 16

Visitors – 16,17

Lost and Found – 17

Use of School Telephone and Cell Phones – 17

Vacations During the School Year – 17,18

Section II – Academics- 18,19

Grades (Grading System) – 18

Homework – 18

Field Trips – 18

Computer and Technology Use – 19

Student Assessment – 19

Section III – Student Activities – 20

School Sponsored Clubs and Activities – 20

Non Sponsored School Activities – 20

Section IV – Student Conduct – 20-27

Attendance – 20,21

Excused Absence -21

Notifications of Absence -21

Unexcused Absence and Truancy – 22

Tardiness – 22

Suspension from School – 22

Make up Work – 23

School Attendance at School Events – 23

Code of Conduct – 23

Expected Behaviors – 23
Dress and Grooming – 24
Care of Property – 24,25
Student Discipline Code – 25
Detentions – 25
Formal Discipline – 25,26
Discipline of Students with Disabilities – 26
Teacher Initiated Suspension/Snap Suspension – 26
Due Process Rights – 27
Suspensions from School – 27
Long Term Suspension or Expulsion from School – 27,28
Search and Seizure – 28,29
Students’ Right to Expression – 29
Student Concerns, Suggestions, and Grievances-29

Section V Transportation – 30-32

Bus Transportation to and from School – 30
Bus Transportation Rules – 30,31
Bus Driver Authority – 31
Warnings – 31
Changing Buses/Drop off Areas – 31,32
Extra Students on the Bus – 32
Drug Free Schools -32
Leveled Consequences – 33

Handbook Acknowledgement Page – 34 After Reading the handbook, please sign, date, and send back to school.

Forward

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain school board policies and procedures of the school. This handbook contains important information that all should know. Please become familiar with the following information and keep the handbook available for frequent reference . If you have any questions that are not addressed in this handbook, please feel encouraged to talk to the teachers, building administration, or staff of the Washington School.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education, the District, and the State of Michigan. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and/or other written materials on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the School Board's policies and the School's rules as of June 30, 2017. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2017, the language and most current policy or administrative guidelines prevail.

Mission of the School

The Bessemer Area Schools' (Washington School's) Mission:

The Bessemer Area Schools, as part of a global community, will strive to provide

positive growth in academic, social, and emotional development for every child in a caring and cooperative environment.

In order to fulfill this mission, it is necessary to have rules, regulations, and procedures, which ensure that the proper learning environment is established in the building, on the playground, at school functions and field trips, and on the school bus. Open communication is essential between parents and school personnel.

The purpose of this handbook is to provide a basis for our home and school team to work together for the best possible education of all students and to provide information to parents and guardians pertaining to practices and procedures at the Washington School.

This handbook is to be used as a guide to the rules, regulations, and procedures at the Washington School. Please read and discuss this handbook with your child (ren). If there are any questions and/or comments, please contact the school. (906)

Equal Education Opportunity

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

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, 7place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer below:

Superintendent (906) 667-0802

301 E. Sellar Street

Bessemer, MI 49911

The complaint will be investigated and a response, in writing, will be given to the

concerned person within 10 business days.

School Day

The school office hours are from 7:30 A.M. to 3:30 P.M. during school days. The transportation/ business office hours are from 8 A.M. to 4 P.M during school days. Summer hours are posted on the school's web site. Classes begin at 8:00 A.M. and end at 2:55 P.M. for grades K-6 .

Parent Involvement

The Bessemer Area Schools with the Board of Education believe that ongoing and significant learning will take place when parents/guardians and school staff have an effective partnership. Such a partnership means there is a mutual belief in and commitment to significant educational goals for a student, a plan for implementing solutions to problems encountered, and continuing communication regarding the progress in accomplishing the goals. We ask that parents/guardians please contact the school directly if a problem arises. Too often in this time of social media, information is being posted without all of the information available. Please contact teachers and/or school officials if a problem arises in order to receive all of the information and to also solve the problem as a cohesive group.

For students to be academically successful, parents can help by:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes necessary;
- B. Providing a home environment which encourages and reinforces the learning experiences provided by the school;
- C. Establishing learning outcomes for their child with the goal of developing a responsible adult member of society.

The policy of the Bessemer Area School District provides for the establishment of a school/parent partnership. Parent participation is crucial through meetings and other forms of communication.

The development of a Parent Involvement Plan for the district may include:

- A. Washington School Parent/Teacher Organization
- B. Opportunities for discussion between parents, administrators, and staff to address problems and find solutions for students having difficulties, either academically or socially (examples are Parent/Teacher Conferences, IEP Meetings, SAT meetings);
- C. Positive partnership involvement throughout the community by staff and administrators;
- D. Parents volunteering in the school during the school day or for class field trips.

