

Woodworth Elementary School

Student Handbook
2011-2012
Woodworth Elementary
212 Pennsylvania Street
Leslie, Michigan 49251
517-589-5151



Be The Best You Can Be!

FORWARD

The Woodworth 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 at Woodworth. Families are encouraged to take the time to read this handbook and to discuss its contents with your Woodworth student(s).

It is hoped that the Woodworth School Handbook will help each student to work within a positive atmosphere and to contribute to an atmosphere conducive to learning. Best wishes are extended to all students enrolled at Woodworth.

ADMINISTRATION/OFFICE PERSONNEL

Superintendent of Schools
Principal
Secretaries to Principal

Mr. Jeff Manthei
Mr. Jim Dell
Mrs. Dayna Montroy
Mrs. Cindy Bean

WOODWORTH MISSION STATEMENT

The Woodworth Elementary Community believes all students can learn. We accept the responsibility to teach for learning the essential academic skills and to foster positive growth in social/emotional behaviors and attitudes.

LETTER FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to the 2011-2012 school year. We are dedicated to nurturing the growth of each individual child in Woodworth Elementary School. Please bring any cares or concerns to me and I will do my best to find a positive solution.

The Woodworth Elementary Staff is composed of dedicated, caring professional educators. We realize that our efforts will have a lasting influence on the students we serve. Therefore, we are committed to achieving excellence in education. Likewise, in order to develop to their fullest potential, students must strive to accomplish their personal best in all they do. We hope that every student and family takes full advantage of the educational opportunities they will be presented with this school year and that parents will join us in a partnership for learning.

This handbook is designed to help you become familiar 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 child 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 profitable and pleasant for every child.

Sincerely,

Jim Dell

Principal

TABLE OF CONTENTS

Acceptable Use Policy Violations with Non-Educational Use	5
Attendance Policy	5
School Hours	6
Bicycles/Scooter	6
Woodworth Bullying Prevention Plan	6
Cafeteria/Lunchroom	8
Food Service Lunch Policy, Student Lunch Purchasing and Charge Policy, Free and Reduced Information	8
Cancellation of School	10
Crossing Guards	10
Daily Dismissal Procedures	10
Student Drop-Off and Pick-Up Procedures	11
Tardiness - Morning 'A Little Late is Too Late'	11
Detention	12
Dress Code	12
Suspension and Re-admittance	12
Emergency Procedures	13
Field Trips	13
Friendship Zone	14
Health Curriculum	15
Library	15
Lost and Found	15
Accident Care	16
Medication for Students	16
Infectious Diseases	17
Immunization Policy	18
Head Lice, Fever, and Vomiting	19
Newsletter	19
Personal Property	20
Parental Involvement	20
Pets	21
Physical Education	21
Pictures	21
Parent Teacher Organization -PTO	22
Recess	22
Playground Rules	24
Report Cards	25
Textbooks	25
Student Behavior- Blackhawk Behavior	26
Unauthorized Entrance to Building	26
Visitors - Other Children	26
Woodworth Elementary Code of Conduct	29
Notification of Rights	34
Leslie Public Schools Statement of Assurance of Compliance with Federal Law	35
Evaluation and Placement	35
Discrimination Grievance Procedures	37
Public Notification	38
Secondary Schools	38
Cell Phone Electronic Comm. Devices (ECDS) and Personal Digital Ass.(PDAS)	40

ACCEPTABLE USE POLICY VIOLATIONS WITH NON-EDUCATIONAL USE

Leslie Public School students have access to computers and other technology. Students are responsible for appropriate use of technology as it relates to educational purposes. Students and parents are expected to know the content of the acceptable use policy, which must be signed before students can access the computer network. Violations of the acceptable use policy, or using technology for non-educational purposes can result in suspension or expulsion from the network, as well as Woodworth Elementary.

ATTENDANCE POLICY

Michigan Law requires that all children between the ages of six and sixteen attend school on a regular and consistent basis throughout the school year. Regular attendance is extremely important. Not only is it the law, but it is obvious that children can benefit from school by being in attendance.

Tardy - 8:00 a.m. to 9:00 a.m.

