

## **Waldron Elementary & Middle School Staff**

### **Superintendent's Office**

Mr. Neil Hufnagel, Superintendent  
Mrs. Teresa Pline, Business Manager  
Mrs. Cherie Anderson, Accounts Payable

### **Waldron Office, Counseling & Library**

Ms. Kriss Naumann, Principal  
Mr. Tom O'Rourke, Counselor  
Mrs. Annette Pohl, Librarian  
Mrs. Marcy Wieber, Secretary

### **Board Of Education**

Mr. Rick McCune, President  
Mr. Mike Fedewa, Vice President  
Mr. Dan Schmitt, Secretary  
Mr. Tim Becker, Treasurer  
Mr. Chris Conner, Trustee  
Mr. Roy Feldpausch, Trustee  
Mr. Jeff Thelen, Trustee

### **Elementary & Middle School Teachers**

Ms. Carol Blackwell  
Ms. Laura Blank  
Mrs. Bonnie Brown  
Mrs. Cheryl Dodd  
Mrs. Brenda Epkey  
Mr. Nathan Goerge  
Mrs. Linda Gruizenga  
Mrs. Sherry Hamilton

Mrs. Colleen Hoffman  
Mr. Neal Hoffman  
Mrs. Bethany Hughey  
Mrs. Kathy Jackson  
Ms. Jennifer Lowell  
Mrs. Terrie Pfund  
Mrs. Amy Pung  
Mrs. Patty Schmitt

Ms. Audrey Seymour  
Mr. Mike Spicer  
Mrs. Deanna Stark  
Mrs. Helen Stump  
Mrs. Kellie Thelen  
Mrs. Leann Schafer  
Mrs. Corey Werner

### **Support Staff**

Mrs. Ruth Armbrustmacher, Library Aide  
Mrs. Linda Halfmann, Food Service  
Mrs. Sarah Smith, Aide  
Mr. Jerry Klein, Night Custodian  
Mrs. Margie Curtis, Aide  
Mr. Stan Simon, Custodian  
Mrs. Brenda Miller, Aide  
Mrs. Joyce Pohl, Aide  
Mrs. Michelle Miller, Aide

### **Supervisors**

Mr. Mike Schmitt, Supervisor of Buildings/Grounds & Transportation  
Mrs. Sandy Greenhoe, Food Service

### **Bus Drivers**

Mrs. Kathy Feldpausch  
Mrs. Tricia Witgen  
Mrs. Gale Capling

Mrs. Janet Kohagen  
Mr. Frank Hufnagel

Mr. Dick Rehmann  
Mrs. Geraldine Dixon

## **FORWARD**

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. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any items in this handbook.

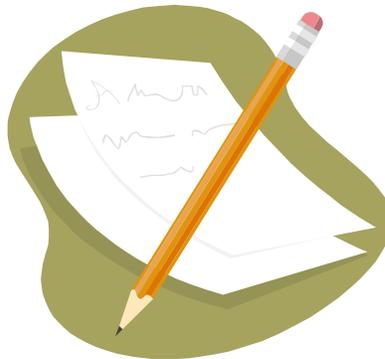
## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Fowler Public School 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 listed below.

Mr. Neil Hufnagel, Superintendent  
11214 W. Kent Street, P.O. Box 408  
Fowler, MI 48835  
(989) 593-2296

The complaint will be investigated and a response, in writing, will be given to the concerned person within five days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.



## **SECTION 1 – GENERAL INFORMATION**

**THE SCHOOL DAY** - The bell rings to start the school day at 8:00 a.m. Classes are dismissed for the day at 3:10 p.m.

### **BUT I WAS BY THE DOOR!**

**The first bell rings each day at 8:00 a.m. and students are admitted into their classrooms. A second bell rings at 8:05 a.m. The second bell is the tardy bell. Students who are not in their seats by 8:05 a.m. will be marked tardy to class.** Every three tardies will be equivalent to a one day absence which is outlined by the county-wide truancy guidelines. Students are encouraged to arrive **no earlier** than 7:50 a.m. On days that weather permits, students will wait outside until the first bell rings, otherwise, Kindergarten through Fourth grade students will sit quietly in the hallway near their classroom door. Students are not marked tardy when their bus is late.

### **LET'S DO LUNCH**

The conduct expected in the cafeteria would be the same as the conduct expected by parents if the student were to go out to a restaurant.

1. Students are to clean the table of food and paper before leaving the cafeteria.
2. All food must be eaten in the cafeteria.
3. Only the restrooms by the cafeteria may be used during the lunch hour.
4. After eating and cleaning up, the remaining lunchtime will be spent at recess.

<b>Grade</b>	<b>Lunchtime/Lunch Recess</b>
Kindergarten	None
1 <sup>st</sup> Grade	11:20-11:50
2 <sup>nd</sup> grade	11:25-11:55
3 <sup>rd</sup> grade	11:30-12:00
4 <sup>th</sup> grade	11:35-12:05
5 <sup>th</sup> -8 <sup>th</sup> grades	11:52-12:22

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students. A hot lunch includes a main entrée, a fruit, a vegetable and a container of milk. Milk can also be purchased separately for .40 cents each. Lunch prices are as follows:

Grades 1<sup>st</sup> - 6<sup>th</sup> = \$2.00

Grades 7<sup>th</sup> - 12<sup>th</sup> = \$2.25

Students may also bring their own lunch to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission. Applications for free or reduced-priced meal programs are distributed to students during the first week of school. An application can also be obtained by asking at the Waldron office.

### **RECESS**

Recess is held for elementary students (1<sup>st</sup> – 4<sup>th</sup> gr.) daily for 20 minutes in the morning. There is second recess after lunch as well. The students either ALL go outside or ALL stay inside, depending on the weather. Aides supervise students at this time. Fifth through eighth grade students are supervised by aides during lunch recess. In cases of extreme weather, students will be expected to go outdoors and should dress appropriately. Students with special passes will be permitted to work in the library, classrooms, or the computer room with adult supervision. It is expected that all students come dressed for outdoor recess each day, especially in the winter. Due to the large number of boots, hats, mittens, and coats, which are brought to school daily, it is recommended that all such articles be labeled with the student's complete name.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational

goals. Students are expected to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor.

### **STUDENT WELL-BEING**

Student safety is the 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, they 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.

### **I NEED AN ASPIRIN**

No medication of any kind can be dispensed by the office staff, unless you have a form signed by your parents. The medicine, in the prescription bottle, will be stored in the school office. **Students are not to carry medicine with them.**

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

1. 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.
2. All medications must be registered with the Principal's office.
3. All medication will be properly secured in the office.
4. A 2-4 week supply of medication is recommended.
5. Medication may not be set 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.
6. 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 the school year.
7. Parents shall instruct their child to take the medication at the scheduled time, and the child has the responsibility for presenting himself/herself on time and for taking the prescribed medication.
8. A log for each medication shall be maintained which will note the personnel giving the medication, the date, and the time of day.
9. No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student.

### **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 make every effort to contact parents and follow school guidelines for emergency procedures.

Students becoming ill during the school day should request permission from their teacher and then report to the school office. If there is a necessity to go home, the secretary will inform the parents and the student will be released from school. A predetermined adult must sign the student out, in the office, before taking them home or the student will be given an unexcused absence for classes missed.

### **CONTROL OF 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 at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

A person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure 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 evidence suggests exclusion. 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. All testing is subject to laws protecting confidentiality.

## IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. Without the fore mentioned 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. Shot records are assessed for all new students and again when students enter the 6<sup>th</sup> grade. This is mandated by the State.

### Immunization Requirements (unless given a waiver):

Diphtheria	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptance. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Tetanus	Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Pertussis	Four (4) doses of any appropriate pertussis vaccine. 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 pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Measles	Two (2) doses of live measles virus vaccine after 1 <sup>st</sup> birthday at least thirty (3) 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.
Rubella	Two (2) doses of live rubella virus vaccine after 1 <sup>st</sup> birthday at least thirty (3) 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.
Mumps	Two (2) doses of live mumps virus vaccine after 1 <sup>st</sup> birthday at least thirty (3) 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.
Hepatitis B	Effective 2000-2001, three (3) doses are required.
Varicella (Chickenpox)	One dose on or after 1 <sup>st</sup> birthday. Two doses if child received first dose after 13 <sup>th</sup> birthday.

## ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live. 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.

Students that are new to Waldron School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring the following: a birth certificate or similar document, custody papers from a court (if appropriate), proof of residency and proof of immunizations. 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 from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Waldron Elementary will assist in obtaining the transcripts, if not presented at the time of enrollment.

## TRANSFER OUT OF THE DISTRICT

To transfer a student from Waldron School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records will not be released if the transfer is not properly completed.

## WITHDRAWAL FROM SCHOOL

Students under the age of 18 will not be allowed to withdraw from school without the written consent of parents.

## SCHEDULING AND ASSIGNMENT

Elementary Level – The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions about the assignment should be discussed with the Principal

Middle School Level – Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Principal.

## **SPECIAL EDUCATION**

Waldron School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Special Education services are attained 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. Please call the school with any inquiries.

### **AMERICANS WITH DISABILITIES ACT – SECTION 504**

The Americans with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against on the basis of a disability.

### **STUDENT RECORDS**

Teachers, counselors, and administrative staff keep many student records. There are two basic kinds of records –directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless parents restrict the information, in writing to the Principal. Directory information includes: a student’s name, address, photograph, date and place of birth, major field of study, participation in activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, or scholarships.

Confidential Records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

1. Door-to-door sales will not be allowed unless we have written permission from a parent or guardian.
2. Fund-raisers are not to interfere with students participating in other activities or with schoolwork.
3. Students will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member unless approved by the Principal.
4. No student is to participate in fund-raising activities off school property, such as car washes, without proper supervision by approved staff or other adults.
5. All school sponsored fund-raisers or fund-raisers conducted on school property must be approved by the Principal.

### **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. I-Pods, Radios, CD players, and electronic games are not allowed in school.

### **ELECTRONIC COMMUNICATIONS DEVICES (Cell Phone, etc.)**

Students shall not use, or have in their possession on school ground any electronic communication device. Students who have extenuating or special circumstances (such as but not limited to family health related situations) may request permission from the building principal be in possession of an electronic communication device. Electronic communication devices are not to be used during class or instruction time or during passing times between classes unless specific permission has been granted by the building principal, all others will be confiscated by school personnel and given to the principal.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

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

## **LOCK DOWN, FIRE AND TORNADO DRILLS**

The school will conduct fire, tornado and lock down 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 correct safety procedures

## **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: WLNS-CHANNEL 6, WILX-CHANNEL 10, WJIM, WITL, WILS, WSJ-AM and WFMK. Do not call the bus drivers, teachers or administrators at these times. Help keep the lines clear for official calls. We will attempt to make decisions no later than 6:45 a.m. and call the radio stations as soon as possible after that. Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are always welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned to the Library by the assigned date.

## **STUDENT FEES, FINES AND CHARGES**

Waldron School may charge specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

A library book, magazine, or a textbook has no value if it is not available for student and/or staff use. Therefore, when an item is damaged beyond repair, or lost, a charge will be made to help cover replacement costs. Even receiving the original purchase price would not allow the school district to replace those items since the cost of replacement would always be higher than the original price. In the event that a book or magazine is lost, the following procedure will be followed:

- A. Books – Hardcover
  1. The original purchase price of the book will be charged, regardless of the condition of the book.  
The price will be determined by referring to the shelf list card or purchase order for that particular book.
  2. If the purchase price is not available, the following fees will be charged: NOTE: These fees will be revised annually.
    - 5 years old or less - \$20.00
    - 6-10 years old - \$15.00
    - 11 years or older - \$10.00
- B. Books – Paperback
  1. The replacement cost of the book will be charged. The price will be determined by referring to the shelf list card or purchase order for that particular book.
  2. If the purchase price is not available, a fee of \$3.00 will be charged for the paperbacks in the Easy Section of the Waldron Library, and a fee of \$5.00 will be charged for all other paperbacks.
- C. Magazines – The cover price of the magazine will be charged. That will be determined by checking another issue of the same magazine of the same year.

In the event that the lost book or magazine is found and returned after it has been paid for, the following procedure will be followed:

- A. Books – Hardcover & Paperbacks
  1. If the book has already been replaced, the fee paid will not be refunded. The individual may then keep the old book.
  2. If the book has not been replaced and is returned in usable condition, a full refund will be made.
- B. Magazines
  1. If a magazine is returned in usable condition, a full refund will be made.
  2. If a magazine is returned in unusable condition, no refund will be made.

In the event that a book or magazine is returned in a damaged condition, the following procedures will be followed:

- A. Books – Hard Cover & Paperbacks
  1. If the damage is such that our staff can repair it and the book becomes usable, a charge will be made at the discretion of the librarian.
  2. If the damage is such that a hard cover book needs to be rebound the cost of the rebinding will be charged
  3. If the damage is such that the book cannot be repaired, the purchase price of a new book will be charged.

Fees may be waived in situations where there is financial hardship.

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. Late fines can be avoided when students return borrowed materials promptly. Others may need these materials. Failure to pay fines fees or charges may result in the withholding of grades and credits.

### **LOST & FOUND**

The lost and found area is in 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 the last week in June.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violations of this may lead to disciplinary action.

### **TELEPHONE USE**

The office phones may be used only in case of emergencies, and an administrator or office personnel must grant permission. A forgotten lunch, lunch money, homework, or calling home to see if someone can spend the night, etc., are not considered emergencies. **The office telephones are for school business only.**

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

### **THE INDY 500**

PE teachers appreciate your attempts to stay in top racing form all year, but the halls are not the place to practice your running. Students running in the halls face the risk of getting hurt or being referred to the office.

1. Keep hallways open to traffic by walking to the left, (just like on the road). Do not block traffic by standing in groups.
2. Pass through hallways quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

### **FASHION STATEMENTS**

We take pride in our appearance at Waldron. While fashions change, 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.

The school does not allow tight garments, exposed midriff, or tank tops with straps narrower than 3 fingers (approximately 2 inches). Shorts are permitted, that have a minimum of fingertip length during the months of August, September, April, May, and June or at the discretion of the administrator. Students **will be sent outside** for physical education and recess and should dress

accordingly. Students will be expected to participate in gym and recess regardless of their choice of dress. Clothing with suggestive or derogatory pictures or phrases may not be worn. Advertising of alcohol, tobacco, or drugs is also prohibited. Hats are not permitted inside the building and shoes are to be worn at all times and places in the building except the locker rooms.

The school, as well as the student body, is judged by the appearance and behavior of each one of us. Students who are representing Waldron School at an official function or public event should use good taste and dress in a suitable manner for the occasion.