You can get a full copy of the full Parent Involvement Plan by contacting the Head Teacher or Title One Director at the Washington School.

Relations with Parents

During school hours, the school staff will hold students responsible for their behaviors. We know that students are more respectful, responsible, and safe if parents are directly involved in supporting the staff with appropriate consequences for behaviors.

For the benefit of the child, the district encourages parents to:

- *Support teachers and school staff in maintaining discipline and a safe and orderly learning environment;
- *Require their child to observe all school rules and regulations;
- *Support and enforce consequences for their child's willful misbehavior in school;
- *Send their child to school with proper attention to his/her health, personal cleanliness, dress, and adequate sleep/rest;
- *Maintain an active interest in their child's daily work, monitor and provide proper conditions for him/her to complete assigned homework;

*Read all communications from the school, sign, and return them promptly when required;

*Attend conferences set up by the school for the exchange of information about your child's progress in school.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. Students are expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process.

Parents have the right to know how their child is performing in school and will be provided information on a regular basis and, as needed, as concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. If you need a specific form of communication that is not stated, please contact the school and we can work out a way for you to get all necessary information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at the school prepared to learn. It is imperative that each child arrive on time and to be prepared to participate in the educational program.

Student Well-Being

Student safety is a responsibility of the staff. All staff are familiar with emergency procedures.

We have a number of staff who have been and will again become certified

for CPI, or nonviolent crisis intervention. Staff members learn techniques for deescalating students in crisis without physical intervention. Staff members also learn safe restraint techniques if an occasion arises to restrain a student. Restraint is only used as a LAST RESORT when either that child is in obvious physical danger to himself/herself or another person is in obvious physical danger from that child. Restraint is NEVER used as a discipline measure. If the certified CPI team members do need to restrain a child, a call will be made home as well as a report of the incident.

State law requires that all students have medical information completed, signed by a parent or a guardian, and filed in the school office. A student may be excluded from school activities until this form is completed and sent back to school. This information will be sent home at the beginning of the school year.

Parents of children who have specific health care needs must submit those needs, in writing with proper documentation by a physician, to the school office.

Injury and Illness

A student who becomes ill during the school day will be assessed by office personnel. The office will determine whether or not the student should remain in school or be sent home. That determination can be made through temperature, vomiting, and/or other symptoms of illness. Parents are asked to NEVER send their child to school when running a temperature of higher than 99 degrees, when the child has vomited, or if their child shows symptoms of being ill. Please make sure we have recent contact information. Parents will need to come to the school for their sick child, and, if information is not updated, that child will be sick at school. If a parent or emergency contact cannot be found, that is considered neglect on the part of the parents, and proper officials may be notified. No student will be released from school without proper parental permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes due to a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction.

Section 1-General Information

Enrolling in the School

Students that are new to Washington School are required to enroll with their parents or legal guardian. When enrolling, the parents need to bring

- *A birth certificate
- *Custody papers from court (when appropriate)
- *Proof of residency (Driver's license or copy of recent utility bill)
- *Proof of immunizations
- *Correct registration papers (Washington School and AD Johnston Jr/Sr High have different enrollment forms)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be reported.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in that District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or

removal has not expired, he/she may be denied admission to the District's schools during the period of expulsion or removal which the student would have received had the student committed the offense while enrolled in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the removal and other factors determined relevant.

Class Assignments

The school staff will assign each student to the appropriate classroom based on the academics and group dynamics of the class. There MUST be a legitimate reason for a child's room assignment to be changed. Any questions or concerns about the assignment need to be discussed with the teacher and Head Teacher/Superintendent.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent/guardian or telephone call to the office. The parent/guardian must check in at the school office and the child will be called down to the office at the time of the dismissal. No student will be released to a person other than a custodial parent without permission signed by the custodial parent(s) or guardian(s). (The school may not be aware of custodial rights. Make sure the school has all legal documents concerning the custody of their child(ren) if needed for specific circumstances.)

Transfer out of the District

If a student plans to transfer from the Washington School, the parent must notify the school office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees that may be due. Records will not be released to the next school

until a records' release form is obtained by the office from the new school.

Emergency Medical Authorization

School Board Policy requires that every student must have an Emergency Medical Authorization Form completed by his/her parents in order to participate in school activities on and off school grounds. The school has made the form available to every parent at the time of enrollment and at the beginning of each school year.