A. M. Absence - 9:00 a.m. to 11:30 a.m.

P. M. Absence - 11:30 a.m. to 2:51 p.m.

Left Early - 1:50 p.m. to 2:51 p.m.

If a child is too sick to attend school in the morning, please call the office as soon as possible. Our phone system is capable of taking calls when the office is closed. Please note that between 7:45 and 8:15 our priority is attending to our students and getting the school day underway. Students with excused absences must make up work missed. Parents may request makeup work. Please allow teachers 24 hours to get home work ready to be sent home. A student must be absent a minimum of two days before requesting make up work. Each child's attendance will be watched very closely throughout the school year. Parents will receive a notice if a student's absences become excessive and are not the result of illness as verified by a medical doctor. A conference between the parent and principal will be requested to discuss plans to meet the student's attendance needs. Should the problem continue, we would seek help from the Truant Officer and/or the Probate Court within Ingham County.

SCHOOL HOURS

GRADES K - 4	8:00 a.m. - 2:51 p.m.
DISTRICT HALF-DAYS	8:00 a.m. - 11:33 a.m.
TWO-HOUR DELAYS	10:00 a.m. - 2:51 p.m.

Due to safety issues, children should not be dropped off on a regular school day before **7:30 A.M.** (two hour delay **9:30 A.M.**) at which time our Hall/Playground Monitors will be on duty. Also, after school, children should be picked up no later than **3:00 P.M.** (it is very unfair to your child to make them sit and wait longer than 10 minutes following the end of the school day). Children who are waiting to be picked up **must wait on the benches** in the lobby until parents come inside to get them.

CHILD CUSTODY

In cases where one parent has sole legal custody of a child and does not desire the other parent to have student pick-up rights, the school needs a copy of the most recent court order stating custody and visitation rights, etc. Non-custodial parents may come to the office to pick up duplicate copies of notes sent home, report cards, parent conference letters, etc., *or* they may leave stamped, self-addressed envelopes in the office for mailing of same.

BICYCLES/SCOOTERS

1. Scooters and bikes must be walked on school property.
2. Scooters and bikes must be parked in the bike racks.
3. Students are encouraged to lock their bikes and scooters in the bike racks.

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 enroute 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 that his/her intervention has not resolved the matter, or if the bullying persists, he/she will report the bullying to the school principal and/or discipline coordinator for further investigation.
4. **Students and parents shall 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 reporting bullying will be subject to consequences.
5. **Investigation procedures:** Upon learning about a bullying incident, the principal and/or discipline coordinator will contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, school staff, and 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 discipline coordinator may also 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. Bullying lessons and the definition of bullying shall be included in the Woodworth Elementary School Student and Staff Handbooks.

CAFETERIA/LUNCHROOM

All school rules are in effect during lunchtime. Generally speaking, we expect our students to treat our lunchroom as they would their own dining area at home, to be courteous to one another and lunchroom supervisors, and to use good manners while eating. Specific procedures include the following:

- A Playground Supervisor will accompany children from the playground to our lunchroom. Students have recess before lunch.
- Students are expected to walk quietly down the hallways to and from the lunchroom.
- Students will line up with their classroom in a quiet and orderly manner outside the lunchroom doors before entering.
- Students will eat at their assigned classroom tables.
- Students will obey all directions given by lunchroom supervisors.
- Once seated, students will remain in their seats—no changing tables.
- Students may obtain help from the supervisors by raising their hand. They may leave their seat by first getting permission.
- While talking to friends at lunch, students will use inside “quiet” voices.
- Students are not allowed to eat from other student's lunches or to give any of their own lunch to others.
- A supervisor must excuse students before getting up from their table to throw away garbage at the end of the lunch.

FOOD SERVICES LUNCH POLICY STUDENT LUNCH PURCHASING AND CHARGE POLICY FREE AND REDUCED INFORMATION

The Leslie Public Schools participates in the National School Lunch and Breakfast Program, which provides qualifying students with a free or reduced price breakfast and lunch daily. Applications can be picked up at any of the schools or at the Food Service Office located at the High School any time during the school year. Students will have an opportunity to purchase hot lunch and milk or they may bring a lunch from home. Children who are free or reduced and choose to eat breakfast or lunch need to take the whole meal. Otherwise, if they only take milk or juice, they will be charged for that on their account. It will not be at the “Free or Reduced” prices.

