

Wolverine Elementary School Parent-Student Handbook!



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Last Updated-2022

Wolverine Elementary Schools

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TABLE OF CONTENTS

INTRODUCTION

Forward	Pages 8-11
Letter from the Principal	
Mission Statement	
Equal Education Opportunity	
Civil Rights	
Americans with Disabilities Act - Section 504	
Expectations	
Parent Involvement	
Non-Discrimination	
Limited English Proficiency	
Student Well-Being	

PROCEDURES

School Day and Lunch Times	Pages 12-20
Entrance Ages	
Registration for New Students	
Birth Certificate	
District of Residence and Proof of Residency	
Immunization and Vision/Hearing Screenings	
Attendance	
Early Pickup	
Student Sign In/Out	
Alternate Transportation	

GENERAL INFORMATION

Special Education	Pages 20-27
Student Records	
Student Fees, Fines and Charges	
Student Valuables	
Emergency Closings and Delays	
Visitors	
Lost and Found	
Dress and Grooming	
Lockers	

Bicycles
Safety Concerns
Sidewalks
Playground
Gum, Candy, Pop, Foodstuffs
Meal Service
Birthdays/Holidays

ACADEMIC

Use of the Library Pages 28-30
Field Trips
Teacher Volunteer Activity
Grades & Grading Periods
Make Up Work
Computer Technology and Networks

HEALTH AND SAFETY

Injury and Illness Pages 31-35
Emergency Medical Authorization
Use of Medications
Casual Contact Communicable Diseases and Pests
Non-Casual Contact Communicable Diseases
Fire and Tornado Drills
Homeland Security/Keeping our Children Safe at WCS

STUDENT CONDUCT

Student Right of Expression Pages 36-44
Use of Breath-Test Instruments
Tobacco/Vaping
Weapons and Explosives
Use of an object as a Weapon
Purposely Setting a Fire
Physically Assaulting a Staff Member/Student/Person Associated with the District
Verbally Threatening a Staff Member/Student/Person Associated with the District
Extortion
Gambling
Falsification of School Work, Identification and Forgery
False Alarms and False Reports
Fireworks
Trespassing/Unauthorized use of School or Private Property
Theft
Insubordination/Gross Disrespect
Vandalism

Abiding or Abetting Violations of School Rules
Possession of Electronic Equipment
Violation of Individual School/Classroom Rules
Disruption of Educational Process
Trading Cards
Harassment
Bullying
Hazing
Profanity
Communication Devices
Gangs
Care of Property

DISCIPLINE

Discipline
Teacher Initiated Suspensions
Criminal Acts
Refusing to Accept Discipline
Informal Discipline
Formal Discipline
Due Process Rights
Search and Seizure
Discipline of Students with Disabilities

Pages 45-48

TRANSPORTATION

Bus Transportation to School
Bus Conduct
Videotapes on School Buses
Penalties for Infraction

Pages 49-51

INTRODUCTION

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. The handbook is available on the school website. Paper copies are available upon request. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, please contact the building Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

LETTER FROM THE PRINCIPAL

Parents/Guardians,

Welcome to Wolverine Elementary School. Together, teachers, students, and parents/guardians make a strong Wolverine family. We appreciate your support as your child enters the classroom, learns, and grows through the year. Let's all commit to have a good school year, setting everyone, students, as well as teachers, up for success.

Wolverine Elementary School understands how important your child's education is to their future success. Our focus is first on meeting the individual needs of your child so they are ready to learn. After those needs are met our dedicated and caring staff adheres strictly to curriculum standards to ensure your child receives the highest quality education. Our 'A' grade on AYP (Adequate Yearly Progress) this past year is evidence of that fact.

The State of Michigan enforces legislation to help students and staff remain safe in the school environment. For this reason, safety legislation is incorporated into school policy and is reflected in this handbook. Students and parents are responsible for knowing and following the rules of appropriate behavior at school, on the school bus and at school events. It is important for students and parents to review this handbook so that the teaching and learning environment at Wolverine Elementary School remains safe, positive and productive. Students and parents should familiarize themselves with the content of this handbook at the start of the school year and complete and return the required forms and signature page located at the end of the handbook. Although the handbook does not detail every school policy and procedure, it does serve as your guide to assisting school personnel in the effective operation of our school.

As the administrator of our elementary school listening to your input is priceless to me. Please feel free to contact me anytime with your questions, thoughts, or concerns. They are very

important and will be treated as such. My duty is to guide our staff and your children on a valuable educational journey through our school,

Sincerely,

Heather Olds, Elementary Principal

MISSION STATEMENT

We believe all children can learn and become literate individuals, healthy and fit people, responsible family members, productive workers, involved citizens, and self-directed lifelong learners.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer at 231-525-8201. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

CIVIL RIGHTS

If any person believes that the Wolverine Community Schools or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and/or (5) The American with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

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

EXPECTATIONS

The elementary student motto is “Be A Cat”. To “Be a Cat”, students are expected to memorize and adhere to the following principles:

- Be Safe
- Be Responsible
- Be Respectful
- Be Ready to Learn

PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Parents/guardians should be meaningfully and cooperatively involved in helping their child achieve the learning objectives that lead to accomplishing learning outcomes, and providing a school and home environment which encourages learning and augments the learning experiences provided by the school.

The school encourages parent/guardian volunteerism at school and school functions; involvement in conferences, meetings and other functions; and continuous two-way communication between home and school. To help facilitate these goals, the school will regularly inform parents/guardians of their child's progress, behavior, extra and co-curricular activities, conferences, and other opportunities through newsletters, progress reports, report cards, annual reports, the District Website (www.wolverineschools.org) and other means.

The Board encourages parents/guardians to support their child's career in school by attending, volunteering and participating in school functions, conferences and meetings; requiring their child to observe school rules, including supporting the school in maintaining discipline and a safe and orderly learning environment and in enforcing school rules and consequences; sending their child to school with proper attention to health, cleanliness and dress; maintaining an active interest in their child's daily work, including attention to their child's study habits and completion of daily homework; and reading, signing and returning all communications from/to school as applicable.

The basic belief system incorporated in our school is that all students should feel safe and be able to learn. Adults in the district, hired by the school board, run the school - the children do not run the school. Whenever a student or a group of students keep others from learning or make an unsafe condition for others due to their actions, they will be removed from the activity, bus or classroom. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

NON-DISCRIMINATION

The board of education will comply with all local, State and Federal laws and regulations prohibiting discrimination. No person, on the basis of race, color, religion, national origin, age, sex, or handicap shall be discriminated against, excluded from participation in, or be denied benefits of any program for which the board of education is responsible.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building Principal for further information.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office:

PROCEDURES

SCHOOL DAY AND LUNCH TIMES

Classes begin at 8:00 a.m. and end at 2:50 p.m. Breakfast will be available at 7:40 a.m.

Classroom lunch periods are scheduled between 11:20 and 12:30.

Classes begin at 8:05am and end at 2:50pm. Bus riders will be allowed into the building at 7:40 a.m., walkers and car riders will be allowed into the building at 7:45am.

Students are to proceed directly to their lockers to deposit their belongings and then directly to their assigned breakfast location. Loitering in the hallways will not be allowed. Breakfast is available from 7:45-8:00 a.m.