### **I HAVE THIS PROBLEM.... COUNSELING & GUIDANCE**

The counselor is available for everyone. Through the counseling relationship, the counselor will assist you in solving problems, help with your school program, talk to you about your plans, decisions, and the way you feel about yourself. Appointments with the counselor can be made by dropping a note in the mailbox, outside the counseling office. Waldron and the high school share a counselor. Parents should feel free to call if they have questions regarding their child.

### **I ONLY BROUGHT IT TO SHOW & NOW IT'S GONE!**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables should not be brought to school. The school may confiscate such items and return them to the student's parents.

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 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.

## **SECTION II – ACADEMICS**

### **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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Fieldtrips may be withheld from students who have discipline write-ups during that particular semester.

### **GRADES – ELEMENTARY**

Report cards are issued four times during the school year, approximately every nine weeks. These reports are designed to keep parents and students informed on their academic progress. Report Cards will be issued according to the following:

First marking period - cards will be issued to the students before conference time. Parents are being asked to bring the report card with them to the conference.

Second/Third marking period - cards will be issued to the student on the Wednesday following the end of the marking period.

Fourth/Final marking period – Teacher who have report card finished on the last day of school will send the cards home with the students, however this is not mandatory. Report cards that do not get sent home on the last day will be available for pick up in the office throughout the summer months. A hold will be placed on cards of students who owe for lost or damaged textbooks, library books, school equipment (such as gym locks), etc. until they have been returned, or fines and fees are paid. A hold may also be placed on cards of students who owe detention time.

### **GRADES – MIDDLE SCHOOL**

Parents of middle school students (grades 5 – 8) will have access to their child's grade progress via our on-line grading system. User names and passwords will be assigned at the start of the school year. The on-line grades can be accessed at anytime during the school year. This is a great tool to help keep you informed of your child's progress in each of their classes. Report cards will be sent home each quarter with the students. Final report cards can be picked up over the summer.

**NOTE:** It is important that all report cards envelopes be returned to school within one week of issue date. Failure to return the signed report card envelope could result in one or more lunch time detentions.

**GRADING SYSTEM**

**Progress Grading System (K – 4)**

- 3 Meets or exceeds expectations/standards
- 2 Making progress towards expectations/standards
- 1 Areas of concern, needs support & improvement
- X Items have not been evaluated at this time

**Grading Scale for Grades 3<sup>rd</sup> – 8<sup>th</sup>**

A = 95-100%	C- = 74 - 76%
A- = 92 - 94%	D+ = 71 – 73%
B+ = 89 - 90%	D = 68 – 70%
B = 86 - 88%	D- = 65 – 67%
B- = 83 – 85%	E = 0 – 64%
C+ = 80-82%	I = 0 until the
C = 77 – 79%	grade is posted

**PROMOTION, PLACEMENT, AND RETENTION**

Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, social maturity

As per board of Education policy, students are promoted or retained based on:

1. Completed course requirements at the presently assigned grade;
2. In the opinion of the professional staff, the student achieved the instructional objectives set for the present grade.

The timetable that is followed when considering retention of a student is:

January	Parents are informed of the problem. A scheduled meeting will be made with parents.
March	Re-evaluate the student's progress.
Year's End	Recommendation of teacher regarding retention -- if parents disagree with the decision, then the teacher must present his/her view in a child's CA-60. If parents disagree with the retention of the child, a waiver form must be signed parents.

Final determination of placement is the responsibility of the principal. Parents will be involved in the process of placement. Should the parent not agree with the placement determination they have the right to appeal to the Board of Education.

A student will be retained in the same grade if he/she has a final average of E in three or more major subjects. Major subjects will be deferred as math, science, reading, language arts, and social studies. An Individual Education Planning Committee (IEPC) would determine special education student's retention

Students who receive a grade point average of 1.25 or lower at the end of the second semester will be asked to attend a review committee meeting to include the building level principal, the student and his/her parents, the counselor and/or classroom teachers. The purpose of this meeting will be to discuss the improvement of the student's academic standing and to consider whether or not retention might be in the best interest of the student. A student may be retained with a grade point average above 1.25, if it is agreed that it is the best interest of the student.

**RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

**Honor Roll(s)**

In order to encourage students to strive for high academic achievement, an honor roll will be determined at the end of each marking period for students in grades 5 - 8. The grades in ALL subjects are considered. Any student having a B (3.0) average or better and having no mark "D+" or lower will be listed on the honor roll. The honor roll will be listed alphabetically with an asterisk marking students with high honors (anything 3.5 or higher).

A=4.0	B+=3.3	C+=2.3	D+=1.3	E=0
A-=3.7	B=3.00	C=2.00	D=1.00	I=0 until grade posted
	B-=2.7	C-=1.7	D-=.7	

**Athletic Awards**

Each head coach with the approval of the Athletic Director develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

### **Elementary Recognition Program**

Waldron School believes in the concept of the “Assertive Discipline Model”. This model states that students should be made aware of the rule that they should follow and the consequences of their actions, should a rule be broken. Students who maintain good behavior and put forth appropriate effort academically are rewarded with special classroom incentives/activities.

Goals:

1. Improve students’ academic effort and performance.
2. Improve students’ discipline, attitude, and responsibility for self.

Requirements:

1. No written discipline reports for that particular marking period (parents will receive a copy in the mail).
2. Minimum missing assignments (teachers’ discretion)

Schedule

1. An in school recognition activity will be held at the end of each marking period for all students meeting the criteria. (A phone call or mailing will be made to parents 3 days before the activity if their child does not meet the criteria.)

### **Middle School Recognition Program**

Eagle Grams - Students will occasionally be chosen by a teacher or other staff member to receive an “Eagle Gram”. Eagle Grams can be given out to students any time good behaviors are observed. Eagle grams can also be handed out for improvement in classroom performance or for being extra helpful, etc. All Eagle grams are collected in buckets (which are placed in the classrooms) and at the end of each quarter the principal holds a lunch time drawing. The winners of the drawing are recognized in front of their peers and given a small prize.

Middle School Academic Awards Assembly - At the end of the school year, we host an academic awards program for students in grades 5-8<sup>th</sup>. Teachers nominate and present the awards at a middle school assembly usually hosted in the gymnasium. This is a way recognize students who have achieved academic excellent throughout the school year. Parents, friends and family are invited to attend this ceremony which is normally held during the school day.

Featured Student of the Month – Each month, middle school students may be selected to be featured in the Eagle Flyer newsletter. Any middle school students (grades 5 – 8) can be nominated by a staff member for excellence in behavior, improvement in classroom performance, getting caught doing something good, being extra helpful, etc. Staff may nominate as many students as they want. The principal will take all nominations and choose approximately one student for each grade level (5<sup>th</sup> – 8<sup>th</sup>) to be featured in an article which is published in the Eagle Flyer newsletter.

### **Attendance**

Regular attendance at school is very important in assisting children in mastering basic skills and to facilitate academic progress. To reward students for exceptional attendance, Waldron School recognizes students who fall into the following categories:.

1. Perfect Attendance - Students who complete the entire school year without any absences or tardies.
2. Excellent Attendance - Students who complete the school year with the equivalent of one day or less absent. Absences are recorded in half-day increments. Each tardy will count as the equivalent of a half day absent for purposes of this award.

## **HOMEWORK**

The Fowler Public School staff believes that homework is an extension of the classroom and can be an integral part of the student's intellectual development. This is important for the student in order to continue with the work started in the classroom and also to build good study habits essential for continuing school success.