Hot lunch and milk prices will be published at the beginning of the school year and monthly menus will be sent home with the students. Our food service program is set up to work most effectively on a pre-payment system. Each student has an account set up which parents can deposit money. When the student decides to purchase that day money will be subtracted from the account. **We highly encourage you to use the pre-payment method for your student's lunch.** Listed below are the guidelines to follow when sending in pre-payment.

- Place your money or check in an envelope, print your student's name, teacher's name, and the amount being paid on the outside of the envelope.
- If you would like the amount to apply to more than one student, please write the above information for each student.
- Checks or money orders should be made payable to Leslie Food Service.
- **The food service department will not be held responsible if loose change or bills are sent with your student and become lost.**

Woodworth charge policy

Account limits for elementary students will be set to a maximum of five school meals. No student will be able to charge after that point. Any student reaching the five charge limit will be given a sack lunch (peanut butter sandwich, apple, & milk) will be provided to the student and his/her account will be charged \$0.50. The sack lunch will continue until the account is paid in full or an arrangement has been made with the Food Service Director. If the student account is in the negative from the previous year they will not be allowed to charge at all until the account is paid in full. The account will follow from building to building. No student will go hungry, but the meal will remain a sack lunch with \$0.50 charge. Charging of school lunch is only from the start of school until **May 1st** of that year.

CANCELLATION OF SCHOOL

Occasionally, school may be cancelled due to inclement weather or other emergencies. Woodworth extracurricular events may be cancelled. Cancellation of Woodworth extracurricular events is based on a case-by-case decision. Cancellation information is provided by several radio stations including, WIBM, WJZQ-106, WITL, WILS, WVIC, and WFMK. In addition, TV Channels 6 and 10 provide closing information. Please **DO NOT** call the school office with questions regarding school closing. Tune into one of the stations. School phones will be available for school business.

CROSSING GUARDS

The crossing guards are on duty from 7:35 - 8:05 a.m. and 2:35 - 3:00 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.***

DAILY DISMISSAL PROCEDURES

In an effort to keep hallways clear and children safe, we ask parents to wait in the lobby area for students to be dismissed. If you need your child to be released before the bell rings, please stop in the office and ask office personnel to assist you by calling down to your child's classroom and requesting the child to meet you in the office area. Students **will not** be dismissed from class until a parent/guardian is here to sign him/her out. Kindergarten parents, we understand your desire to help your child feel safe in this new school experience. To meet the needs of those students new to the school experience and ensure safety for all, each kindergarten teacher will provide a pass for parents to use that allows them access to the kindergarten hallway during dismissal times. All student messages must be called into the office by **2:30 p.m.** or we **can not** guarantee your student will receive the message.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Children may be dropped off any time after 7:30 a.m. There is NO ADULT supervision available until 7:30 a.m.

A.M. Drop-off Procedures are as follows:

- Parents should drop off their children on the south side of the building in the circle drive.
- NO PARKING is allowed in the front of the building until after 8:30 a.m. Our local police department will issue tickets if you choose to park there before 8:30 a.m.

P.M. Pick-up Procedures are as follows:

- Parents may park in the front of the building to pick up their students. School dismisses at 2:51 p.m. at which time the buses will be parked on the south side of the building, on Race Street. If you choose to park in the parking lot you will be blocked in until the buses are released.

Parking on school property is allowed only in designated areas. Driving and parking on playgrounds and school lawns or sidewalks is not permitted.

TARDINESS — MORNING "A LITTLE LATE IS TOO LATE"

Punctuality is an important habit for our students to develop. Being on time is a good start toward success in school, as well as in later life work situations. Students are expected to be in their rooms at 8:00 a.m. in order to avoid being considered tardy. Students who are tardy at the start of the day should report immediately to the office to sign-in. THERE ARE NO EXCUSED MORNING TARDIES WITH THE EXCEPTION OF PROFESSIONAL APPOINTMENTS. All tardies will be marked on your teacher's attendance slips. Each teacher will record, compile, and respond to tardies for each student per marking period according to policies. A student who continues to be tardy with no attempt to correct the problem faces additional disciplinary action, which may include a referral to the truant officer.