Dismissal begins at 2:45 p.m.

Due to social distancing requirements, car riders will NOT be permitted to use one central dropoff/pickup location and separate car loads of children cannot be dropped off at the same time. Dropoff and Pickup will change in that specific locations will be assigned to each grade. Car drivers should be prepared to wait in line and only allow the student to exit the vehicle once you have moved up to the sidewalk. Dismissal will be the reverse of this where the student will only be dismissed when the parent/guardian's car pulls up to the sidewalk.

Dropoff/Pickup Locations:

- Kindergarten - main entrance
- First/Second/Third - Marsha St. at the south entrance
- Fourth/Fifth - Sholes St. at the west entrance

ENTRANCE AGES

Each child entering Kindergarten must be five years of age on or before September 1st of each year. All kindergarten registrant's ages must be certified by a legal birth certificate at the time of registration.

Waiver

According to Michigan law (MCL 380.1147), if a child residing in a district is not five years of age on or before September 1, 2020, but will turn five years of age not later than December 1, 2020, a parent or legal guardian may choose to enroll the child in kindergarten for the 2020-2021 school year if the parent or legal guardian notified the school district in writing of the intent to enroll the child in kindergarten. The Kindergarten Enrollment Waiver Request 2020-2021 School Year form is available from the elementary office upon request.

REGISTRATION FOR NEW STUDENTS

Students are expected to enroll in the attendance district in which they live unless enrolling under school of choice provisions or enrolling and paying tuition.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Non-public and home-schooled students may enroll on a part-time basis in any non-core-curriculum course. Core curriculum courses ineligible to non-public and home-schooled students include courses in mathematics, reading, english, social studies, science, writing, the Constitution of the United States, the Constitution of the State of Michigan, and the history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan.

Registration Documentation

Students that are new to Wolverine Community Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- Birth certificate,
- Custody papers from a court (if appropriate),
- Proof of residency (drivers licence, passport/visa, car registration, deed, utility bill, etc)
- Proof of immunizations

An enrollment packet will also be required to be filled out (documents can also be found in Appendix C). This enrollment packet includes:

- Student Registration Form
- Records Request (for transfer students)
- Household Information Survey
- Proof of Residency Form
- Consent for Disclosure to Health Department
- Signature Page
- Student/Parent/Teacher Compact
- Emergency Medical Authorization Permit
- Student Network & Internet Acceptable Use and Safety Form
- School Transportation Contract
- End of Day Dismissal
- Early Release & Emergency Phone Numbers

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling on or after the first day of school are subject to a 48 hour administrative hold before starting classes.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

BIRTH CERTIFICATES

Section 1135 of the Revised School Code (MCL 380.1135) requires upon enrollment of a student for the first time in a local school district, public school academy, or intermediate school district, the school shall notify in writing the person enrolling the student that within 30 days he or she shall provide to the them either of the following: A copy of the student's birth certificate or other reliable proof, as determined by the local school district, public school academy, or intermediate school district, of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate.

Examples of “other reliable proof” that may be accepted are: baptismal certificate indicating date and place of birth; court records; county, military, or immigration records; doctor or hospital records with sworn statements; certain family records; life insurance policy; or a sworn notarized statement from a parent or guardian.

If a person enrolling a student fails to provide the birth certificate or other approved document, the school shall notify the person enrolling the student in writing that, unless he or she complies within 30 days after the notification, the case must be referred to the local law enforcement agency for investigation. If the person enrolling the student fails to comply within that 30-day period, the school shall notify the local law enforcement agency.

The school must also immediately report to the local law enforcement agency any affidavit received under this section that appears inaccurate or suspicious in form or content. A district must never deny enrollment or expel a pupil simply because the person enrolling the child did not provide a birth certificate.

DISTRICT OF RESIDENCE AND PROOF OF RESIDENCY

District of Residence

Sections 1148 and 1603 of the Revised School Code (MCL 380.1148, MCL 380.1148a and MCL 388.1603) define the “district of residence” as the district in which a student’s custodial parent or parents or legal guardian resides. If a student’s parent or legal guardian resides in different districts, either district may enroll the student as a resident, regardless of which parent or legal guardian has custody. If a child resides in a licensed home in which he or she was placed by court order or by a child placing agency, the child is considered a resident of the district where the home in which the child is living is located. This is also true in the case where a child’s parent or legal guardian is unable to provide a suitable home for the child and the child is placed with a relative for the purpose of providing a suitable home.

Proof of Residency

The school district requires verification that a student meets the requirements for being considered a resident of the school district. Proof of residency may include: rent receipts, mortgage payment receipts, utility bills, property tax bills, voter registration, and driver’s license address, or a letter in cases where a student is placed with a relative for the purpose of providing the student with a suitable home.

IMMUNIZATIONS AND VISION/HEARING SCREENINGS

Public Health Code Act 368 of 1978, Section 9208, requires that each student possess a certificate of immunization at the time of registration (or no later than the first day of school) for entry into kindergarten, 7th grade, or into a new school district involving grades 1-12.

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

Immunization Requirements

Unless the school is given a waiver, students must meet the following requirements:

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

- Polio Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Measles/Mumps/Rubella (MMR) Two (2) doses of MMR vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Hep B Three (3) doses of any appropriate Hepatitis B vaccine
- Varicella (Chickenpox Vaccine) 2 doses Varicella vaccine if the child has not had chickenpox

Effective January 1, 2010, all children 11-18 years of age who are changing school districts or who are enrolled in 7th grade are required to have 1 dose of meningococcal (MCV4 or MPSV4) vaccine. Additionally, they are required to have 1 dose of Tdap vaccine if 5 years have passed since the last dose of DTP, TD or DT.

Vision Screenings Requirements

Public Health Code Act 368 of 1978, Section 9307 states that “a parent, guardian, or person in loco parentis applying to have a child registered for the first time in a kindergarten or first grade in a school in this state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of hearing and vision testing or screening or statements of exception under Section 9311”.

The Revised School Code (Act 451 of 1976, section 380.1177) requires that parents of children entering kindergarten present a statement to school officials confirming that they have received the Michigan Department of Health and Human Services Vision Screening OR a statement, signed by a licensed eye care practitioner (optometrist or ophthalmologist) or medical/osteopathic physician, indicating that a child’s eyes have been examined at least once after age three and before initial school entry may also be presented.

Each kindergarten student should have the vision screening required by law. If a student does not have the necessary screening, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the office. The opportunity to have your students vision screened, for free, by the health department will be available for those students who participate in Kindergarten roundup. Date and times will be provided at that time.

Scheduled Screenings

Vision tests are given each year for children in kindergarten, first, third and fifth grades. Hearing tests are given each year for children in kindergarten, second, and fourth grades.

ATTENDANCE

State law required school attendance until the age of sixteen. The Michigan School Code requires that student attendance at school be "continuous and consecutive." The code also indicates that absences are permissible only with "valid excuses". There are two aspects to attendance - presence and promptness. Both are very important. A student's attendance record is a measure of his/her maturity, of reliability, or respect for procedures and regulations. Developing and maintaining a good attendance record in the early years builds a good foundation for reliability as an adult.