Studying is necessary and the study habits acquired will serve you in every subject area throughout your lifetime. Learning how to study is like learning to do any other activity. It's easy when you know how. Good study habits result in good grades.

Some suggestions to follow:

**Grades K-3** - Homework is generally not given at this level because students complete assignments under direct teacher supervision. From time to time, assignments may be given. In general, homework assignments at this level are designed to include parents in the learning process and create greater understanding of the nature of work the students are doing in the classroom. By the third grade level, students may bring home notices regarding tests, quizzes, and multiplication tables, which may require parent assistance. Parents should contact the classroom teacher if their child is spending more than 1/2 hour per evening on homework at these grade levels.

**Grades 4-5** - At this level, students are asked increasingly to accept greater responsibility for their own learning. In general, a fourth grader will have less homework than a fifth grader. As a general guideline, assignments should be about 20 minutes in length per class.

**Grades 6-7** - At this level, students are asked increasingly to accept greater responsibility for their own learning. In general, a sixth grader will have less homework than a seventh grader. As a general guideline, assignments should be about 20 minutes in length per class with students spending about one hour per night by the seventh grade level.

**Grade 8** - Students are preparing for high school at this grade level. Assignments per class may run about 30 minutes and may require one to one and one-half hour of studying per night.

The following guidelines are provided to assist teachers, parents, and students in maximizing the potential for homework assignments as a learning experience.

#### **Parents and Homework:**

Parents play an important role in the success of homework as a learning tool. A parent can help by instilling in their child and attitude that homework is an important and necessary part of the learning process. Cooperation between the parent and teacher can help make homework a meaningful experience for the student. Parents can establish legitimacy to homework by:

- Providing a quiet, well-lit place for this child to work (have paper and pencil on hand)
- Establishing a daily routine "homework time" (experts recommend afternoon or evening)
- Helping to explain homework, if necessary, but avoiding doing the work for the child. (If assignments are too difficult or take too long, the parents should contact the child's teacher.)
- Setting aside a special time to review their child's homework and by checking accuracy and neatness.
- Encourage their child to seek help or to ask questions of the teacher.
- If child insists that they have no homework, encourage them to use the designated "homework time" to do some reading.

#### **Students and Homework**

Students should recognize the importance and purposes of homework. Homework is designed to increase achievement. Homework also helps to develop the skills for independent learning and study outside the classroom that will be needed as they enter high school and college. The student must be responsible for the following:

- Taking home (and returning) the materials necessary to complete the assignment.
- Asking the teacher for assistance or clarification if needed.
- Completing the assignment neatly and on time.
- Developing proper work and study habits.
- Set aside a special place and time to do homework
- Know what you are to study. Keep a daily log.
- Break the TV habit
- Organize time to avoid last minute work.
- Read, Review, Ask yourself questions
- Carefully check assignments when complete.

#### **Teacher and Homework**

As the homework manager, the teacher plays a key role in implementing homework policy. The following guidelines are presented to maximize the usefulness of homework in creating independent learners and furthering classroom instruction and learning.

- Any homework assigned should be directly related to the teacher's instructional plans.
- Homework should reinforce classroom work and be of reasonable length.
- In the case of long term assignments, teachers are encouraged to provide classroom time as well as regular homework time. Teachers are encouraged to notify other staff members when such projects are assigned.
- Study time for major quizzes and tests should be provided as a part of the students' regular homework time.
- Teachers are encouraged to explain and demonstrate all assignments. Some time should be provided at the end of the period to allow students to begin the assignment in class to be sure that they understand what is required and that they are capable of completing the work.
- To maximize the instructional effectiveness of homework, feedback needs to be provided.
- Some form of evaluation or record keeping of homework assignments reinforces the importance of the assignment.
- Parents should be notified if a student consistently fails to do homework.

### **COMPUTER / TECHNOLOGY / INTERNET ELECTRONIC INFORMATION ACCESS AND USE POLICY**

Fowler Public Schools encourage and strongly promotes the use of electronic information technologies in educational endeavors. The district provides students and staff access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide

the opportunity to communicate in a technologically rich environment and assist them to become responsible, self-directed, life-long learners.

### **District Responsibility**

Fowler Public Schools is responsible for the management of the structure, hardware and software that the district uses to allow access to information technologies for educational purposes. These include:

- a) Assigning and removing of member accounts on the network
- b) Maintenance and repair of equipment that comprise the network
- c) Selection of software that the network will support
- d) Electronic Information Access and Use Policy
- e) Defining the rights/responsibilities of members
- f) Providing resources that support the mission of the school district
- g) Providing training opportunities on the use of application of information technology, including training and information on new technologies, software and media as they are acquired and put into use in the district.
- h) Implementing and enforcing the conduct standards for educational technology as stated in the Electronic Information Access and Use Policy.

The district does not take responsibility for resources located or actions taken by the members that do not support the purposes of the school district. The district makes no stated or implied guarantee regarding the privacy of electronic mail.

The district makes not warranties of any kind, whether express or implied for the uses of its educational technology, including but not limited to the loss of data resulting from delays, nondelivery, or any service interruption.

The district is not responsible for any damages caused to a user's hardware or software incurred from downloading computer viruses or other contaminants.

### **Fowler Public Schools Network Members**

All account holders on the Fowler Public Schools Network will be granted access to all services the network offers. The following people may hold accounts on the Fowler Public School District Network:

- 1) **STUDENTS:** Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in this policy.
- 2) **FACULTY AND STAFF:** Staff members currently employed the district may be granted a network account upon agreement to the terms stated in this policy.
- 3) **OTHERS:** Anyone may request a special account on the Fowler Public School District network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

### **Privileges**

In accordance with the terms set forth in this policy, members have the privilege:

- to use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- to access information from outside resources which facilitate learning and enhance educational information exchange.
- To access district networks and the Internet to retrieve information to facilitate learning and enhances educational information exchange.

Members have the conditional right to sign up for listservs and news groups on the Internet which facilitate learning and enhance educational information exchange.

### **Responsibilities**

Members are responsible for:

- utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purpose of the school.
- attending appropriate training sessions in the use and care of hardware, software, and networks and refraining from using any technology for which they have not received training.
- adhering to the rules established for the use of hardware, software, labs, and networks in the school or through remote access outside of the school.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- having all disks or videos scanned for virus, dirt, or other contamination which might endanger the integrity of district hardware, software or networks before they are used in district system.
- all material received via the Internet under their account. They accept responsibility for keeping all pornographic material, inappropriate files, or files dangerous to the integrity of the school's network, equipment,

or software from entering the school via the Internet or from being reproduced in visual, digital or written format.

- making all subscriptions to listservs or news groups known to the system administrator and seeking prior written approval before requesting such subscriptions on the Internet.
- maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy and making only those e-mail contacts which facilitate learning and enhance educational information exchange.
- adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.

### **Acceptable Use Policy for Internet Account**

All users are encouraged to make use of the school's facilities in pursuit of their academic goals, but are asked to remember that an Internet account is a privilege, not a right, offered each academic year to students, teachers and Administrative Staff.