SUSPENSION AND READMITTANCE

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

DETENTION

Certain behavior problems may be addressed by either assigning a lunch detention, recess detention or after school detention. After school detention is held from 2:50 p.m. - 3:50 p.m. Monday through Thursday. Parents will be notified either by a phone call or a note as to when the detention is to be served and the reason for it. Students may be assigned to serve all or part of this time, however, students must remain in detention until their ride has arrived.

DRESS CODE

At Woodworth Elementary we encourage good grooming, personal hygiene and neatness in appearance. This adds to a good educational environment and shows pride and respect for ourselves and our school. The appearance of any student is primarily the responsibility of the individual and parents. However, the school administration reserves the right to send students home who come to school inappropriately attired. The following types of apparel are not appropriate for school and **will not** be allowed:

1. Shorts/skirts that are not as long as the student's fingertips, when arms are extended at the side.
2. Tube tops, halter tops, tank tops (no spaghetti straps), beachwear, or any top that exposes the stomach or back. Tops of all types need to extend from the base of the neck to the end of the student's shoulder and not expose the underarm. Stomach or back should not be exposed when arms are raised above head.
3. Any article of clothing that contains vulgarity or suggestive wording.

4. Any article of clothing that advertises or promotes the use of tobacco, alcohol or other drugs.
5. Wearing or displaying items which can be associated with fraternities, sororities, or secret societies.
6. Hats, coats, gloves or mittens worn during school. Hats may be worn on designated "Hat Days".
7. Pants, shorts, or skirts not worn at normal height on the hips.
8. Artificial fingernails.
9. Chain larger than 1/4 inch worn around the neck or connected to pant area.
10. Make-up.
11. Appropriate shoes must be worn on the playground and for gym. Flipflops may **only** be worn in the school building.

EMERGENCY PROCEDURES

Procedures for fire, tornado, and other emergencies are posted within each classroom. Students will be instructed by their teacher as to the proper exiting procedures. In each case of emergency, a buzzer will sound or an announcement will be made over the PA.

FIELD TRIPS

Field trips are defined as anytime a staff member, for purposes of extending children's educational experience, takes a student from school property. During the course of the school year, staff will organize learning opportunities that will take place away from the main Woodworth campus. These field trips are planned to support and extend the learning experience of all students. Parents will receive notification of these excursions through class newsletters, school newsletters and/or specific information notices.

Children must ride the bus to field trips. Authorization will be needed from Mr. Dell prior to the day of the trip if extenuating circumstances exist that prevent your student from riding the bus. If parents wish to take their child home following the field trip, students must first be signed out on the sign-out sheet provided by the teacher. A limited number of parent/guardian chaperones will be very helpful on these outings. To maximize student supervision and safety, children who are not members of the class will not be allowed to attend. Chaperones need to be approved by the school. A chaperone needs to fill out a volunteer consent form that is provided by the office.

FRIENDSHIP ZONE

The purpose of the Friendship Zone is to give students a place outside the school building where they may talk and socialize with their classmates in a relatively quiet and orderly fashion while teachers ready their classrooms for instruction. It is not a recess time. Friendship Zone occurs at Woodworth each morning on the playground from 7:40 a.m. until the bell rings at 7:55 a.m. All students (except Kindergartners, who report to their classrooms) are expected to report to their grade level zone on the playground. We want students to get themselves in the proper frame of mind for learning as the school day begins. With this in mind, the following rules are to be followed during Friendship Zone time:

- Upon arrival at school (7:45 a.m.), students are to immediately head outside (unless eating breakfast in the lunchroom) and stay in their assigned grade level zone on the playground.
- No running or chasing; hands stay to yourself, not on other students.
- All balls, toys, games, etc. are to remain inside a student's backpack or left inside the school building.
- Students are to wait until a supervisor tells them to enter the building once the bell rings.
- Students will walk into the building and continue in a quiet, orderly manner down the hallways to their classrooms.

