

**Woodworth
Elementary School**

**Student Handbook
2025-2026**

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



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

We hope students will grow intellectually and emotionally during their years at Woodworth Elementary. We also support constructive fun and see Woodworth Elementary as a positive place to work and play.

The Woodworth Elementary Handbook can help each student to create a positive atmosphere and to contribute to an atmosphere conducive to learning. Best wishes are extended to all students for a great year full of many new skills, memories, and experiences.

ADMINISTRATION/OFFICE PERSONNEL



ADMINISTRATION/OFFICE PERSONNEL

Superintendent of Schools.....Scott Powers
Principal.....Kristin Phillips
Secretary.....Cindy Bean
Secretary.....Megan Casper

Web Site Address: www.lesliek12.net

WOODWORTH VISION STATEMENT

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

WOODWORTH MISSION STATEMENT

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

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 from Leslie Public School.

ACADEMICS

Access to student grades, assignments, and attendance is available to parents/guardians through PowerSchool. Parents/guardians have the ability to create an account that will allow access to their child's information. Parents/guardians can access PowerSchool at <http://ps.lesliek12.net> or can click onto the PowerSchool link on the district website at www.lesliek12.net.

Report Cards: Each student will receive a report card every twelve (12) weeks. The grade scale is rubric based; meets expectations, partially meets expectations, and does not meet expectations. The citizenship scale is also rubric based; meets expectations, sometimes meets expectations, and area of concern.

Textbooks and Technology Devices: Textbooks, student Chromebooks and other materials are issued by the school for student academic 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 cost for materials lost or damaged. Lesser charges will be made for returned items 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. Students must pay any current fines before attending any all school social event. Outstanding fines will transfer to the student's record at Leslie Public Schools.

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

Library: All students have a scheduled library time. Procedures for checking out and returning books will be reviewed at the beginning of each year. If students do not return a book by the next library period, borrowing privileges may 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. Additional books may not be checked out until the payment is made.

ASSEMBLIES

Students are expected to conduct themselves in a respectful manner with respect for the speaker or entertainer. Students will also be expected to sit in designated areas.

ATTENDANCE POLICY

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

SCHOOL HOURS

All Grades	8:00 a.m. - 3:01 p.m.
District Half Days	8:00 a.m. - 11:33 a.m.
Late Start	10:00 a.m. – 3:01 p.m.

Due to safety and supervision issues, children should not be dropped off at school before 7:25 a.m. Supervision is not available until that time and the doors remain locked until 7:25 a.m. Children should be picked up promptly at the conclusion of school each day,

ATTENDANCE REPORTING

Late Arrival/Tardy:	8:00 a.m. to 9:00 a.m.
A.M. Absence:	8:00 a.m. to 11:30 a.m.
P.M. Absence:	11:30 a.m. to 3:01 p.m.
Leave Early:	2:30 p.m. to 3:01 p.m.

Student Illness: Please call the office at 517-589-5151 and follow the prompts for the student attendance voicemail as soon as possible and leave a message. Student attendance is closely monitored every day. Students are expected to make up missed work due to illness. If a student is ill beyond one day, parent/guardian may request work. Please allow teachers 24 hours to fulfill any work requests.

We understand there are times when students do not feel well enough to attend school, and we will make a notation in our records when parent/guardian calls to report any absence. This does not “excuse” the student’s absence. In order to have an absence “excused,” professional documentation stating the reasons(s) for the missed day(s) is required. All absences not excused with professional documentation will be considered “unexcused” when determining potential truancy action. Therefore, providing immediate documentation to excuse absences is important.

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

MORNING TARDINESS & EARLY PICK-UP

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

BAGS/BACKPACKS

In an effort to ensure the safety of everyone in the building and to promote a clutter-free work environment, students are not allowed to carry their bags to class. Their bags, coats, jackets, hats and other personal belongings must be kept on and under their hook.

BEHAVIOR

In accordance with the updated Michigan School Code the district will, before suspending or expelling a student, consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address behavior. The following rubric is an example of possible consequences that could occur. Each individual student and situation will be investigated and the behaviors will be handled on a case by case basis.

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

Academic Integrity: Artificial Intelligence (AI)

The use of Artificial Intelligence ("AI") and Natural Language Processing ("NLP") tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success. Unauthorized use of AI/NLP tools is considered a form of plagiarism.

POSITIVE BEHAVIORS INTERVENTIONS AND SUPPORTS (PBIS):

Safe, Respectful, and Responsible Students

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

- ❖ We believe this commitment to MiMTSS is making a major positive impact on our students and our school.