### **Usage Guidelines**

The Internet account holder is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network resources will be reported to the Network Administrator and Building Principal and will result in restriction or suspensions of these privileges. Repeat violators will be subjected to further disciplinary actions such as suspension. Some examples of unacceptable use are:

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance; equipment includes but is not limited to computers, graphic calculators, scanners, cameras, printers, VCRs, TVs
4. Vandalizing the data of another user;
5. Wastefully using finite resources; such as the printer, scanner, etc.
6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of individuals;
8. Using an account owned by another user;
9. Use of **any** e-mail system by a F.P.S. network member to another F.P.S. network member's District e-mail account.
10. Posting personal communications without the original author's consent;
11. Posting anonymous messages;
12. Accessing and/or participating in Chat groups
13. Downloading, promoting links to, storing and/or printing files or messages, including music lyrics, that are profane, pornographic, obscene, or use language that offends or tends to degrade others or encourage criminal activity;
14. Transmitting, executing, promoting links to, or strong malicious, threatening, or abusive programs or material;
15. Downloading, executing, or storing programs from the Internet on network drives or network directories. This includes files that end with an extension of exe, bat, zip, or com. (unless permission is given by instructor)
16. Violating the content guidelines as outlined below.
17. Violating the Student Electronic Information Access and Use Policy, which current users have already signed. Disciplinary measures will include, but will not necessarily be limited to, the following: Students may have their rights to use the District's computer system revoked for 2 to 9 weeks for minor offenses. Students may forfeit their rights to use the District's computer system for the balance of the school year for serious offenses or repeated minor offenses. In addition, students may also be suspended from school or placed in in-school suspension or given community service for violations of the computer code. This also applies to violations of the INTERNET usage policy.
18. If a student inadvertently accesses an inappropriate site, (See 12 above) the student must immediately report this to the responsible teacher.

### **Content Guidelines**

Students, as part of a valid classroom assignment, may be allowed to produce for electronic publications on the Internet. Teachers and the Network Administrator may monitor these materials to ensure compliance with content standards. The following restrictions apply:

- No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
- All student works must be signed with the student's full name.
- Copyright laws need to be adhered to whenever possible or appropriate.
- No test, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

**Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents may be required to sign an agreement that defines the conditions under which the student may participate.**

**Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. (This signature line is attached to the front page of this handbook.)**

### STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to pass the appropriate MEAP Tests. The school will also administer school-wide Terra Nova testing once a year. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the Counselor. If necessary, intelligence tests, speech and language evaluations individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Waldron Elementary School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### SECTION III - STUDENT ACTIVITIES

#### SCHOOL SPONSORED CLUB AND ACTIVITIES

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

The school has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include Student Council & Yearbook.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities. These activities include (but are not limited to) 5–8<sup>th</sup> Gr. Basketball, Cheerleading, Middle School Drama Club, Jr. High Cross Country, Jr. High Track and Middle School Student Council. Other clubs may form if student interest should arise. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

#### ATHLETIC POLICY

As coaches and administrators, we feel that the Fowler Athletic Program is an important part of our educational program. We believe that the benefits derived from athletic competition are second to none in future value to our youth. Athletic participation is a privilege granted to young men and women of high physical and mental ability and as with any privilege, certain obligations and responsibilities must be accepted. **Every athlete is a conspicuous ambassador of the team, the school, and the community. Because of this, the athlete must be expected to adhere to a higher level of personal conduct than the non-athlete does. This conduct should continue regardless of whether or not his/her sport is in season.** The purpose of the following policies is to outline specifically the responsibilities of the athlete and the penalties that each infraction carries. Each boy or girl has a special talent and we wish for him or her to be given the opportunity to use and develop this talent. In order for

us to extend the opportunity to him or her, it will be necessary for the athlete to strictly adhere to the following rules and regulations. The Athletic Council will make and administer these rules and regulations. The Athletic Council consists of all head coaches and administrators employed by the Fowler Public Schools.

### **Athletic Eligibility**

1. Athletes must meet the eligibility requirements of the Michigan High School Athletic Association, Inc.
2. Each athlete must have passed an athletic physical examination for the current year. A record of this examination will be on file with the Athletic Director.
3. Academic Eligibility: Athletes must pass at least 5 subjects each marking period and mid-quarter progress report in order to participate in sports. Students failing to meet these requirements will be suspended from play until new marking period or mid-quarter progress reports. Any student that is deemed ineligible has the option after two weeks of ineligibility to accumulate progress reports from each teacher and report the progress reports to the Athletic Director. At this time if the student is passing at least 5 subjects the student/athlete will be eligible to participate.
4. For an athlete to participate in practice or a contest, he/she must be in school for at least three school periods on the day of the activity (or at a school related program). Exceptions can be made only by the Principal or Athletic Director.
5. If an athlete is suspended from school for any reason, he/she will not be permitted to practice or play in any game during the suspension. The suspension will terminate upon a student's re-admittance to class. This does not include any in-school suspensions.

### **Discipline Policy (Athletics)**

#### Schedule -

1. The policy goes into effect the day of the first practice.
2. It is tied to the Waldron disciplinary process.
3. There is no carry over between sports seasons.

#### Disciplinary Consequences -

A student who is ineligible for academic or disciplinary reasons must continue to practice and attend games. Athletes who are suspended from school (out of school) are not allowed to practice or attend games until the day they return to school. One violation will be dropped if a student goes four weeks without an additional violation.

1. First Violation: Warning.
2. Second Violation: One game suspension.
3. Third Violation: Two additional game suspension.
4. Fourth Violation: Suspension for the remainder of the season.

#### Enforcement of Consequences -

1. First Violation Student is notified of probationary status.  
Parent and Athletic Coordinator are notified.
2. Second –Fourth Violations Student is notified of the suspension.  
Athletic Coordinator is notified as soon as possible.  
The Athletic Coordinator or principal notifies the parents and coach.

\*The parents must be notified the day before the contest or the penalty will be postponed until the next scheduled contest.

### **Athletic Department Policies**

1. **Pay to Participate Policy - Fowler Public School has implemented the following Pay to Participate Policy.** Fees will be \$25 per sport with a two sport cap or \$50 per family (JH-HS). **If a family is qualified for the reduced lunch program, scholarships are available through the Fowler Athletic Boosters.**
  - A. **Payment Schedule:** Each student/athlete must pay his/her participation fee **one week** prior to the first scheduled contest. If payment isn't received, the student/athlete **will not** be allowed to participate in any sanctioned contest until payment has been made. Payments must be made to each coach or to the school offices prior to participating in the first sanctioned contest.
  - B. **Playing Time:** The payment of this participation fee **DOES NOT** influence the amount of playing time a student/athlete will receive. Playing time is under the discretion of the head coach of each specific sport.
  - C. **Consent Form:** Each student/athlete will return a consent form identifying each student athlete and sport he/she will be participating in during the school year. A parent or guardian will sign the consent form agreeing to the outline policy for Pay to Participate.
  - D. **Refunds:** No refunds will be rewarded after the first contest date. Refunds will only be rewarded on an individual basis if a student/athlete decides they don't want to participate in a specific sport prior to the first sanctioned contest. Injury or athletic policy violations **will not** result in a refund of Pay to Participate fees.

2. Travel Rules:
  - A. All athletes will travel both ways on the bus, unless released personally by the coach to the parent or guardian only.
  - B. All bus regulations will be adhered to by the athletes.
3. Any athlete who misses a game or practice without the permission of his/her coach prior to the absence may be disciplined at the coach's discretion.
4. Vandalism, stealing, or other acts of misconduct in school or outside of school shall not be tolerated. The length of suspension (if any) will be in relation to the severity of the violations and determined by the coach and Athletic Director, or the Athletic Council. Student is permitted to appeal following procedures described in the Athletic Training Code.
5. Additional rules and regulations may be established by the coaches and communicated to the athletes in each sport. Discipline due to violation of these rules and regulations will be the responsibility of the involved coach.
6. A written copy of the Fowler Public School Athletic Guidelines shall be given and explained to the athletes at the start of every sport season by the coach of that team.