Use of Medication

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

- A. Parents should, with their physician's counsel, determine the medication schedule that best fits with the child's needs.
- B. The Medication Request and Authorization Form must be filled out with respective building personnel before the student will be allowed to be administered any medication during school hours.
- C. All medications must be registered with the school office.
- D. Medication brought to the office will be properly secured . Medication **MUST** be conveyed to the school directly by the parent. Medication **MAY NOT** be sent to school with the child on his/her person unless it is an emergency medication for allergies/reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when the prescription is no longer to be administered or at the end of the school year.
- F. The parents have the sole responsibility to instruct their child to take medications at the scheduled times, and the child has the responsibility for presenting on time and taking the medication as prescribed.
- G. A log for each prescribed medication is maintained by school

personnel containing the time of day, date, and who is administering the medication. This log, along with the physicians written instructions and parent's written permission release, will be maintained.

Asthma Inhalers

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

Epi Pens

Students who have severe allergic reactions may be required to transport and/or possess an epi pen with appropriate documentation and permission from parent and physician. School personnel is trained to use epi pens by the Western Upper Peninsula Health Department. The school also has an epi pen available to use in case a child has a severe allergic reaction not previously known.

Non- prescribed/Over the Counter Medications

Parents will need to register over the counter medications with the office as well. Those medications will be kept in the school office and will be dispensed as per parent permission. A physician's documentation may/may not be required for this.

If a student is found using or possessing a prescribed or a non-prescribed medication without parent authorization, she/he will be brought to the office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

A student must NEVER distribute medication of any kind to another student or to possess a medication other than one authorized. In that situation, the student is in violation of the school's Code of Conduct and will be disciplined accordingly. Dispensing of any controlled substances will require law enforcement involvement.

Control of Casual Contact Communicable Diseases and Pests

Since a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or a highly transient pest, such as head lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by state and local health departments. Certain information may be sent home to parents if a child in the classroom/school has acquired one of the above conditions.

We greatly appreciate honesty if any parents have knowledge of a situation that may affect other children or adults. Please contact the school if your child has any of the above conditions. It helps to eliminate the situation in a more timely manner.

Any removal from school will only be for the contagious period of time according to administrative guidelines. In the case of head lice, the Bessemer Area Schools' Policy will require a child to remain removed until they are nit free. Please contact the school if problems arise. We can give you information for help if situations are difficult to remedy.

Control of Non-casual-Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. Staff is required to use universal precautions in all instances in which bodily fluids are exposed. Specific situations of these diseases may require resources and involvement such as the County Health Department.

As required by Federal law, parents may be requested to have their child's blood checked for any blood borne pathogens if their child has bled out and staff or students have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Special Education

The Washington School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the appropriate interventions, evaluations, and placement procedures. The interventions may include Title I intervention, observations, behavior plans, and meetings with the Student Assistance Team (SAT). Parent involvement is required for this, but it is also very helpful to the team. Active participation of the parent as a team member helps the process to be more beneficial to the child. If you have any questions or concerns, please contact the school and a member of the SAT of Special Education Team will be able to assist you.

Americans with Disabilities Act-Section 504

The American's with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against on the basis of a disability. Students with disabilities who may not qualify for special education may be served within the regular education program with an accommodation plan developed by the school staff, called a 504 Plan. Parents who believe their child has a disability that substantially limits the child's ability to function properly in school, either mentally or physically, should contact the school office.

Student Records

Student records are kept in the school office. There are 2 basic kinds of records- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit purposes when requested, unless the parents of the student restrict the information in writing to the elementary office. Directory information includes:

- *A student's name**
- *Address**
- *Date and Place of Birth**
- *Dates of attendance**
- *Telephone numbers only for inclusion in school or PTO directories**

*****This information will NOT be given out to others for purposes such as getting information for invites to birthday parties, contacting another parent, etc.**

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 or a surrogate, subject to limited exceptions.

Included in the confidential records may be:

***Test Scores *Psychological Reports *Behavioral Data *Disciplinary Action
*Communications with family and outside service providers**

Confidential information that is in a student's record that originates from an outside professional agency may be released only with the permission of the originator. Such records shall be placed in the student's file only with the knowledge of the parent. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to those records, insert addendum to the records, and obtain copies of such records. Copying cost may be charged to the requestor. If a review of records is desired, please contact the elementary office, in writing, stating the records desired. The records will be collected and administered to the appropriate persons within 10-20 school days, depending on the size and difficulty of the request.

Student Fines and Charges

Students using school property and equipment can be fined for excessive wear, abuse, and/or lost property and equipment. The fine will be used to replace the damaged or lost article. The school has the right to withhold final report card grades, thus the student not passing on, until those fines are paid in full.