Much of the learning in any class occurs as a result of being involved in the varied learning experiences provided during the time the class is in session. Much of what is learned during that time cannot be measured by tests or educational grades. Absences and tardiness deprive the student of many educational grades and benefits.

Types of Absences:

Excused absences are legitimate reasons for a student to not be in school and can be documented. Examples include, but are not limited to, the following:

- Student illness/injury with doctor's note
- Medical appointment
- Funeral/death of an immediate family member
- Court appearance
- Celebration of a bona fide religious holiday
- Extreme family emergencies
- *Prearranged family vacation
- Single day lice treatment
- Other reasons approved by the building's administrator

*Parents are encouraged not to take their child out of school for vacations. With proper notification, absences due to vacations will be considered excused. Proper notification, in the form of an Elementary Student Extended Leave Form, must be submitted in advance to the elementary Principal.

Unexcused absences are missing any part of the school day without a legitimate reason. Examples of unexcused absences include, but are not limited to, the following:

- The office NOT receiving a call or being provided a note within 24 hours of the absence
- Transportation problems
- Missing the bus
- Oversleeping
- Bad weather
- Vacations
- Babysitting
- Caring for relatives

- Willful truancy
- Missing school sponsored activity, such as a field trip
- Skipping class periods

Tardiness is not being physically in the classroom when the class day begins. Students must arrive within 10 minutes of the start of the scheduled school day to be considered tardy. Students arriving after 10 minutes, will be considered absent.

Definition of Excused Absences

Verified Absence: Parent or legal guardian provided a written document verifying the student was not at school with parental acknowledgement. A verified absence is typically one of the following but not limited to: doctors appointment or pre-arranged vacation

Excused Absence: Parent or legal guardian has called the office verifying the student was not at school with parental acknowledgement. An excused absence is typically, but not limited to, an illness verified by a parent with a phone call to the office.

Reporting An Absence

Anytime an absence occurs, a phone call must be made to the school **on** the morning of the absence to notify us whether the absence is a full day or partial day. A message may be left stating:

- the students name,
- grade,
- full or partial day absence,
- when the student is expected to return (if known)
- the reason for absence
- if a partial day absence - what time the student is expected to arrive at school

The school will also seek volunteers to confirm absences on the day of the absence.

Upon returning to school, a note or doctor's release must be given to the office to explain the student's absence from school.

Please notify the office in advance if your child is going to be absent for several days. Prior arrangements must be made for homework if a vacation is involved or there has been an extended illness.

Attendance Tracking

Attendance is taken daily and tracked to ensure that students are adhering to the attendance policy. After 5 absences during a marking period (12 weeks), parents will be notified that there is an attendance problem.

If a student has 10 or more absences during a marking period, that student and his parent may be

asked to explain his/her lack of attendance to a Board committee.

If a student misses 15 days of school in a marking period, external authorities such as the Cheboygan truant officer or Social Services will be given the student's records by the principal to investigate truancy.

EARLY PICKUP

Early pickup of students for various reasons is understandable and expected periodically throughout the school year. Students leaving school early must bring a written permission slip for the office signed by a parent or guardian that details:

- Student name
- Pickup time
- Adult retrieving the child
- Reason for early pickup

The office will inform the students' teacher of the early pickup. For security reasons, please do not just drop in unannounced to pick up your child. Additionally, phone calls are not a secure method of communication and we discourage parents from calling to make early pickup arrangements, unless there is an emergency.

Children are permitted to leave the school during school hours only when attended by an adult and when given permission from the office. The adult is required to sign the student out in the office.

STUDENT SIGN IN/OUT

A parent/guardian or designee must "sign in/out" a student from the office when the student is tardy or arrives late/leaves early due to an appointment or family emergency.

When a student will arrive late (not tardy), we ask that a phone call be made to the office informing us of an approximate arrival time. This information will be relayed to the teacher, there is no need for multiple phone calls.

In the event you need to pick up your child early, a signed written note is required that identifies the person picking up the child and a time for pick up. Unless it is an emergency, please do not come to pick up your child unannounced.

ALTERNATE TRANSPORTATION

Children who must leave school by a different means of transportation, must be picked up by someone else, or who go somewhere else other than their usual place after school, must bring a written permission note for the office signed by their parent/guardian that details:

- Student name

- Detailed alternate travel arrangements
 - Alternate type of transportation
 - If a car rider - who is picking them up and a description of the vehicle
 - If a bus rider - the name and address where they will be dropped off
 - If a walker - where they are going and with whom
- Reason for the transportation change

The office will inform the students' teacher of the transportation changes. For security reasons, phone calls are not a secure method of communication and we discourage parents from calling to make alternate transportation arrangements, unless there is an emergency. If an emergency arises, we ask that parents/guardians call before 1pm, to give all staff time to be informed and avoid confusion at dismissal.

Types of Recognized Emergencies

- No one will be available to pick up the student at their designated drop-off location
- Family emergency

GENERAL INFORMATION

SPECIAL EDUCATION

Wolverine Community Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the building principal

PARENT-SCHOOL COMMUNICATION

Parent-School communication is vital. Classroom communications are sent home daily/weekly via paper letters or email. Schoolwide communications will be sent via School Messenger or will be available on the school website.

If a problem arises with your child in school, please don't hesitate to call your child's teacher or the principal to discuss the problem. We are happy to work with parents in resolving problems, always taking into consideration the best interests of the children.

Documentation

Correct documentation is critical to insure the safety of your children. At the beginning of every school year a packet of information is sent home to be filled out and returned within the first week of school. This packet of information contains the following forms (which are also available in Appendix C)

- Student Registration Update
- Household Information Survey (Lunch Form)
- Signature Page
- Student/Parent/Teacher Compact
- Emergency Medical Authorization Permit
- Student Network & Internet Acceptable Use and Safety Form
- School Transportation Contract
- End of Day Dismissal
- Early Release & Emergency Phone Numbers
- Student Release from out of District Form - School of Choice (if applicable)
- The Backpack (optional)

- Pathways to Potential (optional)

We recognize that it seems redundant, however having these forms filled out entirely and signed, every year with a separate copy for each child attending school is important as information changes. Some documents are state mandated and are required to be updated and signed yearly.

Please keep your information current, especially contact information (cell/home phone numbers and email addresses), home address, emergency contacts with phone numbers or if you anticipate leaving the district.

MANDATED TESTING

At the elementary building, the M-Step Tests are given to students in the third through fifth grades.

STUDENT RECORDS

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records - directory information and confidential records.

The District shall not provide student "directory information" to anyone other than to the parents of the student or themselves if the student is an adult student. Directory information includes:

- The student's name
- the student's address
- the student's telephone number (unless it is unlisted)
- the student's date and place of birth
- the student's photograph
- the student's major field of study
- awards the student has received

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the District's curriculum, without prior written consent of the parents/guardian of the student, or the adult student, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning

- political affiliations or beliefs of the student or his/her family;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or,
- critical appraisals of other individuals with whom respondents have close family relationships;
- income, other than that required by law to determine eligibility for participation in a

program or for receiving financial assistance under such a program.

Consistent with PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building Principal.