HEALTH CURRICULUM

In compliance with State and Federal Law, Leslie Public Schools teaches a comprehensive K-12 health curriculum. This curriculum includes violence prevention, as well as the dangers of alcohol, tobacco, and drugs. Sex education (middle school and high school) and HIV prevention is also a part of that curriculum, which carries a strong abstinence message. The sex education and HIV curriculum were approved by the Board of Education after two public hearings, and are taught by trained teachers. Parents will be notified before these lessons are taught. Parents have the right to preview the materials in the curriculum, as well as, observe the class while it is taught. Parents may opt their child out of these classes. If you would like more information on this curriculum and opt out procedures, please contact Woodworth Elementary.

LIBRARY

Woodworth Elementary has an excellent library staffed by certified teachers and a library clerk. All students have a scheduled library time once a week. Many have the opportunity to its resources at other times. Procedures for checking out and returning books will be reviewed at the beginning of each year. If a child does not return a book by the next library period, his/her borrowing privileges will be suspended until the book is returned. If a book is lost or damaged, a letter will be sent home informing parents of replacement costs. Books may not be checked out until these costs are paid. Many parents wish to donate a book to the library. It is an excellent way to add to our collection and also encourage a child to be 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 owner'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 to the Leslie Outreach.

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:

If it is a Prescription medication:

1. A properly completed and signed medication form must be filed in the school office.
2. It must be in the original container with the original prescription label, which includes the child's name, the name of the drug, the dosage instructions, the doctor's name and the prescription and expiration dates.
3. It must be taken in the presence of authorized school personnel who will record the event.

If it is a Non-prescription medication:

1. It must be in their original containers.
2. The student must have a properly completed and signed medication form on file in the office.

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

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.

INFECTIOUS DISEASES:

The following is a chart of the most common infectious diseases. Any child who has one of these diseases should stay home until the communicable stage has passed.

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
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.

IMMUNIZATION POLICY

To enter school state law prohibits a school from admitting new entrants to school without a record of one dose

DtaP/DTP Diphtheria, Tetanus & Pertussis (Whooping Cough)	4 Doses	If a 4 th dose not given on or after 4 th birthday another does must be given at school entry. A booster does is due if not given within the last ten years.
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 & Rubells	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 your religious beliefs, you must sign the exemption form which is available at the school office. Children who have not completed the required immunizations will be excluded from school until requirements are met.

FEVER, DIARRHEA AND VOMITING POLICY

If a student goes home or stays home from school with a fever of 100 degrees or more, they must stay home for 24 hours or until fever free for 24 hours WITHOUT medication.

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.

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 you look closely. Please check your child'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 there are lice, notify the school and start treatment immediately. ***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***

NEWSLETTER

Woodworth's newsletter is published 3 times throughout the school year. This newsletter is intended to keep parents informed of current events at Woodworth.

PERSONAL PROPERTY

We discourage students from bringing valuable personal property to school because of possible loss or damage, for which the school is not responsible. Although we stress the importance of respect for other people and their property, we do not have adequate secure areas or supervision to monitor these items at all times. These items may be acceptable on the bus or while walking to school, but once the student arrives at Woodworth, they are to be *put inside the student's back pack and not taken out again*. If students are found to be in possession of any of the listed items during the day without permission, they will be confiscated, and *parents only* will be allowed to pick them up.

- 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.
- Electronic Equipment: CD players, DS, Gameboys, iPods and other electronics or battery powered entertainment equipment are not permitted in school.
- 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.
- Cell Phones: These 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.

PARENTAL INVOLVEMENT

We encourage parent participation and involvement at Woodworth Elementary. Parents will receive a Parent Involvement letter in the first week of school asking what interests, talents, or ideas they have to share. Parents are asked to complete this short survey and return it to the school. They will be contacted by the school as needs arise during the year.

PETS

Woodworth Elementary does not allow students to bring pets to school for visits. There are many precautions to take for the health and safety of the students and adults that work here. They include:

- Anxiety
- Stress
- Fear of both student and pet
- Health concerns over diseased and fecal accidents
- Liabilities of the above.