Student Fund Raising

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community

in accordance to school guidelines. The following general rules will apply to all fund-raisers:

1. Students involved in the fund raiser are not allowed to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund raising activity for a group in which she/he is not a member without the approval of the student's teacher/advisor.
3. No student may participate in fund-raising activities off school proper supervision by approved staff or other adults.
4. Students involved in fund-raisers outside of the school premise need to have adult/parent supervision or involvement in the activity. It is recommended that students sell to family members and neighbors they know and are comfortable with.
5. Any fund raisers that require students to exert themselves physically, such as "Jump Rope for Heart", will be monitored by staff during the activity. If a child has a limitation, he/she will not be required to participate.

Student Valuables and Items from Home

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school cannot be responsible for their safekeeping and will not be liable to damage to those items

Toys and other items from home are not allowed in school. Those items greatly distract students from their academics and can also be stolen or damaged by others. The school is not responsible for those items and will confiscate those items until they are picked up by a parent/guardian. (Times of Show and Tell or special privileged times from classroom teachers will be allowed without confiscation.)

Invitations

No child will be allowed to give out invitations for events, such as birthday parties, unless ALL the students in that class are invited or if All same gender in the class are invited. This causes hard feeling and disrupts the educational process. Also, the school will not give out information such as addresses or phone numbers for classmates.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the office prior to coming to the school so materials can be gathered

Meal Service

The school participates in the National School Lunch Programs and makes breakfast and lunch available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced Meal Program are distributed to all families at the beginning of the year or at registration. Fill out application as soon as possible. Your child(ren) may be charged full price until the application is processed. Please contact the school office if you do not receive a form.

Fire and Tornado Drills

The school complies with all safety laws and will conduct tornado and fire drill in accordance with state law. Specific instructions on how to proceed are practiced and vocalized with students by teachers who will be responsible for safe, prompt,

and orderly evacuation of the building. If a student is aware of any dangerous situation or accident, he/she must notify a member of the staff immediately.

Lock Down Procedure

In case of imminent danger to staff/students, an intercom announcement will be made for all staff to enter into a Lock Down Mode, whereby all staff will lock down their classroom doors. Depending on the safety issue, a hard or a soft lockdown will go into effect. Staff has been trained in lock down procedures and practice those procedures with their students.

Emergency Closings and Delays

If the school must be closed or the opening delayed due to inclement weather or other conditions, an all school call will be made. Please make sure the school has your most recent phone number at all times to add into the system. If the school does not have the correct information, you will not be in the system and will not receive the call. Also, the local radio stations and television stations will have school closings and delays. If the school needs to cancel after students have arrived, an all call will also be initiated and stations notified. We will make our best effort to make sure a parent or emergency contact is available to pick up their child or are at home when the bus drops him/her off.

Visitors

Visitors, especially parents, are welcome at the school. In order to properly monitor the safety of the students and staff, each visitor must report to the office to sign in and to get a visitor badge. Any visitor in the building without a visitor's badge will be asked to check in at the office. If any person needs a conference with a parent, he/she needs to call to set up and appointment with the teacher. A teacher cannot be interrupted during teaching time unless it is determined an emergency situation.

Students may not bring in visitors without approval of administration and the

classroom teacher.

When visiting the school or when picking up your child inside the school, please go to the West front entrance and ring the buzzer. Office personnel will buzz you in. Please check in at office and wait outside the classroom until dismissal. For younger students who are being picked up or are walkers, an adult will be at the East end front doors and will release that child when a parent/emergency contact comes to pick him/her up or until an older sibling is released to walk home.

Lost and Found

The school has a lost and found which is normally located on the second floor by the office, but may be moved to a different location during concert times or times when more parents are in the building. Students may ask permission to check the lost and found during non- instruction times. Parents may come to the school to check for missing items. Please check in with the office first.

Use of School Telephone and Cell Phones

The office telephones are not to be used for personal calls. Students are not allowed to call home for homework, band instruments, or for permission for field trips when a letter was sent home. Students are never allowed to use the telephone to make arrangements for after school activities.

Cell phones or other electronic communication devices are not allowed to be used during school hours. At times, students may need to take a cell phone to school to communicate with parents after school activities such as practices. Students are asked to turn off the cell phone during school hours and put in a safe place. Any student caught with a cell phone during school hours will have it taken away and a consequence administered.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacation during the school year. There are times, however, that that is the only time available for families to take their vacations. Please let the teacher know well ahead of time

(two weeks minimum), so that make up work can be arranged. It is the responsibility for the child to make up that work. Also, if a vacation will be more than 5 consecutive days, you will need to obtain administrative approval.