Parents/guardians will be notified of the specific or approximate dates during the school year when the following activities are scheduled or expected to be schedule:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- the administration of any survey by a third party that contains one or more of the items described above.

The Family Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C. or www.ed.gov/offices/OM/fpco Informal inquiries may be sent to the Family Policy Compliance Office via email to FERPA@ED.Gov and PPRA@ED.GOV

STUDENT FEES, FINES AND CHARGES

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Failure to pay fines, fees or charges may result in the withholding of report cards and involvement in extracurricular activities.

STUDENT VALUABLES

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

EMERGENCY CLOSINGS AND DELAYS

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

7&4 News, 9&10 News, 106 KHQ, The Bear, and WTCM.

Notification will also be sent via School Messenger and added to Mrs. Olds's Principal Page on Facebook.

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

The State of Michigan recognizes 6 days (or equivalent hours) as forgivable days.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must enter the main entrance and immediately report to the office upon entering the school. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the Principal. Usually student visitors are discouraged from attending classes but given permission for lunch, recess and/or after-school activities.

LOST AND FOUND

The lost and found area is by the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

DRESS AND GROOMING

Proper and appropriate attire must be worn---taking into consideration the changing Michigan weather.

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they will be expected to either go home and change or arrange for appropriate clothing to be brought to them. They will remain in the office until the situation is remedied. If the situation cannot be remedied, the student will be suspended for the day.

The following specific dress code directives will be observed:

- Shoes will be worn at all times.
- Hats and caps will not be worn in school during school hours, except headgear required

to be worn for medical reasons or in observance of some religious activity or belief. Hats are to be hung in lockers at the beginning of the school day. Any student caught with a hat in a classroom or hallway will have their hat taken to the office for the remainder of the day. After the first offense, the hat will remain in the office for the remainder of the school year.

- Nothing advertising alcohol, tobacco, or other controlled substances or obscene and/or suggestive suggestions or slogans will be pictured, written, or inferred on any article of clothing worn at school.
- Coats or insulated shirt jackets that are baggy and designed as outdoor wear may not be worn or taken to class. They are to be hung in the student's locker.
- No bare midriffs, see-through garments, bare backs, halter tops, low-cut blouses or pants, thin strap clothing or cutoffs. Shorts may be worn as long as the length is appropriate. Shorts/skirts/dresses that do not extend the length of one's arms while standing will be deemed inappropriate in length and is not acceptable.
- Thin strap clothing must be at least the width of 2 fingers to be acceptable.
- Clothing deemed mutilated (i.e. with rips, tears, holes, etc.) will not be acceptable.
- No clothing or signs representing gang involvement will be worn or allowed at school.
- Chains (wallet, pocket, neck, etc.) will not be permitted to be worn at school.
- Clothing deemed by administration to be sleepwear will not be permitted to be worn at school.
- Persons will be required to conform to additional health and safety standards in specific departments, wearing appropriate attire for classes such as PE and Science Lab as the instructor dictates.
- Tennis shoes, with non marking soles, will be required for all students who attend PE classes. Students who are representing Wolverine Schools at an official function or public event may be required to follow specific dress requirements. (Usually, this applies to athletic teams, bands and other such groups).

LOCKERS

Students are assigned lockers early in the school year. DO NOT leave valuables in the lockers. Never change lockers without permission of the office. Students are allowed the use of one locker. If materials are found in lockers that have not been assigned to anyone, the materials will be removed. Only combination locks are approved for use and the combination must be provided to the office.

Lockers are the property of the school and are subject to locker inspection at certain intervals for health and safety purposes. Any student caught abusing a locker will be charged with the damage. Locker checks and locker clean outs will happen periodically.

BICYCLES

A bicycle rack is located at the front entrance of the school. When bicycles are ridden to school, they must be placed on the rack. Students are to ride only their own bike. The bikes may not be ridden at any time during the school day. They are allowed to be used only as a vehicle to come

to school in the morning and to leave school for home at the end of the day. The school is not responsible for the security of the student's bike.

SAFETY CONCERNS

Students cannot use roller blades, shoes with heel wheels, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas.

SIDEWALKS

The sidewalk system between the high school and elementary school is to be used by all students. When traveling to school in the morning and leaving at the end of the day students are expected to use the sidewalk. Students who choose to walk in the road may be subject to disciplinary action.

PLAYGROUND

Rules

Physical activity is a valuable part of every child's day. In order to insure that your child has a safe, enjoyable time on the playground, the following rules will be followed:

- Use the playground equipment appropriately
- Obey the playground supervisor at all times
- Treat other children and their toys with respect and consideration
- Get along with others - no fighting
- Protect the safety of others – no throwing snowballs, rocks, sticks, etc.
- Stay inside the fenced area and off the fences and trees.
- Help keep the playground clean. Place litter in the garbage.
- Play games that do not use body contact (even "pretend" games are not acceptable).
 - NO tackle football, red rover, wrestling, kickboxing, jump-ropes around the body, tag using pushing, pulling or grabbing, etc.)

Consequences

The consequences for breaking the playground rules are immediate and include:

1st offense - Warning

2nd offense - Stay by the wall for the rest of the recess and miss one recess the next day

If a student causes someone else to be badly hurt, (black eye, bite, headlock, twisted ankles, etc.), or refuses to listen or refuses to take the consequences, that student will be sent directly to the principal or designee, who may consider suspension from school. Suspensions must occur on school days.

During the school year, if situations warrant, these rules may need to be modified. We will make every effort to keep you, the parents, informed.

GUM, CANDY, POP, FOODSTUFFS

There is to be NO GUM, CANDY, POP, etc. in classrooms or hallways during the school day. The only exception is during classroom parties that have been approved by the administration. No pop or energy drinks are allowed on the school premises. This includes the cafeteria.. NO GUM IN ANY SCHOOL BUILDING.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students. Since September 2012, the school has participated in a program called Community Eligibility Provision (CEP). This allows us to offer breakfast and lunch at no cost to all students, regardless of income or economic status, enrolled in Wolverine Elementary School. To continue to offer the CEP program, we ask that all families complete the Household Information Survey and return it to the office within the first week of school.

Students may also bring their own lunch to school. All food is to be consumed in the lunchroom (unless another location is authorized by school administration).

While all students receive a free breakfast and lunch, guest students, staff and substitutes do not. Prices are subject to change and will be posted in the cafeteria.

Lunchroom Rules

- Form a single line in the elementary school foyer
- No cutting in line, saving places, running, pushing, etc. Violation of this rule will result in removal from the cafeteria and disciplinary action.
- Stay in your seats until you are finished eating. Then return your tray and throw away any garbage
- You may quietly visit with others at your table
- You are responsible for your own area. Wipe up your messes, pick up paper, etc. The floor is to be as clean as you found it.
- Food will not leave the lunchroom.
- There will be no horseplay of any sort in the lunchroom. It is your responsibility to behave in a socially correct manner at all times. Students who choose to behave inappropriately may lose the privilege of eating in the lunchroom, and disciplinary action will follow.

BIRTHDAYS/HOLIDAYS

Teachers welcome the celebration of birthdays and holidays. However, please check with the

classroom teacher before sending treats to school.