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

Woodworth students and staff strive to always be *Safe, Respectful, and Responsible*. Maintaining a positive learning environment requires the combined efforts of teachers, students, parents, and administrators.

Woodworth Elementary School Discipline Rubric

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Minor offense Examples: Defiance, Disruption, Inappropriate Language, Insubordination	Conference with student, and call home	Conference with student, call home, and think sheet	Conference with student, loss of privilege, and call home	Conference with team, loss of privilege, and call home	Suspension
Major Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Harassment, Insubordination, and Other Behavior	Conference with student, call home, and loss of privilege	Two SSL	Four SSL	Rest of day suspension	Full day suspension
Fight(2 people) Assault(1 person) moderate	Two SSL	Rest of day O/ISS	1-3 suspension	3-5 suspension	5-10 suspension
Fight Assault major	Rest of day O/ISS	1-3 suspension	3-5 suspension	5-10 suspension	Possible rec. for expulsion.
Threatening Behavior	Conference with ST, SRO, parent, and rest of day suspension	1-3 day suspension	3-5 day suspension	5-10 day suspension	Possible rec. for expulsion.

***Major offenses: possible SRO contact, possible recommendation for long term suspension or expulsion.

SSL= Silent Supervised Lunch

ISS= In School Suspension

OSS= Out of School Suspension

BICYCLES

(And other “wheeled” items such as rollerblades, skateboards, and scooters)

The school does not assume any responsibility for these personal items. Students should lock their items while they are at school. Students are responsible for providing their own locks. Motorized vehicles are NOT permitted to be driven to school by students. Students must walk in front of school at the start and end of the school day to prevent accidents. Riding bicycles and other wheeled items to school is a privilege, not a right. Violation of the rules may result in the loss of using these items.

BULLY PREVENTION

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

Definition:

Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes, but is not limited to, a repeated pattern of physical intimidation or assault; extortion, oral or written threats, teasing, putdowns, name-calling, social media likes, gestures, or actions, cruel rumors, false accusations, and social isolation.

Bullying is prohibited. Woodworth Elementary will not tolerate any bullying on school grounds or at any school activity on or off campus, or in route to or from school.

Staff intervention:

Woodworth Elementary staff members who observe or become aware of an act of bullying will take immediate steps to intervene, lending appropriate consideration and priority to the safety of the victim and themselves. 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 discipline coordinator for further investigation.

Students and parents shall report bullying. Woodworth Elementary 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 may be subject to consequences.

Investigation procedures:

Upon learning about a bullying incident, the administration may 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.

Consequences/intervention:

Consequences for students who bully others shall depend on the results of the investigation and may include counseling, parent conference, detention, suspension and/or expulsion. Depending on the severity of the incident, the administration may also take appropriate additional 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 if appropriate, and developing a supervision plan with parents.

BUS RULES

- It is necessary to FOLLOW THE DIRECTIONS OF THE DRIVER.
- Students must remain quiet at ALL railroad crossings.
- Students who walk from one school to another without permission will be ticketed.
- Students are expected to remain seated at all times when the bus is in operation.
- No part of the body and no objects shall be extended outside of the window.
- All emergency exits on the bus are to be used only in cases of emergency.
- Eating, smoking, chewing tobacco, gambling and possession of intoxicants or illegal substances on buses is prohibited.
- Animals, weapons, knives, glass containers, and fireworks are prohibited. Radios larger than pocket size are not permitted on or around buses.
- Inappropriate language including profanity will not be tolerated on the buses.
- Students are not permitted to activate any of the controls on a bus including door handles.
- In general, each rider is expected to conduct themselves in such a way as is unlikely to injure others or damage property.
- To maintain regular schedules students are expected to be at their pick up location approximately ten minutes before normal pick up times.
- Students who must cross a road to board a bus are expected to stay on the side of the road where they live until the bus arrives. They should then cross only after all traffic has stopped for the stopped school bus, which has activated its alternately flashing stop lights. When leaving the bus, students who must cross the road are expected to cross ten (10) feet in front of the bus.
- Pupils should notify the driver in advance when they do not intend to ride the bus.
- A written request from the parents to the principal's office or verbal contact to the principal's office will be necessary before a student may be admitted or discharged at a stop other than their regular stop or ride a bus route other than their regular route.
- In case of road emergencies or accidents not involving the bus, students shall remain in the bus unless instructed differently by the driver.
- Pupils may be suspended immediately from riding a school bus for failure to follow these rules when their actions, in any way, are considered detrimental to the rights, safety, and property of others or control of the bus.
- ALL FEDERAL AND STATE LAWS WILL BE ADHERED TO.