Section II – Academics

Grades

Washington School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. If a student or parent is not sure how his/her grade is determined, please contact the teacher. The school uses the following grading system:

A=Excellent Achievement B=Above Average Achievement

C=Satisfactory Achievement D=Minimum Achievement F=Failure

I=Incomplete

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including out of class assignments. Homework is also part of the student's preparation for the M Step (State Test).

Homework is used to enhance a student's learning. It also allows the parent(s) to see what their child is learning in school and to be more personally involved in their child's education.

Field Trips

Field trips are educational activities outside of the school grounds. No student may participate in any school sponsored trip without parental consent and without having an Emergency Medical Form on file.

Attendance rules and all school policies and rules apply to all field trips.

Computer and Technology Use

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement that defines the conditions under which the student may participate. These forms are given to the student during the first week of school. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school and/or referral to law enforcement.

The use of chrome books and Ipads through the school is a privilege that may be revoked at any time. Appropriate reasons for revoking privileges include students being on sites not authorized by the teacher, use of the device during other educational times, use of the device for messaging or facebook, inappropriate sites or communication, etc. Some severe measures of misuse may include law enforcement involvement.

Student Assessment

To measure student progress, students will be tested in accordance with state standards and district policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students who are needing special services. None of those tests will be administered without parent consent.

Section III- Student Activities

School Sponsored Clubs and Activities

Washington School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be required for a particular class, and/or contain school subject matter.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non-School Sponsored Activities

Activities not sponsored by the school, such as basketball or Scouts, may use the school for the activity. A building usage form must be filled in with a signature from the appropriate school official. School rules will still apply regarding behavior and equal opportunity to participate. The coordinator or coach of the activity will ensure proper supervision of all members before, during, and after the activity. Parents are required to transport their child to and from the activity.

Section IV – Student Conduct

Attendance

The Michigan Department of Education Compulsory School Attendance Policies and Grades may be reviewed at <http://www.state.mi.us/mde/off/csat>

It is imperative that students be in attendance each school day in order to have the best educational opportunity possible. Many important learning strategies result from active participation in classroom and school activities, which cannot be replaced.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a

worker in his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Notification of absence

Parents must provide an explanation for their child's absence by no later than 9 A.M. on the day of the absence. This is for safety reasons as well as for the attendance policy. Make sure that, if you leave a message for an absence, that message is left on the attendance line, not on the secretary's regular voicemail. They are to call the school secretary at (906) 663-4515 and explain the reason for the absence. If the absence can be foreseen, such as a doctor's appointment, please call the school as early as possible so that homework can be arranged.

No student will be allowed to leave school prior to dismissal time without prior parent notification.

Excused Absences

Students may be excused from school for one of the following reasons and will be provided an opportunity to make up missed school work and tests:

- *Personal illness and, at times, family illness
- *Death in the immediate family
- *Religious holiday
- *Professional appointments that cannot be scheduled during non -school times
- *Absences approved by administration for good cause.

Students with a health condition that causes repeated absences are to the school office with an explanation of the condition from a registered physician. Without this, the repeated absences may result as being unexcused and the student may be considered truant. Also, when a child loses much of their education within a school year, he/she will not attain the objectives needed to be successful in the next school year. A repeat of the school year may be recommended. Students with more than five absences per quarter will be considered "excessively absent".

Unexcused Absences and Truancy

Unexcused absences from school (truancy) is not acceptable and is against the law. Any student who is absent from school without legitimate excuse or when the parent has not called in will be considered truant and the parent and student will be subject to the truancy laws of the state.

If a student is considered truant, the student and parent will receive a letter from the school. If the truancy is not resolved, it will be reported to proper authorities and may result in fines and/or jail time.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving to school, he/she must report immediately to the school office before proceeding to his/her classroom.

Students who are tardy more than three times per marking period will be looked at as an unexcused absence and will be treated the same way as above.

Suspension from School

Students who are suspended from school will be responsible for making up schoolwork lost due to an in school suspension. Full credit will be given for made up work, but field trips, labs, or other work missed that is not possible to make up will receive no credit.

Work completed during the first out of school suspension will be given credit according to school guidelines. Subsequent out of school suspensions will result in no credit, thus the lowering of student grades. **Students who are serving out of school suspension are not allowed to attend school events or participate in extracurricular activities during the suspension time.**

Administration will determine whether an in or out of school detention will be used for consequences.

Make up Work

Any work missed for any reason is the responsibility of the student to find out what work they have missed and to complete that work. Staff will also make arrangements to make up classroom tests. Please try to have your child in attendance during any state testing. It is imperative that they complete the state test or the school could be given serious repercussions from the state.