ACADEMIC

USE OF THE LIBRARY

Use of the Wolverine Community Library is a privilege for Wolverine Elementary School students. Failure to follow school rules will result in disciplinary action including loss of library privileges.

All students in grades K-5 will be using the library downtown. In order to access the library, they will walk down with a teacher or staff member approximately every two weeks. Whenever possible for kindergarteners and during inclement weather, busing will be used.

Students will check out books using a school library membership. Only one book can be checked out at a time. Books are expected to be returned on time and in the same condition as they were checked out. Failure to return or damage to a book will result in a fine that must be paid before the student can check out another book. The school is not responsible for lost or damaged books.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program, No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. A field trip permission slip for the current school year is included in this handbook and must be signed and returned to school if your child wishes to participate in field trips this year.

Chaperones

Staff carefully plan field trips for students in their classroom for enrichment or educational purposes. Parents are often welcome to attend these trips as chaperones, although transportation is not always provided.

Prior to parents attending, they must obtain permission from the classroom teacher (parents may be limited by number due to the cost for the trip or the number of chaperones already signed up) and they must complete, sign and return the Wolverine Community School Consent Form to Obtain Conviction Criminal History File Searches. Parents will not be able to chaperone until the results of the background check are returned to the school.

In some instances, when having additional persons will distract from the activity planned, field trip attendance by parents may be denied. Chaperones on field trips are required to assist with supervision of groups or classrooms. Chaperones are not allowed to smoke on field trips. Siblings are not permitted to attend field trips.

TEACHER VOLUNTEER ACTIVITY

When there is a special activity after school or on a weekend, students must be picked up in a timely manner as staff is dependent on babysitters, etc., for their own children. Please comply within time constraints given so that after-school activities continue for all.

If a parent or guardian repeatedly fails to pick up a child after a volunteer activity and is 20 minutes or more late, that child will be denied the next extracurricular activity of their class.

GRADES AND GRADING PERIODS

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the academic term. Students and parents should use this opportunity to consult with the teacher to see how the student may improve his/her academic performance.

MAKE UP WORK

Students who have missed school may make up their work. Parents may request that teachers prepare work for students who are absent by calling the school. Teachers will have 24 hours to prepare the work and turn it in to the office. In instances where students expect to be absent for an extended period of time due to prolonged illness, injury or vacation, work cannot be given for more than two (2) days in advance. Students are allowed one day per day of absence up to a maximum of five (5) days for completion of make-up work upon their return to school.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign a Computer Use Agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to terminations of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. The Computer Use Agreement is included with this Parent-Student Handbook.

HEALTH AND SAFETY

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. It is at the discretion of the office, based on the injury, to call and notify the parent/guardian.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form (available in Appendix C) completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program,

USE OF MEDICATIONS

Whether due to temporary circumstances or chronic conditions, students may be required to take medication during school hours. In an attempt to prevent unnecessary interruptions to student's class time, parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office.

Medication, prescription and over-the-counter, must be brought to the office by a parent/guardian unless other arrangements are made in advance or the medication is an emergency medication (such as an inhaler or Epipen). Medication may be transported by transportation personnel (bus driver and/or bus aide) at parental request, however this must be arranged in advance. All medications, whether prescribed or over-the-counter, may only be taken with adult supervision. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

The principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

Prescription Medication

A two to four (2-4) week supply of medication is recommended. Medication that is brought to the office will be properly secured. Emergency medications, such as inhalers and epipens, will be stored in the classroom or on the student's person for immediate use if necessary. Arrangements for emergency medication to be stored in the classroom, or on the students' person, must be made with both the principal and the student's teacher.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. Should a child be unable to do so, a parent or guardian can request in writing that a school official ensure the child takes the medication at the correct time.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Over-The-Counter (OTC) Medication

No staff member will be permitted to dispense, over-the-counter (OTC) medication to any student without consent of the parent. An OTC medication is one that is used without a prescription, such as tylenol, aspirin, claritin, vitamins, etc.

Over-the-counter medicine needs directions and written parental consent before use. OTC medications may not be carried on the student's person, with the exception of cough drops. All OTC medications must be securely stored in the school office.

CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the local and state health departments. Documented childhood illnesses such as those listed are automatically reported to the Cheboygan County Health Department.

Communicable diseases are to be reported to the school office as required by the Health

Department.

Lice

If you get lice, do not panic or feel embarrassed. Lots of people get lice. Lice are transferred from one person to another. They are transferred when you wear someone else's hat, when you use someone else's comb, when you sit with your head close to another person's head. It is easy to get lice. It is a little harder to get rid of them, but not impossible. Lice are host specific—you cannot catch lice from your pets.

To get rid of lice, do the following:

- Go to a doctor and get the prescription that he recommends. If you buy an over-the-counter brand, it will not be as strong. If you qualify for Medicaid, it will cover the shampoo and doctor's visit. Use the shampoo on your hair as directed. Comb out all of the nits or tiny eggs by using the special tiny toothed comb provided. It takes a long time to do this, but it can be done. Sometimes the nits turn white and become very loose on the hair shaft. That means the treatment has been effective. Repeat the treatment of hair as directed by the shampoo manufacturers.
- Wash your combs and brushes with the lice shampoo. Treat them at the same time as you repeat the treatment on your hair.
- Wash your hats and coats in hot soapy water.
- Wash your bedding, pillowcases, couch pillows, etc.
- It is recommended that everyone in the family use the shampoo when one person in the family has lice.

If you were asked by the school to treat for lice, someone from the school will check your head again upon your return to school. If you still have nits and lice, you will be asked to remove them from your hair before returning to school.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

If the same child has lice continuously, the Cheboygan Health Department has stated they will assist families in getting rid of the lice.

NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, with communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immuno-deficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

HOMELAND SECURITY/KEEPING OUR CHILDREN SAFE AT WCS

Plan

All schools in Michigan are expected to have a crisis management plan in place. We are also required to have two 'lockdown' practices every year with students.

We have worked with Homeland Security representatives, our fire department and law enforcement to complete plans for protecting our students and staff should a crisis situation develop. Our plan is complete and our staff trained in necessary procedures for 'lockdown'. We are ready to protect our children,

Crisis

It is an established fact that most crisis situations in schools are not from terrorists. The most common threat comes from current and former students, parents, and staff who may think that someone in the school (or in society) has wronged them and they need to react. Emotions overwhelm them and the situations may escalate until their behavior threatens the safety of students and staff. Such threats may be inside or outside the buildings.

Action

At the first sign of potential danger, our security plan will be activated. The security plan is multilayered, as not every danger requires the most extreme reaction. For obvious reasons, we will not publish the specifics of our security plans in this document, however the layers of the security plan include the following:

Secure Mode

All exterior doors and windows are locked. Students and staff will continue to hold classes and ~~the~~ move about the interior of the building as normal. No one will be allowed to go outside and all foot traffic between our school buildings will stop. Authorized personnel will be monitoring all entrances. Depending on the situation, parents may be able to pick up their children. If you wish to pick up a child while the school is in secure mode, a phone call to the office from the parking lot must be made. Do not approach the building.