CAFETERIA

Students will have an opportunity to eat a school provided hot lunch or they may bring a lunch from home and purchase milk. Monthly lunch menus will be posted on the school website at www.lesliek12.net/our-district/food-service/menus/.

Students are to eat their lunch seated at a table. All students are responsible for the cleanliness of the table and floor area.

During lunch period students should:

1. Walk quietly to and from the cafeteria.
2. Wait in a single file line.
3. Students are expected to use their own identification number to purchase food for their personal use.
4. Always assume *outside* recess, dressing according to the weather.
5. Wait to be excused by a supervisor after eating and prior to disposing of garbage or going outside.
6. Clean up the area around and on their table.
7. Food and/or drink must remain in the cafeteria.
8. Obey all directions given by a lunchroom supervisor.
9. All school rules are in effect during lunchtime.

FREE AND REDUCED PRICED MEALS

As of the 2023-24 school year, school lunches are free to all students, however, it is extremely helpful to the district for all families to apply for Free and Reduced meals. Whether or not your child plans to participate, gathering information on the number of students who qualify is still vital for the district. It is used not only to determine meal prices for students but it is also used as part of the application process for a number of grants and other funding opportunities. Families can apply at any time throughout the school year should they experience a change in income or living situation.

CANCELLATION OF SCHOOL

Occasionally, school may be canceled due to inclement weather or other emergencies. The District School Reach System will notify parents of school closings or delays through telephone calls, text messages and email notifications. Television stations WILX and WLNS will also provide closing information. School cancellations can also be found on the Leslie Public Schools web page at www.lesliek12.net. Please **DO NOT** call the school office with questions regarding school closing. Tune in to one of the stations listed above. They have the latest information and school phones will not be tied up for priority communication in such an emergency.

CARE OF SCHOOL PROPERTY

As a student of Woodworth Elementary you are expected to take the very best care of it at all times. Discourage anyone from damaging school property, even to the extent of reporting this kind of misdemeanor to the principal's office. The school belongs to you and your parents. Take care of it. Improve it in every way you can and see to it that your associates do likewise.

CELL PHONES / ELECTRONIC DEVICES

Cell phones and electronic communication devices are not allowed during school hours. If a family chooses to send a device to school, it must be kept off and in the child's bag on their hook in the hallway. The school does not assume any responsibility for cell phones and electronic devices.

CHILD CUSTODY

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

CODE OF CONDUCT

Administration has the authority to invoke and terminate suspensions, and to take other steps intended as disciplinary or corrective action regarding cases of misconduct on or off school premises, including school vehicles, and bus stops, or at school functions.

Misconduct shall be regarded as: actions which interfere with the operation of any school, endangering the health and safety of any person, infringing on the rights of others, causing disruption of educational programs or discipline, causing loss or destruction of facilities and actions which are otherwise in violation of laws, school district policies and regulations, and school or classroom rules.

Acts of misconduct in any of the following categories will result in disciplinary, corrective and/or legal action against a student. Police assistance will be called for as needed in serious matters. Many acts listed are violations of state law and county ordinance as well as school district regulations, yet a student may be found guilty of a school rule and not necessarily of a state or county ordinance.

Police and Arrests: The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. Except as required: by law, the School District retains discretion to report crimes/events, including, but not limited to the following, to local law enforcement:

- Armed student or hostage or suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on School District property.

DRESS CODE

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

EMERGENCY PROCEDURES

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

FIELD TRIPS

Field trips are defined as anytime a staff member, for the purposes of extending students' educational experience, takes students from school property. During the school year, staff will organize learning opportunities that take place away from the main Woodworth campus. These field trips are planned to support and extend the learning experiences of all students. Parents will receive notification of these excursions through class newsletters, school newsletters and/or specific information from teachers. If the class takes a bus to their destination, all students must ride the bus to field trips, as this is considered a mobile classroom.

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

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

HAZING

The District shall not tolerate any hazing of students and prohibits hazing at all times.

Definition: Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

HOMEWORK POLICY

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

Additionally, students may have special projects/assignments, for example, book reports, unfinished classroom work, family projects, etc. to be completed at home with your assistance.

LOST AND FOUND

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

MEDICAL CARE & PROCEDURAL INFORMATION

Accident Care: Students, teachers, and supervisors are asked to report all school and playground accidents to the office. When necessary, an accident report is filled out. Minor injuries such as scraped knees and cuts will be handled by our caring and capable office staff. If an injury may require additional attention or is a cause for potential concern, our staff will contact the child's parent/guardian.