PHYSICAL EDUCATION

All students are scheduled each week for physical education class. For the safety of the child, this requires athletic shoes that will enable the child to maintain his/her footing. There is no reason for a child 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 a note from a doctor.

PICTURES

A professional photographer will take all students' photographs sometime during the fall. These photographs are used for the school's permanent record, as well as inclusion in the 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 will arrive four to six weeks after the photo session. A picture retake day is scheduled sometime after the first round pictures arrive.

PARENT TEACHER ORGANIZATION (P.T.O.)

The Woodworth Parent Teacher Organization is made up of all parents who have children in the elementary school and teachers. Our main objective is to promote the welfare of the children in our schools. To meet this objective, we have:

1. Provided equipment for classrooms and playgrounds.
2. Outside assemblies have been brought to the schools.
3. Parents have given of themselves to help in the classroom.

The support the P.T.O. has received from parents is outstanding. 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 Woodworth Elementary students are granted membership without payment of dues. Your assistance will be appreciated when called upon for help. You may volunteer for any project by notifying the principal's office.

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. Boots, hats, and gloves are mandatory during winter months. If the temperature and/or wind chill is not at least 10 degrees Fahrenheit, children will remain inside the school building for Long recess. However, if children are indoors for more than 1-2 days in the same week and the temperature/wind chill is at least close to 15 degrees, 2nd, 3rd, and 4th graders may be allowed to go outside for the first 15 minutes of long recess (then return to classrooms for the final 15 minutes). Teachers have found that even a few minutes of outdoor activity makes their students much more attentive to work when recess is over. Mrs. Packer will make this decision. During the spring and fall, if the temperature is below 60 degrees, children should wear either a jacket or long sleeved shirt with pants. 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 that!

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

- Children will be allowed to stay in from recess up to two (2) days with a note signed by the parent/guardian. All notes must specify a reason for the request. Abuse of this consideration may result in administrative contact with parents/guardians.
- For periods beyond two days, arrangements should be made with the teacher prior to the occurrence. A note from the physician is needed.
- 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. Stay in full view of the playground supervisors.
2. Respect their fellow schoolmates.
3. Respect playground equipment and property.
4. Respect schoolmates' property.
5. Play safely at all times and act in ways that do not endanger fellow schoolmates.
6. Walk to their classroom in a quiet manner at the end of recess.

Students will not:

1. Throw or kick dirt, mud, snow, ice, stones, wood chips, or other objects.
2. Roughhouse - this includes tackling, pushing, shoving, slapping, pinching, wrestling, tripping, or grabbing clothes or bodies.
3. Spit or bite.
4. Swear or use vulgar, inappropriate language or gestures.
5. Re-enter the building until recess is over, unless by permission of a playground supervisor.
6. Take food, drinks, or candy on the playground.
7. Wear flip-flops on the playground.

Playground supervisors monitor students on the playground 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

- One person on slide at a time
- Slide sitting down on bottom
- No jumping off slides
- No climbing up slides
- Hands to self while waiting in line
- Move away from slide once reaching the bottom

Swings

- Swing straight
- Walk in front of swings (leaving ample space)
- No jumping/flipping off swings
- Sit with bottoms in swings
- No climbing up poles
- One person per swing

Monkey Bars

- No climbing on top of the monkey bars
- No standing underneath people using the monkey bars

Balls

- Use balls for intended purpose
- No throwing balls at other people
- Balls shouldn't be thrown or bounced around a crowd of students
- No throwing balls on roof
- No bouncing balls or playing with equipment in the hallway
- Equipment must be returned by the student who got it out

Sports games

- No tackle football
- No yelling at teammates
- No calling names
- Hands and feet to self
- Be a good sport

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

- you must use your own body strength to get on top
- no lifting/helping others
- no use of chairs, etc. for climbing

Rock

- no jumping from the top

TEXTBOOKS

Textbooks and other materials are issued by the school 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 go over these carefully with their child. Stress and praise the accomplishments and try to encourage additional effort where the need is shown.