Lockdown

All exterior doors and windows are locked and no one is allowed in or out. Students and staff take shelter in classrooms with doors locked, lights out and curtains drawn. They are not allowed to let anyone enter the room. Administration will work with law enforcement to resolve the crisis in a safe and thorough manner.

Should the building become unsafe for staff and students, in coordination with law enforcement, we will evacuate everyone to other locations. Once evacuations are completed, relevant information will be released to the media. This news release will include information on when and where you can pick up your child.

A Parent's Job During A Crisis

Trust

Trust that your children are safe and that we would do everything within our power to keep them safe. Trust that the authorities are doing their jobs and the staff is protecting our students until the crisis is over. Trust means staying away from the school no matter how badly you want to get your children and take them home safely. It is knowing that your presence at the school may increase the risk for everyone.

Understand

Understand that we take our role in a crisis seriously and that safety is our main goal. We do not have the capacity to call parents and inform them of events as they occur, We also need to keep the phone lines open for authorities to use. Understand that we are not choosing to keep parents in the dark. If the situation warrants, we may utilize the media to inform parents about alternate dismissal plans, lockdown situations, etc. If you are uneasy, you may call the Central Office at any time. Understand that, if we are in Complete Lockdown, we will not open the doors for anyone. That means you will not be able to pick up your children until the crisis is past or the lockdown has been changed. Understand that, as in any difficult situation, rumors will spread like wildfire. Consider carefully everything you hear and the source of that information. Keep an open mind and wait until the authorities provide accurate information before you decide what to believe.

STUDENT CONDUCT

STUDENT RIGHT OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material cannot be displayed if it

- is obscene to minors, libelous, indecent or vulgar
- advertises any product or service not permitted to minors by law
- intends to be insulting or harassing
- intends to incite fighting or presents a likelihood of disrupting school or a school event

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

USE OF BREATH-TEST INSTRUMENTS

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

PROHIBITED ITEMS AND ACTIONS

TOBACCO/VAPING

Smoking, vaping and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension.

A second violation will be processed through the Cheboygan County court system, which may result in a monetary fine.

In addition, where students are caught smoking in groups and an individual smoker cannot be determined; all students in the group may be subject to disciplinary action.

A weapon includes, but is not limited to, firearms and guns of any type whatsoever including air and gas-powered guns, whether loaded or unloaded, laser pointers, pellet guns, knives or club type implements, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if she/her brings onto or has in her/his possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three(3) inches long fastened to a handle
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

PURPOSELY SETTING A FIRE

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This violation will subject the student to expulsion.

PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Physical assault on a staff member, student, or other person associated with the District, which may or may not cause injury. Body contact between students or other actions with the potential to cause injury is prohibited. Headlocks, throwing snowballs or other objects, punching, slapping, kicking, tripping, pulling, pushing, "clotheslining", and any motion that jerks the head, neck or spine are specifically prohibited. Self-defense is allowable only as a means to get help. Students are not to take matters into their own hands. Supervising adults must be sought immediately if a student is attacked or threatened. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, for physical assault.

VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Verbal threats and verbal assault are both defined as "a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat; or making bomb or similar threats directed at a school building, property or school-related activity."

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault, as will profanity directed toward a staff member in a threatening tone. Verbal threats by a student against another student may result in suspension and expulsion. State law may require that a student be expelled from school for verbal assault.

EXTORTION

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law; Violations of this rule could result in suspension or expulsion,

GAMBLING

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in

suspension or expulsion.

FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the of first responders, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

FIREWORKS

Fireworks and chemical-reaction objects such as smoke bombs, small firecrackers and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

TRESPASSING/UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Although schools are public facilities, the law does allow the school to restrict access on school property. Certain areas of the school building and grounds are off-limits to students during the school day and at school activities. In addition, students and other unauthorized persons may not trespass onto school property at unauthorized times (e.g. non-participants at any practice, no school-sponsored activity, before and after regular school hours without school and parent/guardian permission.) If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the principal. Violations of this rule could result in suspension or expulsion.

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

The elementary school playground is available for use after school, during school breaks and summer vacation, HOWEVER use it at your own risk as the school is not liable for any injuries.

THEFT

When a student is caught stealing the schools or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion. It can also result in civil actions taken either by parents of the students involved or by school personnel on behalf of the taxpayers.

INSUBORDINATION/GROSS DISRESPECT

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

Insubordination or gross disrespect to school personnel can result in suspension or expulsion.

VANDALISM

Any item not purchased by an individual student for school use that has been purchased by the school system, such as books, desks, computers, lab equipment, and other equipment belonging to the school is the property of the taxpayers of the district. It is important that these items be respected by the students who are borrowing them to use for the year. All taxpayers pay for the new books, new bus seats, etc. that must be replaced when malicious acts occur. Any vandalism that occurs to school property must be paid for by the student. This includes ANY PROPERTY that belongs to the taxpayers of the Wolverine School District. This also includes textbook misuse and textbook graffiti. Students are issued books and are identified by the district as the users. Students are responsible for the books that have been issued. Condition of the book is documented by the student and teacher at the beginning of the school year and periodically throughout the year. If a book is damaged, the student will be billed for the damage.

If a student does not pay for the damage incurred, the following penalty will apply until restitution is made:

The student will not be allowed to participate in any extracurricular activities, either as a spectator or an active participant. These activities include any after-school hours' use of the gym. Any unpaid fines or penalties of a senior student could result in the loss of that student's right to march with his/her class on the date of graduation.

ABIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

POSSESSION OF ELECTRONIC EQUIPMENT

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, "boom boxes", portable TV's, beepers, pagers, electronic games or toys, laser pointer, mp3 or iPod devices and the like without the permission of the Principal. An exception will be made of daily bus riders and on field trips, where small game or music electronic devices will be permitted provided these items are off and put away during school hours. In all other cases, the property will be confiscated and disciplinary action will be taken.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." Taking or transmitting images or messages during any manner of testing is also prohibited, which will be considered cheating. A student improperly taking or transmitting images, or messages as described are subject to academic and/or disciplinary consequences.

Violations of this rule could result in suspension or expulsion. Furthermore, the School will not

be responsible for loss, theft, or damage to any permitted or unauthorized student equipment.

VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

DISRUPTION OF EDUCATIONAL PROCESS

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

TRADING CARDS

No trading cards allowed at school - (football, baseball, Pokeman, etc.)

HARASSMENT

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students and staff. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment and aggressive behavior are both defined as "inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being." This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, or any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

BULLYING

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and

those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying is defined as intimidation of other by acts, such as but not limited to:

- Threatened or actual physical harm;
- Unwelcome physical contact;
- Threatening or taunting verbal, written or electronic communications;
- Taking or extorting money or property;
- Damaging or destroying property;
- Blocking or impeding student movement.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building Principal or the Superintendent. Bullying could result in suspension or expulsion from school

HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing is defined as "performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, team, club or other organization that causes or creates a risk of causing mental, emotional, or physical harm." Hazing includes but is not limited to:

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain;
- intentional humiliation or embarrassment;
- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing private areas.

Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

PROFANITY

Students who engage in objectionable, profane, suggestive or demeaning language may be subject to disciplinary action that may include suspension.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal's office.