Student Attendance at School Events

Students are expected to follow all school rules at school sponsored events at both the Washington School and AD Johnston Jr/Sr High School. It is highly recommended that a parent or an adult chaperone accompany the child to that event. If behavior becomes a problem, a child may lose their privilege of attending any events in that building.

Code of Conduct

A major component of the educational program at the Washington School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- *Abide by national, state, and local laws as well as the rules of the school
- *Respect others
- *Act courteously to adults and fellow students
- *Be prompt to school and attentive in class
- *Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, physical appearance, disability, or ethnic background
- *Complete assigned tasks on time and as directed

*Help maintain a school environment that is safe, friendly, and productive

*Act at all times in a manner that reflects pride in self, family, and the school community

Dress and Grooming

While fashions change, the reasons for being in school do not. Any fashion that disrupts the educational process or presents inappropriateness will not be permitted.

The students at the Washington School are expected to dress in good taste.

Students are not allowed to wear clothing with profanity, sexual implications, or any alcohol or tobacco related pictures or sayings on them. All shirts must cover the midriff area, back, and underarm area. Straps on shirts must be one inch in width. A shirt must be worn under spaghetti straps. Low cut shirts are not permitted.

Shorts are permitted during warm weather, but they must extend to mid- thigh or longer.

Skirts must extend to mid-thigh or longer

Pants must stay up around the waist/hip area. They may not hang and show undergarments.

The age of students will also be taken into consideration with clothing appropriateness.

If a student is inappropriately dressed, he/she will be required to immediately cover/change clothing. If no clothing is available, the parent/guardian will be called to bring in a change of clothes.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. If personal property required by

the school is maliciously damaged by another student, that student will face consequences and parents will be contacted. Personal property not required by the school will not be the responsibility of the school.

If a student does damage or loses school property, the student and his/her parents will be required to pay replacement or damage costs. If that damage or loss is intentional, the student will also be subject to discipline according to the Student Discipline Code.

Student Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

A chart is provided at the end of the handbook with examples of unacceptable school behaviors and consequences for those behaviors.

It is important to remember that the school's rules apply at school, on school grounds, at school sponsored events, on school transportation, and on field trips.

Detentions

A student may be required to stay after school or asked to come to school early by a teacher or administration with a one day's notice unless the parent gives permission for an earlier time. The parents are responsible for transportation.

Formal Discipline

If a student is suspended, a parent or guardian may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension for co-curricular and extra- curricular activities may not be appealed.

Students involved in an activity such as band and athletics could lose their eligibility for violation of school rules.

When a student is being considered for long term suspension or expulsion, a formal hearing will be scheduled with the Board of Education and the parents will be given written notice of the hearing and will need to attend. The Superintendent takes testimony and determines if a recommendation to expel will be recommended to the Board of Education. This decision may also be appealed. In the case of expulsion, the student is required to remain out of school during the appeal period. (Due Process) Work missed during an expulsion cannot be made up and may result in loss of credit.

If a student commits a crime while at school or a school related event, he/she may be subject not only to the school disciplinary action but also to action by the community's legal system.

Discipline of Students with Disabilities

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

Teacher Initiated Suspension/Snap Suspension

A teacher may suspend a student from class, subject, or activity for up to one full school day for conduct as specified in the Code of Conduct. The teacher shall immediately send the student to an administrator and specify the reason for the suspension. As soon as possible after the suspension, the teacher needs to schedule a conference with the parent regarding the suspension. An administrator will attend that meeting.

Due Process Rights

Before a student is suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After the informal hearing, the administration will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing, within one day of the suspension and the reason and length of the suspension. The suspension may be appealed, within five days after receipt of the suspension notice, to the superintendent. The request must be made in writing.

The appeal will be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the Open Meetings Act governs the hearing. Under the Open Meetings Act, the hearing must be public unless the parent requests that the meeting shall be conducted in a closed meeting.

A student being considered for a suspension for more than ten days will be given due process as described in the expulsion section below.

Long Term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than ten days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- *The charge and related evidence;
- *The time and place of the Board Meeting;
- *The length of the recommended suspension or expulsion;

- *A brief description of the hearing procedure;
- *A statement that the student may bring parents, guardians, and counsel;
- *A statement that the student may give testimony, present evidence, and provide a defense;
- *A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Students being considered for long-term suspension or expulsion will have a formal hearing scheduled with the School Board during which the student may be represented by his/her parents, legal council, or by a person of their choice.

Within ten days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the School Board. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. The appeal will be heard in an open session unless the legal aged student or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

If a disciplinary action does not result in removal from school, it may not be appealed.