### ATHLETIC TRAINING CODE

1. The athletic training rules will be in effect year around and will be as follows:
  - A. No drinking, **inhaling** or possession of alcoholic beverages.
  - B. No use or illegal possession of drugs.
  - C. No use of tobacco products.
2. Disciplinary Process:
  - A. A violation of the Athletic Training Code occurs when a member of the Athletic Council, the Fowler Public Schools teaching staff, Fowler Board of Education, Law Enforcement Agency, self-admittance or the students parent or guardians report said violation. Any student athlete who is suspected of using alcohol or being intoxicated on school grounds will be subject to a breathalyzer test performed by a school employee or the sheriff's department. If the athlete refuses to take a breathalyzer, they will be considered to be in violation of the athletic training code.
  - B. In the case of any violation of the Athletic Training Code, the coach and/or Athletic Director will inform the parents or guardian of the athlete.
  - C. When an athlete is suspended for part of a season, the athlete must attend practices, games and be part of the team. The athlete will not be allowed to be in uniform during the game. The athlete will be required to complete the sport season in good standing or the athletic suspension will start over with the next season the athlete is involved in.
3. Violation of the Athletic Training Code will result in the following action:
  - A. First Offense: Violation will result in suspension from thirty (30) percent of the current and/or next sport season. Participation in an approved treatment program is mandatory for reinstatement to the athletic team. If the suspension cannot be completed in the current season, the remaining portion shall be pro-rated over the next season in which the athlete participates. The percent will be based on the regularly scheduled contests and will be mathematically rounded off to the nearest game.
  - B. Second Offense: Violation will result in suspension from fifty (50) percent of the current and/or next sport season. Participation in an approved treatment program is mandatory for reinstatement to the athletic team. If the suspension cannot be completed in the current season, the remaining portion shall be pro-rated over the next season in which the athlete participates. The percent will be based on the regularly scheduled contests and will be mathematically rounded off to the nearest game.
  - C. Third Offense and Subsequent Offenses: Violation will result in suspension from athletics for one calendar year from the time of said violation. Successful completion in an approved program will be required for re-entry into the athletic program.
  - D. Suspension will not be served concurrently.
  - E. A violation of the Athletic Training Code must be reported within 180 days of the incident for it to be acted upon.
  - F. If a violation occurs, the athlete is expected to report it to the athletic director, building principal, or team coach. The violation must be reported before the lesser of these three occurs:
    1. The next competition
    2. Three (3) school days
    3. Five (5) calendar days
 If the infraction is reported within the time frame stated above, then the athletic suspension offense will be reduced 10% of the step the student is currently at (i.e. 50% to 40% or 30% to 20%). If the infraction is not reported within the time frame stated above, then the athletic suspension offense will be doubled from the date the infraction was discovered.
  - G. Appeal Process:
    1. An appeal of a decision to suspend can be made by the athlete and/or his/her parents. An appeal can be made by contacting the principal or athletic director within three days of the suspension.
    2. An appeal will consist of a meeting with the athletic council, the athlete, and/or parents. A decision will be made following the meeting.
    3. An athlete and/or parents may appeal the decision of the athletic council to the Fowler Board of Education within three days by contacting the principal or athletic director.
    4. An athlete will remain as an eligible member of the team until the appeal process is completed.
  - H. The athletic guidelines apply to all students, seventh grade through twelfth grade. However, the progression steps will start once again as the student begins high school. An assessment is an emotional/behavioral evaluation to determine the extent of an individual's chemical use, if any, and to recommend a plan for individual treatment or counseling based upon the degree of abuse or dependency. The assessment must be from a source approved by the administration and at no cost to the school or student. Treatment programs will vary depending on the specific needs of students. Programs may be sponsored by county agencies or they may take place within the school but outside of school time.

**SECTION IV - STUDENT CONDUCT****ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Waldron Elementary has an attendance policy to avoid these negative consequences. Regular attendance is one of the most important factors influencing success in school and in employment through life. Employers are frequently more concerned with regular attendance than they are with grades when considering graduates for employment. Absenteeism is one of the most frequent causes for poor schoolwork and job failure. Those students who attend regularly find it much easier to keep up their daily work and to maintain an interest in school.

**Excusable, Approved Absences**

The following are legitimate reasons for not being in school:

- a. Illness - in instances of frequent or prolonged absence, the building administrator may request written statements from physicians confirming illness.
- b. Extreme emergency or death in the family.
- c. School related and approved activities.
- d. "Bring Your Child to Work" day. However, it must be pre-approved to be counted as an excused absence.
- e. Various other reasons for absence when requested by the parents and when not overly excessive, may be considered as excused at the discretion of the principal.
- f. Every attempt should be made to see that the student is in school. Requested absences to go shopping, get a haircut, etc., will be considered as unexcused absences and should be scheduled after school hours.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

**Excusable, Non-Approved Absence**

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the schoolwork that is missed.

**Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. **No credit shall be given for any schoolwork not completed as a result of truancy.**

**Notification of Absence**

If a student is going to be absent, the parents must contact the school, 593-2160 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance. If a child leaves school during the day, the parent must sign the child out in the office. If the child returns to school that day, the parent needs to sign the child back in. Any absences that do not follow the proper procedure will be an unexcused absence.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the Principal, a student will not be given the opportunity to make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will also follow.

**Tardiness**

[Elementary Level]

A student who is not in his/her assigned location by 8:05 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Three tardies will be the equivalent of one absence as outlined in the county truancy guidelines.

(Middle School Level)

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the School office before proceeding to his/her first assigned location. Students will be marked tardy on an hourly

basis. Students in 5-8 grade receiving 3 unexcused tardies within a marking period will receive a disciplinary report and the consequence there of. Three tardies will also count as the equivalent of one absence as outlined in the county truancy guidelines.

### **Vacations/Hunting Excused**

A request to go to a family vacation or hunting trip may be denied due to poor grades or class work. In order to be considered excused for such a trip, the following things must be done no later than two days **before** the date of absence.

- A. A note from the students parent saying that the parent is willing to excuse his/her child for vacation (**5 day maximum and only if accompanied by a parent**) or for one day hunting (deer hunting 2 days maximum and only if accompanied by a parent.)
- B. The office will issue a form, which must be signed by **all** of the student's teachers.
- C. Students should complete as much work in advance as possible.
- D. In the case of a hunting trip a license must be shown in the office.

**NOTE: If this procedure is not followed, the absence is unexcused.**

### **Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the principal as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school.

Make-up work due to excused absence must be completed within 2 days after returning to school. Additional time may be granted due to extended illness, etc. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a MEAP Test or other standardized test, the student should consult with the principal to arrange for taking the test.