Infectious Disease: Any child who has an infectious disease should stay home until the communicable stage of the disease has passed. This will help prevent the spread of the disease. Parents should consult their health professional for information regarding the communicable period of any/all contagious diseases. (Generally at least 24 hours)

Medical Procedures: Students are expected to consult the adult in charge (i.e. teacher, aide) in the event of illness or injury during the school day. No "over the counter" medications will be administered through the office. This includes acetaminophen and ibuprofen. Parents of students requiring the administration of prescription medications during the school day must send that medication to school in the original container, along with a doctor's notice regarding dosage and administration procedures. The parent must also complete the medication prescriber/parent authorization form before any prescription or over the counter Rx will be administered.

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

Prescription medications:

1. File a completed and signed medication form in the Main Office.
2. Medication must be in its original container with the prescription label, which includes the child's name, name of the drug, dosage instructions, doctor's name, and the prescription and expiration dates.

3. Medication must be taken in the presence of authorized school personnel who will record the event.

Non-prescription medications:

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

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

IMMUNIZATION POLICY: State law prohibits a school from admitting new entrants to school without a record of the appropriate immunizations. Parents can get a waiver from the Ingham County Health Department if immunization is against religious or personal beliefs. Children who have not completed the required immunizations and do not have a waiver from the ICHD on file, will be excluded from school until requirements are met.

NON-DISCRIMINATION & EQUAL OPPORTUNITY

Leslie Public School does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities [Board Policy 3122].

PARENTAL INVOLVEMENT

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

To become a volunteer, parents must fill out and submit a volunteer consent form, along with a copy of their driver's license to the district office. Volunteers must also sign in at the office. Volunteers should prearrange their time with the teacher and/or the building principal. They are also expected to abide by district policies, including confidentiality and safety procedures while volunteering at Woodworth Elementary.

P.T.O (PARENT TEACHER ORGANIZATION)

The Woodworth Parent Teacher Organization is made up of parents who have children in the elementary school and teachers. The organization's main objective is to promote the welfare of the students in our school. This is an organization of parents and teachers who meet several times throughout the school year. The P.T.O. sponsors assist teachers and staff, raise funds for supplemental educational materials and experiences, support school and family social interactions, and provide a non-biased forum for sharing information on issues that impact our children. The P.T.O. is always seeking additional volunteers to support the organization and its mission.

PERSONAL PROPERTY

The school is not responsible for valuable personal belongings brought to school. Nor is the school responsible for the damage or theft of such items. Therefore, we encourage students to leave items of value at home. Although we stress the importance of respect for other people and their property, we do not have adequate secure areas or supervision to monitor such items at all times. These items may be acceptable on the bus or while walking to school, but once students arrive at Woodworth, we expect students to store them in their backpack for the entire day. If administration, teachers or staff discover students have any restricted items during the day without permission, they will be confiscated and only released to parents/guardians.

PICTURES

A professional photographer will take all students' photographs in the fall. These photographs are used for the school's permanent record, as well as in the school memory book. Parents are given an opportunity to purchase various quantities and sizes of these photos for their personal use and records. Typically, the photo packages arrive four to six weeks after the photo session. Often a spring photograph session is offered for families who would like the opportunity.

RECESS

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Children are expected to participate in recess activities. Adequate and appropriate clothing should be worn. Coats, boots, hats, and gloves are mandatory during winter months. If the temperature and/or wind chill is determined to be dangerously low, children will remain inside the school building for recess. Please talk with your child about dressing appropriately for Michigan's unpredictable weather. Children will be required to wear a jacket with long sleeves for the entire recess until the actual temperature reaches 45 degrees or higher. At this temperature, some children who are very active may take off their coats if they are wearing appropriate clothing for the weather.

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

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

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

Students will:

1. Wear clothing and footwear appropriate for the weather.
2. Stay in full view of the playground supervisors.
3. Respect fellow schoolmates.
4. Respect playground equipment and property.
5. Respect schoolmates' property.

6. Play safely and act in ways that do not endanger others.
7. Walk to classrooms quietly at the end of recess.

Prohibited behaviors:

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

SALES IN SCHOOL

Students are not permitted to sell any items in school except as a member of an approved school group and only if approved by administration.

SEARCH AND SEIZURE- Leslie Public Schools

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Leslie Public Schools. Students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant, including the use of canine search teams.

SIGNS AND POSTERS

Signs and posters will be permitted in appropriate designated areas of the building after approval from the principal. Any material handed out by students or displayed on school grounds must be approved by the principal before it may be distributed or displayed to other students.