COMMUNICATION DEVICES

Use Of School Phones

Students may use the school telephones by permission only. Classroom telephones are not to be used by students for any reason. Except in an emergency, students will not be called to the office to receive a telephone call, nor will messages be delivered. At any time a student needs to make a phone call during the school day, they must ask permission at the Main Office and make the call in the office. The office reserves the right to refuse this privilege to any student who desires to make calls deemed unnecessary by office staff.

Use Of Personal Communication Devices

Students may not have cell phones, pagers, camera phones, iPods or text message devices with them at any time during the regular school day. Watches that can be used as communication devices will be evaluated on a student by student basis to determine if the student can be responsible enough to wear them in class. All personal communication devices that are brought to school must be left in the students locker, and may not be used during the school day, this includes lunch and recess. The first time a student is found to be using a personal communication device during the school day, the device will be confiscated, brought to the office for safekeeping and returned at the end of the school day. If the student continues to use the device during the school day, whether that day or another, the device will be confiscated, brought to the office for safekeeping and a parent/guardian will be required to come to the school to retrieve the device.

Personal communications devices are allowed at after-school and evening school functions.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiation, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited. This includes actions of groups of students toward individual students or groups of students as part of a private or secret "club."

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardian.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

DISCIPLINE

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. The Student Behavior Management Protocol is attached as Appendix D.

TEACHER “SNAP” SUSPENSIONS

In accordance with state law (MCL 380.1309), a teacher may suspend a student from a class, subject or activity for up to one full school day for certain conduct as specified in the Code of Conduct. In general, this conduct involves a student's behavior that is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn. The teacher shall immediately send the student to the Principal and specify the reason for the suspension. The teacher shall schedule a parent-teacher conference as soon as possible after the suspension, preferably the same day, to be held after school. The Principal may attend the conference upon request of the parent or teacher. The student shall not be returned to the class, subject or activity that school day without the consent of both the teacher and the Principal. The students shall be permitted to attend other classes taught by other teachers on the day of suspension.

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

REFUSING TO ACCEPT DISCIPLINE

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

INFORMAL DISCIPLINE

Informal discipline takes place with the school. It includes:

- writing assignments
- change of seating or location

- lunch-time and/or after-school detention
- in-school restriction
- restriction from special field trips and activities

FORMAL DISCIPLINE

Formal discipline removes the student from school for 1 to 10 days, depending on the severity of the student's actions.

DUE PROCESS RIGHTS

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

In-School Suspension

A student may be required to serve an in-school suspension in lieu of an out-of-school suspension at the discretion of the Principal. Assignment from the student's classes will be obtained and the student will be required to complete these assignments for credit during the time of in-school suspension. The in-school suspension supervisor may also require additional assignments to be completed during this time at his or her discretion. In the event a student is absent on a scheduled in-school suspension day, he or she will be required to serve the in-school suspension upon his or her return to school.

Suspension From School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator or designee will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. The student may receive either an in-school suspension or an out-of-school suspension at the discretion of the Principal. If a student is suspended, s/he and his/her parents will be notified in writing within one day, of the reason for and the length of the suspension.

An out-of-school suspension may be appealed, within two days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the students shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

Any student who is suspended for one or more days is also suspended from ALL extracurricular and co-curricular activities, such as athletic practice and games, field trips, dances, etc. during the time of school suspension. This applies to both in- and out-of-school suspension. Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is suspended, s/he may make up work missed while on suspension. The

Make-Up Work Policy described in the Attendance Policy will be in force.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

If a student is assigned a suspension and an unplanned closing of school occurs (i.e. snow day, etc.), that day of suspension must be made up when school reconvenes.

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

Expulsion From School

State law (MCL 380.1310-1311) mandates permanent expulsion or expulsion for up to 180 days for the following actions of students.

Permanent expulsion (regardless of grade):

- Possession of a dangerous weapon
- Arson
- Criminal sexual conduct

Permanent expulsion (6th grade and above):

- Physically assaulting a staff member or person associated with the district at school or on school grounds

Suspension up to 180 days (6th grade and above):

- Verbally assaulting or threatening a staff member, student or person associated with the district
- Physically assaulting another student
- Bomb threat or similar threat at a school building, other school property, or a school related event

Any of these actions may also result in charges being filed. These actions are also prohibited for students of any age prior to 6th grade. Disciplinary action of students less than 6th grade depends on the severity of the offense and is to be determined by school personnel.

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- The charge and related evidence;
- The time and place of the Board meeting;
- The length of the recommended expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians or counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction,

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the School Board during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed in writing to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Wolverine Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Only combination locks may be used in school.

No strip searches will be conducted by an employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than one and one-half miles from school. No school district is required to provide transportation. Bus riding is a privilege and convenience. Signed Bus Contracts must be returned to the office. The office will collect all the signed contracts and give them to the Transportation Director.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

Special transportation requests for birthday parties, etc. must be made in writing prior to the date of the event if bus transportation is expected. Permission may be granted if there is room on the bus.

For the safety of our students, except in an emergency, phone calls indicating bus transportation changes cannot be accepted.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (whether on the road or at school), each student shall:

- Be on time at the designated loading zone 5 minutes prior to the scheduled stop
- Walk to and from the bus stop facing traffic
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- conduct yourself with courtesy and consideration for others while waiting for the bus
- While waiting, DO NOT fight or bully other students, throw snowballs or other items at people or vehicles, destroy any property, trespass on private property, obstruct the road, or run after or slide behind a moving vehicle
- Wait until the bus is completely stopped before moving forward to enter

- Refrain from crossing a highway until the bus driver signals it is safe, then cross in front of the bus
- Go immediately to a seat and be seated
- Be considerate of smaller children who are riding the bus with you.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip, each student shall:

- Remain seated while the bus is in motion
- Keep head, hands, arms, and legs inside the bus at all times
- Not litter in the bus or throw anything from the bus
- Keep books, packages, coats, and all other objects out of the aisle
- Be courteous to the driver and to other bus riders
- Each student shall not eat or drink on the bus
- Not tamper with the bus or any of its equipment
- Not smoke or light any fires on the bus
- Not fight, push, or roughhouse with others while boarding or riding the bus
- No profanity, shouting, loud talking or whistling
- Each student may have radios, handheld games, iPods, etc. that can be used without sound and if they do not cause a problem on the bus (school is not responsible for lost, broken or stolen items). Any possession or use of an incendiary device such as lighter, matches, firecracker, etc. on a school bus is subject to automatic school bus expulsion for the rest of the school year.

leaving the bus, each student shall:

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal/social worker and may be used as evidence of the misbehavior. Videotape evidence is NOT required to substantiate misbehavior. Since these tapes are considered part of a student's records, they can be viewed only in accordance with Federal Law.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with

the Student Discipline Code and may be deprived of the privilege of riding on the bus. Any serious violation of these rules could result in automatic revocation of bus privileges.

1st Offense - Verbal Warning

2nd Offense - 1 day suspension off the bus

3rd Offense - 3 days suspension off the bus

4th Offense - 5 days suspension off the bus

5th Offense - 7 days suspension off the bus

6th offense - 10 days suspension off the bus

7th Offense - 20 days suspension off the bus

8th Offense- Suspension from bus privileges remainder of school year

In case of snow days, the bus suspension days will be extended to cover those days.