SUBSTITUTE TEACHER — (BEHAVIOR FOR)

When a substitute is in a classroom, exemplary student behavior is expected. Students exhibiting, rude, disrespectful or generally poor behaviors are infringing upon the rights of other students' right to learn.

UNAUTHORIZED ENTRANCE TO BUILDING

No student should be in the building before or after school unless under a teacher's supervision.

No students are to enter the school building at night or on weekends unless they are under supervision or have permission from the Administration.

VISITORS - OTHER CHILDREN

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.

BLACKHAWK BEHAVIOR

For Friendship Zone, Lunch, and Recesses

Our behavior expectations here at Woodworth have been developed to assist students in becoming responsible members of our school and community. Maintaining a positive learning environment requires the combined efforts of students, parents, teachers, and administrators. Currently, we are using a "ticket" system during Friendship Zone, lunches, and recesses which mirrors the HMO (Hawk Management Office) disciplinary referral system that is now in place at Leslie Middle School. It is our belief that by using the same basic system, this consistency will help create a fair and safe environment for all our students. At the same time, it will teach them that they are responsible for their behaviors while knowing that there is a direct consequence for each of their actions.

Each child is expected to maintain three basic rules:

- Respect others and property.
- Act in ways that are safe and do not endanger other students.
- Use quiet voices and walk while inside the school building.

Children who violate these expectations will be given a (Blackhawk Behavior Referral) Ticket to be signed by their parent/guardian and returned to school the following day. These infractions are recorded each trimester, and the following consequences will occur:

First Offense

- ✓ Verbal and written warning.
- ✓ Ticket to be signed and returned to teacher the next day (loss of recess until returned).

Second Offense

- ✓ Loss of one recess.
- ✓ Ticket to be signed and returned the next day (loss of recess until returned).
- ✓ Optional phone call by the Discipline Coordinator to parent/guardian.

Third Offense

- ✓ Loss of two recesses.
- ✓ Ticket to be signed and returned the next day.
- ✓ Phone call by the Discipline Coordinator to parent/guardian.

Fourth Offense

- ✓ After school detention will be assigned. Parent/guardian will be notified and will arrange for the day of detention.
- ✓ Ticket to be signed and returned the next day (loss of recess until returned).

Fifth Offense

- ✓ Automatic phone call by the Discipline Coordinator to parent/guardian.
- ✓ Possible suspension from school (1-3 days).
- ✓ Ticket to be signed and returned (loss of recesses until returned).
- ✓ Possible parent conference required prior to readmittance to school.

After every 12 week trimester marking period, each child will be given a fresh start (zero offenses) with an opportunity to demonstrate improved behavior.

The Blackhawk Behavior Discipline system is not to be confused with "Response to Misconduct" as mentioned in this student handbook on pages 18/19. The Ticket system is designed primarily for offenses occurring on the playground, in the lunchroom, or in the hallways going to or from recess and lunch.

These are the rules we state and restate with our student body. They are general, yet cover the essence of what it takes to function successfully in school.

- Respect others and property.
- Act in ways that are safe and do not endanger other students.
- Use quiet voices and walk while inside the school building.

For the clarity of explanations these three simple expectations can be expanded. It is very difficult, if not impossible, to list or state what is "acceptable" behavior, good conduct, proper citizenship characteristics, and the like. However, in an effort to give the student a general idea of what is expected of him or her, we offer these guidelines:

1. Students should attend school regularly.
2. Students should be prompt in arriving at their assigned place.
3. Students should understand and follow school policies.
4. Students should RESPECT the worth and dignity of each individual.
5. Students should RESPECT the rights of fellow students.
6. Students should RESPECT the rights and responsibilities of faculty members as they perform their duties.
7. Students should RESPECT the rights and responsibilities of instructional personnel and volunteers.
8. Students should observe a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
9. Students should devote all their energies toward realizing their potential.

WOODWORTH ELEMENTARY CODE OF CONDUCT SPECIFIC AND EXPLAINED IN DETAIL

The expectations, which follow, provide even greater detail and clarifications.