Search and Seizure

Students are provided lockers in the upper grades, desks, and cubbies in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Also, if a student is suspected of having something in his/her backpack, school officials will go through that child's backpack.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been

confiscated.

Also, the computers, chrome books, and Ipads in the school are school property and students must follow the technology rules. If, at any time the school believes the student may be accessing something that is not school related or that is against school policy, school officials have the right to review that student's computer use.

Students' Right to Expression

Students have the right to express themselves, as long as it is done appropriately. Students cannot express or have materials that:

- *Are obscene, libelous, indecent, or vulgar;
- *Advertise any product or service not permitted to minors by law;
- *Intend to be insulting or harassing;
- *Intend to disrupt or incite fighting or presents a likelihood of disrupting the school or school event.

If students have a concern about whether or not their materials follow the school policies, they may present them to a school official ahead of time and it will be allowed or denied.

Student Concerns, Suggestions, and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them.

The best way to resolve any issue is through communication. No student will be harassed by any staff member or need fear reprisal for proper expression of legitimate concerns.

Section V-Transportation

Bus Transportation to and from School

The school provides bus transportation for all students who live a distance from the school. The bus schedule and route is available by calling the transportation director at 906.667.0802.

Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses except as approved by the transportation director/superintendent.

A change in a student's regular assigned bus stop may be granted for a special need, if a note is submitted or a call is made to the transportation director and he/she approves.

Bus Transportation Rules

The safety of all students is imperative. Therefore, students riding on the bus must abide by these rules:

1. Students are to comply with the orders of the bus drivers.
2. Students are to arrive at the designated bus stop 3-5 minutes before the bus is due to arrive. Drivers cannot wait for tardy students.
3. Stay off all roadways when waiting for a bus.
4. Cross in front of the bus.
5. Wait until the bus comes to a complete stop before attempting to get out of their seats.
6. Wait until the bus is at a complete stop , be at a safe distance ,and the door is open before attempting to enter the bus.
7. Keep hands, heads, and all objects inside the bus at all times.
8. Sit three to a seat when necessary.
9. Keep the bus clean. Eating and drinking is not permitted on the bus.
10. No material is to be thrown from the bus windows or inside the bus.
11. Talk to one another on the bus in a quiet way; playing, fooling around, fighting, screaming, or profane language will not be tolerated. Older students need to be an example for the younger students.

Parents/Students will be held liable and required to pay damages if there is any willful destruction. Parents will be notified when students disregard transportation rules. If behavior continues, riding privileges will be suspended from the bus and parents will be responsible for transporting their child to and from school. Students who misbehave in the bus line or at the bus stop will be subject to suspension procedure.

Bus Driver Authority

The bus driver has the authority to recommend a suspension for incidences of misconduct. These instances include:

1. Insubordination
2. Hurting or endangering fellow passengers or their property
3. Vandalism to the bus

Warnings

Informal warning-The bus driver may warn a student who disobeys a rule that he/she will take further action if the violation of the rule continues.

Formal Warning-The driver will report a student who disobeys the rules to the transportation director. A disciplinary slip will be issued. The student will be called to the transportation director's office. Normally, disciplinary slips will result in:

1. After 3 slips, the student is denied bus privileges for 3 days
2. After 6 slips, the student is denied bus privileges for 6 days
3. After 9 slips, the student is denied bus privileges for 10 days
4. Over 10 slips, the student is denied bus privileges for the rest of the year.

If something more severe takes place, a student may also be suspended from school as well. There may be circumstances in which any of the above "loss of bus privileges" could happen immediately.

Changing Buses/Drop off Areas

No child will be permitted to ride another bus or get off at another stop unless

directed by the parents (written notice or call the school). If no notification is received, your child will follow the normal procedures. We cannot take a “child’s word” only. It must be through the parent/guardian. Please try to call the school before 1 P.M. if you know your child needs to ride a different bus home.

Extra Students on the Bus

The bus capacities are estimated at the beginning of the school year. Most of our buses are at their full capacity limit, so transportation of large groups, such as for a birthday party, is not permitted.

Memorandum to Parents Regarding School Board Policy and Drug Free Schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include alcohol, tobacco products, anabolic steroids, certain medications, and dangerous controlled substance as defined by state statute. Any student in violation of this will be subject to disciplinary action and law enforcement officials will be notified.

We have an alcohol and drug free zone at the Washington School. Any adult on school grounds may not have alcohol or drugs on them or be using tobacco products. If school officials suspect an adult of being intoxicated, law enforcement will be notified. No child will be allowed to leave school grounds with an adult if that adult is suspected of using alcohol or drugs.