## **CODE OF CONDUCT**

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

### **Expected Behaviors**

Each student shall be expected to:

1. Keep hands, feet, and objects to self.
2. Walk only, unless directed otherwise by an adult.
3. Follow playground and gym rules, and those mentioned in the daily notes.
4. While classes are in session, use quiet voices.
5. Follow all directions and instructions given by adults.
6. Students may not leave school property during the day without first checking in the office.
7. It is expected that students will be especially courteous and respectful to any substitute teacher, aide, cook, custodian and visitor in our school.
8. It is expected that students will come to class prepared with all required materials.
9. Students should not give their locker combinations to others. Getting into another person's locker for any purpose is not allowed. If a student needs books from a "buddies" locker for homework that locker may be opened by a key only in the presence of an adult.
10. It is expected that students will keep their hands off other student's lockers. Slamming another student's locker closed could result in a tardy and is never permitted.
11. Lockers should **always** be kept neat and clean. Tape should not be used to hold pictures (magnets are acceptable). Anything placed in the locker should be in good taste.
12. Failure to follow the appropriate procedures for use of lockers may result in the student's loss of the use of his/her locker for a period of time. The length of time lost will be determined by the building principal.
13. If a student brings his/her bicycle to school, that bike must be parked and left alone until school is dismissed. It may **NOT** be driven on school property during the school day. Students should respect other people's property and not handle bikes, which do not belong to them. This rule also applies to skateboards.
14. **Gum chewing**, flavored tooth picks, etc. are not allowed in classrooms or outside.
15. Please protect the lawn directly in front of the building and to the east of the cafeteria and library. This is not a playground area. Keep this area looking neat.
16. For the safety of others, when walking through the hallways or to the buses, it is especially important to keep your hands, feet, etc. to yourself. Jumping up and hitting names in elementary wing, gates or lights is not permissible.
17. Walkmans, radios, tape recorders, stereos, electronic game, etc. are allowed **ONLY** when special permission has been granted by a staff member **AHEAD OF TIME.**
18. Students are **not** allowed in the staff room.

19. Only the machine in the custodian's room should clean erasers. The building walls/sidewalks, etc. are not intended for this purpose.
20. Knives, guns and other dangerous weapons should never be brought on school grounds for any reason.
21. Cameras should not be brought to school unless the student has first received permission from a staff member.
22. Students are not to use inappropriate language.
23. Students may not destroy school property.

### Classroom Rules

Each classroom has the room rules posted in the classroom. The teacher will administer almost all of the necessary consequences resulting from discipline concerns within the classroom. When necessary, students may be sent to the office with a disciplinary report.

### Playground/Recess Rules

1. For the safety of others it is expected that:
  - snowballs will never be thrown, before, during or after school.
  - baseballs (even rubber coated) will not be used at any time.
  - tackle football or other rough physical contact sports such as chicken, king on the mountain, etc. will not be played at school.
2. Students should not bounce balls against the building.
3. Bats, balls, etc. may be checked out for playground use. However, they must be returned by the end of recess. Failure to do so may result in the loss of this privilege.
4. Students should respect the rights of others to use the playground/gym areas. Always be considerate of your fellow students.
5. Follow all directions given by the playground aides promptly.
6. Students should come dressed and prepared for outdoor recess. In case of severely cold weather or rain, recess will be held in the gym.
7. Students in grades 6-8 will be informed by the aides, which areas are available for lunchtime recess. **Once a choice is made by the student he/she must remain there until the bell rings.**
8. Students using the gym during lunchtime recess should follow the same rules as those for the regular playground. In addition, due to the limited space the following procedures will also be in effect:
  - No games such as tag, dodge ball, etc. will be permitted.
  - Students should stay off the bleachers at all times.
  - Protect our gym floor by wearing tennis shoes (not street shoes.)
  - Be especially careful of others. Share the available equipment.
  - Avoid put downs of others and encourage good sportsmanship and teamwork.
  - No grabbing the basketball nets or backboards
  - Shots beyond the 3-point line are prohibited for safety reasons.

### Lunch Hour Rules

1. The cost for hot lunches for the current school year can be obtained from the office and will be posted in the Waldron Watch. Checks should be made payable to the Fowler Public Schools. If parents send in one check to cover several children, each child's name and number of lunches the money will cover should be listed on the check or envelope.
2. Hot lunch must be purchased first thing in the morning when students arrive. Parents are encouraged to buy weekly lunches on Monday if your child buys hot lunch on a regular basis.
3. Fowler Public Schools has a closed campus school. Students are not permitted to leave the school grounds during noon hour or at any other time unless special permission is granted from the office.
4. All student lunches are to be eaten in the cafeteria. No milk containers, trays, packaged food, or lunches of any kind are to be taken outside the cafeteria doors unless students are directed to do so by a teacher.
5. All classrooms are **OFF** limits during the noon hour unless authorized for activity and a teacher or aide is there to supervise.
6. Students wishing to leave the lunchroom during the lunch hour must request permission to do so from the cafeteria monitors or the building principal.
7. Students should display good manners and thoughtfulness to others at all times in the lunchroom.
8. Cutting or saving places in the lunch line is not fair to others and is not permitted.
9. Appropriate respect to the lunchroom monitors should always be displayed through your actions and deeds.
10. Always think about your fellow students and be certain to leave your lunch table neat and clean for those who follow.

### Dress and Grooming

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.

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 may be removed from the educational setting. Appropriate dress and good grooming are important to everyone. Your general appearance should be clean and neat and should not distract classmates from the important business of learning. You and your school are judged by the appearance and behavior of our students. At all times, use good taste and dress in a suitable manner for the occasion.

The schools do not allow tight garments, exposed midriff style clothing, or tank tops with straps narrower than 3 fingers (approximately 2 inches). Shorts are permitted during the months of August, September, April, May and June but must have a minimum of fingertip length. Students **will be sent outside** for physical education and recess and should dress accordingly. Clothing with suggestive or derogatory pictures or phrases may not be worn. Advertising of alcohol, tobacco, or drugs is also prohibited. Hats, heavy outdoor clothing, or ragged clothing are also not permitted. Shoes are to be worn at all times and places in the building except the locker rooms.

Students who are representing Waldron School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

### **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 parents.

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 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.

### **GUIDANCE/COUNSELING**

Individual and group guidance services are available to all students in Grade K-8. Appointments with the counselor may be made to improve study skills, learn to understand yourself, get along better with family members or make new friends. Waldron school shares a counselor with the high school.

### **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. The infractions are listed in levels of severity with level one being the lowest and level three being the highest or most severe.

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 staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

The following infractions are listed alphabetically by levels. Level one being the lowest (minor) infractions up to level three, being the highest and most severe infractions.

#### **Level One Infractions - Include but are not limited to the following:**

##### **Aiding 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.

##### **Damaging Property Under \$100 in Value**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion

## **Level One Infractions (cont.)**

### **Cheating, Plagiarism, Forgery, Computerized Plagiarism**

Forgery of hall/bus passes and excuses as well as false I.D.'s 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, and if caught cheating will receive a grade of an E on that particular work.

### **Disobedience**

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. Chronic disobedience can result in suspension or expulsion.

### **Disorder/Demonstration - Student**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

### **Disruption of the 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.

### **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.

### **Persistent Absence or Tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. The truancy guidelines for Bath, DeWitt, Fowler, Ovid-Elsie, Pewamo-Westphalia and the St. Johns school districts are as follows:

1. After 10 absences, a letter will be sent to the parents encouraging regular attendance.
2. After 20 absences, a registered letter will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Truancy Officer, and the Truancy Officer will make contact with the parents of the truant.
3. After 25 absences, a registered letter will be sent to the parents. A copy of the letter will be sent to the Truancy Officer, plus he/she will be notified by phone. The Clinton County prosecuting attorney will be notified by the Truancy Officer, and the Truancy Officer will make a second contact with the parents.
4. Upon 30 absences, the county prosecuting attorney will be requested by the Truancy Officer to issue a warrant.
5. Three tardies shall equal the equivalent of one day absent as stated in the county guidelines.