UNAUTHORIZED ENTRANCE TO SCHOOL BUILDING

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

USE OF SCHOOL FACILITIES

Student groups who desire to use school facilities must have a faculty sponsor in charge. Groups sponsoring activities will obtain an activity permit from the Principal's office stating their obligations, committees and sponsors. Outside groups must also apply for permission through the facilities use page.

VISITORS and OTHER CHILDREN

Students who do not attend Woodworth Elementary may not visit our school during regular school hours. Parents are always welcome at Woodworth Elementary after signing in at the office upon their arrival.

WITHDRAWAL FROM SCHOOL (DISTRICT)

The procedure for withdrawal from Woodworth Elementary is as follows:

1. Parents should furnish the office with a note authorizing the withdrawal. If possible, the note should include the name and address of the school in which the student will be enrolling.
2. Student records will be sent to the new school upon receipt of a Request for Records from the school.

*****Notification of Rights under FERPA for Elementary and Secondary School*****

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 eligible student of the decision and advise them of their right to a hearing regarding the 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 educational 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.

**LESLIE PUBLIC SCHOOLS
BOARD OF EDUCATION
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's, 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 of 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, 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 she/he 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 data, 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 given an equal opportunity to participate in co-curricular and extracurricular 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 to reasonable requests 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 the Superintendent.
- 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 the Superintendent (589-8200).

DISCRIMINATION GRIEVANCE PROCEDURES

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, 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, and
3. Provide the complainant one-week to react to the decision before it becomes final.

The complainant's responsibilities are to:

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.

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 Coordinator:

Superintendent 4141 Hull Rd., Leslie, MI 49251

Title IX Coordinator:

Superintendent 4141 Hull Rd., Leslie, MI 49251

Section 504 Coordinator:

Superintendent 4141 Hull Rd., 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 the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the district's Title IX Coordinator, Superintendent (589-8200).

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.

AGE OF MAJORITY

It is imperative that the student who reaches this status recognizes that with age of majority legislation the schools are given the right to set up reasonable rules regarding their operation. The Michigan Legislature, recognizing the possibility of conflict between 18 year olds who are still in attendance at a school and the school policy of operation spelled out the school's rights explicitly in the Michigan School Law, Sec.340.614 MSA 15.3614, stating "it can be stated unequivocally that rules may be made by the state, local boards of education, teachers and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regard to surrounding circumstances. "These rules may be relative to anything necessary for the proper establishment, maintenance, management and carrying on of the public schools of each district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by school board policies, which have been officially adopted and published.

An 18-year-old student's responsibility to the school does not change upon reaching the age of majority. Leslie High School has regulations regarding attendance and discipline and all students, regardless of age, are expected to follow these rules. The Leslie Board of Education has received these rules, found them reasonable, and has declared them to be school policy.

It is reasonable to expect students to be in all assigned classes and activities unless excused.

The administration realizes that students have various illnesses and doctor appointments throughout the year. However, it is the student's responsibility to keep those days of absences and appointments within the limits determined by the Board of Education.

If a student is in attendance at school and finds it necessary to leave for any reason they must, first, check with the office. This applies to all students. The administration will make the final determination on whether or not to excuse a student. If a pattern develops where an 18 year old is ill at certain hours or has frequent doctor appointments, it may be necessary to investigate these irregularities.

It is important that all students realize they are responsible to the school for any and all reasonable rules or policies as defined by the Leslie Board of Education. Students who desire to exercise their age of majority rights under this section must complete an Age of Majority Form, located in the Attendance Office.

HOMELESS INFORMATION

Your children may be eligible for certain rights and protections under the Federal McKinney-Vento Act. Homeless children and youth are defined as individuals who lack a fixed, regular and adequate nighttime residence. Does your family live in a homeless shelter, motel, campground, car, abandoned building or doubled up with other people due to loss of housing? If so, your children may have the right to:

- Receive a free, appropriate public education to which they are entitled;
- Be enrolled in school immediately, even if lacking documents normally required for enrollment;
- Be enrolled in school and attend classes while the school gathers needed documentation;
- Enroll in the local school near where you are currently living; or continue attending your school of origin (the school attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible. If the school district believes that the school you select is not in the best interest of your child, then the district must provide you with a written explanation of its position and offer you the opportunity to appeal its decision;
- Receive transportation to and from the school of origin, if you request this;
- Receive free lunch and breakfast;
- Receive educational services comparable to those provided to all other students, according to your child's need.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such a decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

If you believe your children may be eligible for these benefits, contact the homeless liaison for more information.

Joan Beachey, Homeless Liaison
 (517) 589-8200 ext. 101