LEVELED CONSEQUENCES

Leveled Consequences are consequences that may occur depending on the type of behavior that becomes a disciplinary issue. There are four (4) levels of consequences depending on the level or severity of the incident and a list of possible consequences. This matrix has been developed by input from staff, parents and students.

<p style="text-align: center;"><u>Level 1 - Minor</u> Behaviors that impact primarily the student ** 3 minors in one week = 1 major</p>	<p style="text-align: center;"><u>Level 2 - Minor</u> Behaviors that interfere with the learning of others ** 3 minors in one week = 1 major</p>	<p style="text-align: center;"><u>Level 3 - MAJOR</u> Behaviors that affect an orderly or safe environment</p>	<p style="text-align: center;"><u>Level 4 - MAJOR</u> Harmful/Illegal Behaviors</p>
<p>Not prepared</p> <ul style="list-style-type: none"> • No homework • Not having a pencil <p>Off task</p> <ul style="list-style-type: none"> • Breaking pencils • Leaning in chair • Not doing classwork • Not following directions • Not listening • Out of seat • Playing in desk • Whining <p>Minor disrespect</p> <ul style="list-style-type: none"> • Refusing to work • Not taking responsibility for action <p>Other</p> <ul style="list-style-type: none"> • Copying behaviors • Loitering • Not in line • Sleeping 	<p>Minor disruption</p> <ul style="list-style-type: none"> • Cell phone use • Constant talking • Inappropriate noises • Out of seat • Poking • Putting inappropriate stuff in urinal or toilet • Talking out • Tattling • Touching • Visiting/talking <p>Minor disrespect</p> <ul style="list-style-type: none"> • Consistently not following directions • Inappropriate chair manners • Minor destruction of others' and school property • Not lining up on the playground • Standing on furniture 	<p>Disrespect to others</p> <ul style="list-style-type: none"> • Bodily fluids on the bathroom floor or walls • Cheating/Forgery • Climbing in bathroom • Hallway behaviors • Inappropriate language • Leaving room without permission • Looking under bathroom stalls • Lying • Profane hand gestures • Refusal to comply with requests • Talking back to adult • Tantrums • Throwing things <p>Bullying</p> <ul style="list-style-type: none"> • Pinching • Pushing • Teasing 	<p>Actions that cause harm</p> <ul style="list-style-type: none"> • Biting • Fighting • Major destruction of school or others property • Punching • Threatening to do injury to person or property • Throwing furniture • Weapons <p>Major disrespect</p> <ul style="list-style-type: none"> • Bodily fluids on others • Drugs • Inappropriate language • Profane hand gestures • Sexual behaviors • Sexual harassment • Stealing
<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> • Debrief with student • Discussion about expectations • Eye contact • High levels of supervision • Link rewards to appropriate behaviors • Pre-teaching of expectations • Proximity • Re-teaching of school rules/expected behaviors • Verbal warning 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> • Debrief with student • Discussion about expectations • Eye contact • High levels of supervision • Link rewards to appropriate behaviors • Pre-teaching of expectations • Proximity • Re-teaching of school rules/expected behaviors • Verbal warning 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> • Consult with school counselor/school psychologist for classroom/individual behavior management ideas • Debrief with student • Increased supervision • Pre-correction • Priming • Re-teach expectations 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> • Debrief with student after referred to office and de-escalation. • Follow procedures for immediate assistance/referral to office
<p><i>Consequences may include</i></p> <ul style="list-style-type: none"> • Loss of privileges • Moving seat • Parent contact* • Timeout in room <p><i>*phone call, note, email, weekly report</i></p>	<p><i>Consequences may include</i></p> <ul style="list-style-type: none"> • Admin/parent/student/teacher conference • Apology letters • Behavior contract • Detention • Loss of privileges • Parent contact will be made • Timeout in another location • Timeout in room 	<p><i>Consequences may include</i></p> <ul style="list-style-type: none"> • Admin/parent/student/teacher conference • Apology letters • Behavior contract • Detention • Loss of privileges • Parent contact will be made • Problem-solving form • Restitution (working with janitor) • Suspension (ISS or OSS) • Timeout 	<p><i>Consequences may include</i> As per Board of Education discipline policies</p> <ul style="list-style-type: none"> • In-School Suspension • Out-of-School Suspension • Restitution • Expulsion • Loss of privileges • Withdrawal from class with 'F' <p><i>* IMMEDIATE office referrals should occur with this level of infraction</i></p>

Handbook Acknowledgement Page

We have read and understand the contents of the Washington School Handbook. DATE _____

Parent(s)/Guardian(s) Signatures

Student(s) Signatures and Grades

Comments or Questions?