MATTERS RELATING TO ATTENDANCE:

A. Unauthorized Absence from Class

All students must be in school. A parent may sign out their child in the office when leaving the building during school hours. In order to sign out from the building students must have: permission (written or phoned in) from a parent and permission from office personnel. Failure to sign out properly will be considered an unauthorized absence from class when a student is absent from class without office and/or parent knowledge or permission.

BREAKING OF SCHOOL RULES AND REGULATIONS AND/OR PERSISTENT DISOBEDIENCE

A. Hallway Conduct

Students will not run, shout or engage in horseplay in the hallways.
Students will not litter or deposit refuse in the hallways.

B. Playground Conduct

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

C. Cheating

There will be no cheating in any class or activity.

D. 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, water pistols, and fireworks. These items will be confiscated and not returned. By State law, the possession of an electronic communications device, including pagers and cellular telephones, by a student in school is illegal (except for health or other unusual reasons approved by the Board). These items will be confiscated and returned only to a parent

MATTERS RELATING TO PUBLIC OR PRIVATE PROPERTY

A. 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

A. Substance Abuse

1. 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.

2. 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.

B. 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.

C. Inappropriate Language

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

D. 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.

E. Forgery

Students are not to fraudulently make or alter a school-related document.

MATTERS RELATING TO SAFETY OF SELF AND OTHERS:

A. 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.

B. 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 AT WOODWORTH ELEMENTARY

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.

Whenever any staff member is involved in corrective discipline, three concerns 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. Background information 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.

Misconduct is generally defined as student behavior which: violates the rights of other people, will or could prove to be dangerous to themselves or others and/or shows disrespect for property. The principal will follow the following procedures when dealing with cases of possible misconduct.

1. First Offense...
 - A. The student will have a conference with the principal.
 - B. The parents may be notified by phone, letter or home visit.
 - C. Corrective measures will be taken by the principal and will range from a warning to, in the extreme, a suspension.
 - D. Suggestions may be given to the student or classroom teacher by the principal.

E. A record of the misconduct may be made.

2. Second Offense...

- A. The student will have a conference with the principal.
- B. The parents may be notified by phone, letter or a home visit.
- C. A conference with parents, student and principal may be held to review the infraction and the disciplinary actions to be taken.
- D. Guidelines for the student's behavior will be explained.
- E. Further corrective measures will be taken and will range from a warning or after school detention, or in the extreme, suspension.
- F. Support services will be contacted if appropriate.
- G. A record of the misconduct will be made.

3. Third Offense...

- A. The student will have a conference with the principal.
- B. The parent will be notified.
- C. A conference with the student's parents may need to take place.
- D. The student may be assigned to after school detention or may be suspended and sent home or taken home for a period of time to be determined by the principal up to ten (10) days.
- E. Support services will be contacted if appropriate.
- F. A record of the misconduct will be made.

4. Fourth Offense...

- A. The consequences will be similar to the third offense, with the possibility of a recommendation for expulsion.

The records which have been alluded to in the above procedure, are records that will be kept by the principal as antidotal in their descriptions of the situations so that the principal does not need to rely solely upon memory. They will not be put in the child's permanent file as a regular procedure. In given cases where appropriate, files may be kept for an extended period of time.

NOTE: Corporal punishment, paddling, or use of physical force are not to be used at Woodworth. Assignment of such punishments have no place in the educational process.

NOTIFICATION OF RIGHTS

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

- A. Mr. Jeff Manthei 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 or she can be reached by calling 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.

NOTIFICATION OF 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. Jeff Manthei
- N. ask for payment of reasonable attorney fees if you are successful on your claim
- O. file a local grievance.

The person in this District who is responsible for assuring that the District complies with Section 504 is Mr. Jeff Manthei (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 responsibility is 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 procedure 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. Jeff Manthei and Mr. Jim Dell
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. Jeff Manthei. 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.

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 , Electronic Communication Devices (ECDs) and Personal Digital Assistants (PDAs)

The student who possesses a cellular phone, ECD, or POA shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, damage or vandalism to cell phones, ECDs or PDAs 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, ECDs or PDAs in their possession, that they should not leave them unattended or unsecured and that they are insured against loss or theft. The following rules apply and are not all-inclusive. The 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 away 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 or PDAs.
- 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 and PDAs 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: _____