APPENDIX A

The Wolverine Community Schools yearly calendar is available on the school website.

APPENDIX B

Revised 7-29-13

Parent Involvement Plan for Wolverine Elementary School

Wolverine Elementary School's Parent Involvement Plan has been developed in compliance with state and federal requirements and in accordance with our district policy. This plan is incorporated into the Student Handbook which is provided for all students in the school.

We Believe...

Meaningful parent involvement in learning is vital for every student in order for them to succeed. Therefore, parents should be actively involved in

- Providing a home environment which encourages learning and supports the learning experiences provided by the school.
- Working together with teachers to identify, develop, and implement learning strategies that increase support for their child's learning in the school setting.
- Providing positive support for the school's programs and initiatives designed to best provide students with powerful learning experiences that lead to success in achieving learning outcomes.

Strategies

Improved Communication between Parents and the School

This Parent Involvement Plan includes the following goals and strategies for all students, including those involved in the School-wide Title / program:

1. The staff and administration of Wolverine Elementary School will continue to communicate regularly with parents via various and diverse means in order to fully inform parents concerning events with students, in classrooms, and those occurring throughout the school. All communications are provided for parents in language they can understand. These communications will include but are not limited to:

- A district-wide calendar that informs parents about school events, meetings, and activities.
- Student handbooks provided for each student at the beginning of the school year and to new students as they enter the district throughout the year. The handbooks contain calendars, procedures, academic information and behavior expectations for all students. Parents and students are asked to read them and to complete various informational pages (emergency contact information, technology use policy, field trip release, media release, etc) and return only those

signed pages to the school, keeping the handbook as a reference.

- An annual meeting to explain the school's obligation to and the parents' right to be involved with the development and implementation of the School-Wide Plan and the Title I Program. This meeting will also include information about the curriculum, assessments used, and proficiency levels expected of our students.
- Teachers provide parents with grade-level materials, student-parent activities, and teaching tips they may use to support their child's learning at home
- Monthly newsletters to provide information to parents about the school's events, special days, lunch menus, and notices that will better inform parents about the policies and practices of the school.
- Weekly classroom newsletters from the teachers will be sent in Monday Folders, which contain notes to parents, the student's completed work and tests from the previous week, and notices concerning other issues as they arise.
- Student progress reports or report cards will be provided to parents at the end of each trimester (three times during the year), detailing student performance and demonstrating student academic growth.
- Parent Teacher Conferences will be held twice each year, providing ample time for parents, teachers and students to meet on an individual basis to discuss that student's progress, assessment results, and goals for future learning,
- A Parent-Teacher-Student compact that describes the shared responsibilities for improving student achievement will be distributed to the parents at the beginning of each school year in the Student Handbook and will be discussed at the first Parent Teacher Conference.
- The staff will utilize telephone calls, emails, notes, traveling journals as needed in order to communicate on a timely basis with parents.
- Student portfolios will be used to provide students and parents with a broad view of student progress.
- Students will be encouraged to perform at various functions throughout the school year.
- Area media resources such as television, radio, and print media will be utilized to inform the public concerning student activities and accomplishments.

Increased Parent Involvement Opportunities

2. The administration and staff of Wolverine Elementary School will continue to build capacity for increased parent involvement in classrooms and on committees, it is vital that parents recognize their value to the school as supporters, collaborators, planners, and implementers of education programs and policies and that they feel welcome to embrace the opportunities available to them to become an integral part of the fabric of our school. Staff informs parents of opportunities to become involved and invites them to do so in an ongoing, consistent basis through sign-up sheets, invitations from teachers, phone calls, etc. We encourage parents to participate in school life in many ways;

- Staff and administrators encourage parents to serve as chaperones for class field trips and other school activities.
- Parents are invited to attend student presentations and performances, Open House, Family Nights, Orientations, etc.
- Parents are a part of our building-level school improvement team and will continue to be a part of our on-going school improvement meetings.
- Parent surveys are conducted periodically to identify our school's strengths and to provide guidance that helps us improve our programs and processes,
- Parents are valued members of our School-Wide/Title I Committee; they share in the responsibility of reviewing programs, curriculum and data, provide input in the evaluation process, and participate appropriately in the decision-making process and planning for the ensuing school year.
- Parents will be provided with opportunities to evaluate the Parent Involvement Plan on an annual basis, identifying issues that block greater parent involvement and devising strategies to address such issues in order to eliminate them and increase meaningful parent involvement.
- Parents are also encouraged to become active in PTO, which will assist students and teachers with special projects as well as classroom activities.
- Parents are encouraged to volunteer in classrooms and share in the learning process by assisting students with activities and lessons.

Training Opportunities for Teachers and Parents

Learning is a lifelong process, one in which all stakeholders reap multiple benefits. In order to strengthen learning experiences for students, Wolverine Elementary School provides the following opportunities for teachers and parents:

- Staff professional development opportunities include workshops on developing more effective teacher-parent communications and improving collaboration strategies in order to improve student learning
- Parents are invited to attend professional development/training sessions that provide opportunities for them to improve their understanding of curriculum and increase their knowledge of effective strategies to utilize with their children on academic endeavors.

Collaboration with Community

Wolverine Elementary School continues to support and house the local Head Start Program, which provides area 3-and-4 year old children with social skills and school readiness experiences. We encourage the parents of our pre-school children to interact with students and staff and to engage in activities that strengthen the bond between home and school for themselves and their children as they transition into the elementary grades.

In addition, area agencies collaborate with the school to provide valuable resources that serve the needs of our children and their parents. Some of these efforts include:

- Joy Fellowship Church Helping Hands collaborates with the school to provide support for families in need.
- Sturgeon Valley Fellowship FMC sponsors Kid's Hope, a mentoring program for students, for our elementary students They provide positive role models for students on a one-to-one basis. They also involve the parents in their activities.
- Other local organizations who provide help and hope for our children and their parents are the Lions Club of Wolverine, and the American Legion.
- Wolverine Community Library provides access to books, videos, and children's programs that encourage our students to develop an interest in and a love for reading. The library also provides a tutoring program for students in grades 1-8 once a week. Students are provided a healthy snack, support for concepts with which they struggle, homework help, and creative activities designed to develop thinking and learning skills using the mind-body connection.

APPENDIX C

The following forms and Signature Page are required to be filled out and returned by the Friday of the First week of school. These forms include, but are not limited to:

- Household Information Survey (Lunch Form)
- Signature Page
- Student/Parent/Teacher Compact
- Emergency Medical Authorization Permit
- Student Network & Internet Acceptable Use and Safety Form
- School Transportation Contract
- End of Day Dismissal
- Early Release & Emergency Phone Numbers
- Student Release from out of District Form (if applicable)
- A Use of Medications at School Permit (if applicable)
- The Backpack (optional)
- Pathways to Potential (optional)

A Use of Medications at School Permit must be completed for every student who will need to take medicines at school. A Household Information Survey must be completed by all families that are not directly certified for free lunches. Failure to properly execute the required forms and Signature Page may result in loss of eligibility for athletics and other school sponsored events.

APPENDIX D