Absences will be accumulated from one school year to the next for the purposes of these guidelines. These guidelines will include all absences during a consecutive twelve-month period. For purposes of these guidelines, absences will be counted from previous school districts for students new to the districts. Each case will be evaluated individually. Consideration will be given to unusual circumstances including:

- extended illness
- death in the family
- prearranged family vacations
- other unusual circumstances

### **Possession of Electronic Equipment**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, Ipods, boom boxes, portable TV's, pagers, cellular telephones and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

## **Level One Infractions (cont.)**

### **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.

### **Substitutes**

A substitute teacher faces a challenging situation in which they may be unfamiliar with both the students and the instructional material. Students are expected to exercise superior self-discipline at these times, and avoid any situation that could be considered disruptive or disrespectful. Students referred to the office by a substitute teacher will be issued a Disciplinary Report. As noted in the disciplinary process, serious infractions that cause disruption to the learning process may be dealt with in a manner that exceeds the listed consequences. The typical additional consequence is five (5) noon detentions.

### **Theft Under \$100 in Value**

When a student is caught stealing school 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.

### **Unauthorized Use of School or Private Property**

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.

### **Violation of Bus Rules**

Please refer to Section V on transportation for bus rules.

### **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.

## **Level Two (Infractions Include but are not Limited to the Following:)**

### **Bullying/Harassment**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The bullying/harassment of other students or members of staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Bullying/Harassment could result in suspension or expulsion from school. Conduct constituting bullying/harassment may take different forms, including but not limited to the following:

#### Sexual Harassment

**Verbal:** The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

**Physical Contact: Threatening** or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

#### Gender/Ethnic/Religious/Disability Harassment

##### **Verbal:**

- Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
- Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

##### **Nonverbal:**

- Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

##### **Physical:**

- Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

**Level Two Infractions (cont.)****Bullying/Harassment (cont.)**

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.
2. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the bullying/harassment and the nature of the incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a bullying/harassment complaint.

**Damaging Property Over \$100 in Value**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**False Alarms and False Reports**

A false emergency alarm or report endangers the safety forces that are responding, 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.

**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.

**Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. 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.

**Theft Over \$100 in Value**

When a student is caught stealing school 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.

**Use of Drugs**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies. Evidence of use of drugs, may result in suspension from school, notification of parents by phone and letter, and notification for law enforcement agencies. A conference between parent and administrator will be established for discussion and further disposition of the case.

**Level Two Infractions (cont.)****Use of Drugs (cont.)**

The Superintendent shall be informed by a written report of any possession, use, or sale of drugs and subsequent action taken as a result of violation of this policy. All cases from the extreme to those of lesser degree shall be dealt with in as confidential manner as possible.

- A. Alcohol Penalties;
  - 1. First Offense: Suspension from school up to five (5) days.
  - 2. Second Offense: Suspension from school up to ten (10) days.
  - 3. Third Offense: Expulsion
- B. Drug and Narcotic Penalties
  - 1. First Offense: Suspension from school up to ten (10) days.
  - 2. Second Offense: Recommendation for expulsion

The offenses for alcohol, drugs and narcotics will be accumulated during the student's entire school career, rather than on a yearly basis. Students are encouraged to seek help with substance abuse problems through the school counselor or principal or by contacting the Clinton County Substance Abuse Center at 224-6729.

**Use of Tobacco**

Smoking 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 to expulsion.

**Level Two/Three - (Infractions Include But are not Limited to the Following:)****Explosives**

Explosives, 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.

**Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. 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 will subject a student to expulsion.

**Physically Assaulting a Staff Member/Student/Person Associated With the District**

Physical assault on a staff member, student, or other person associated with the District, which may or may not cause injury. Injury to a staff member may result in charges being filed and subject the student to expulsion.

**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.

**Verbally Threatening a Staff Member/Student/Person Associated With the District**

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 may result in suspension and expulsion.

**Level Three – (Infractions Include But are not Limited to the Following:)****Arson - Purposely Setting a Fire**

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

**Criminal Acts**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well 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.

**Level Three Infractions (cont.)****Possession of a Firearm/Knife**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. (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, which are available in the principal's office.

**DISCIPLINE**

Students who violate school regulations and fail to meet the appropriate expectations will be subject to the Waldron Disciplinary Process. A Disciplinary Report will be issued to the student by the appropriate staff member when an infraction of the rules occurs and contact with the student's parents will be made. All disciplinary reports and action plans will be turned into the office. The specific step and consequence to be administered will also be reported on the form. A copy of this report will be sent home to be signed and returned by the parent.

Student participation in field trips, dances, assemblies, and certain extracurricular activities are not rights but privileges accorded those students who show they are mature and responsible. Students who receive violations are also subject to the loss of certain school privileges as noted in the policy. Upon approval by the principal, students may be permitted to attend curriculum-related field trips if the student's parent agrees to accompany their child throughout the trip as a personal chaperon. Eligibility to participate in interscholastic sports is addressed in the Athletic Code.

Any suspension or loss of privileges includes all activities for the length of time listed in the offense. Privileges include all activities sponsored or hosted by Waldron School and/or activities that take place during the school day.

<b>Waldron Elementary School (Grades K – 4)</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Level I Violation</b>	<ul style="list-style-type: none"> <li>Up to 1 hour of detention</li> <li>Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>1– 3 hours of detention</li> <li>Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>½ day in-of-school suspension</li> <li>Parent conference</li> <li>Required behavior contract</li> <li>Loss of 1 school event privilege</li> </ul>
<b>Level II Violation</b>	<ul style="list-style-type: none"> <li>½ to 2 day in-school suspension</li> <li>Parent conference</li> <li>Loss of 2 school event privileges</li> </ul>	<ul style="list-style-type: none"> <li>to 3 day in-school or out-of-school suspension</li> <li>Parent conference</li> <li>Loss of 3 school event privileges</li> </ul>	<ul style="list-style-type: none"> <li>3 to 10 day out-of-school suspension and possible referral for long-term suspension or expulsion</li> <li>Parent/Student conference with Superintendent</li> <li>Loss of 4 school event privileges</li> </ul>
<b>Level III Violation</b>	<ul style="list-style-type: none"> <li>1 to 10 day out-of-school suspension and possible referral for long-term suspension or expulsion</li> <li>Suspension or expulsion as mandated by law</li> <li>Loss of school privileges for 30 days to 1 year.</li> <li>Parent conference/ student hearing</li> </ul>		

<b>Waldron Middle School (Grades 5 – 8)</b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Level I Violation	<ul style="list-style-type: none"> <li>Up to 3 hours of detention</li> <li>Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>½ day of in-school suspension</li> <li>Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>1 day in-of-school suspension</li> <li>Parent conference</li> <li>Required behavior contract</li> <li>Loss of 1 school event privilege</li> </ul>
Level II Violation	<ul style="list-style-type: none"> <li>1-3 day in-school or out of school suspension</li> <li>Parent conference</li> <li>Loss of 2 school event privileges</li> </ul>	<ul style="list-style-type: none"> <li>3 to 5 day out-of-school suspension</li> <li>Parent conference</li> <li>Loss of 3 school event privileges</li> </ul>	<ul style="list-style-type: none"> <li>5 to 10 day out-of-school suspension and possible referral for long-term suspension or expulsion</li> <li>Parent/Student conference with Superintendent</li> <li>Loss of 4 school event privileges</li> </ul>
Level III Violation	<ul style="list-style-type: none"> <li>1 to 10 day out-of-school suspension and possible referral for long-term suspension or expulsion</li> <li>Suspension or expulsion as mandated by law</li> <li>Loss of school privileges for 30 days to 1 year.</li> <li>Parent conference/ student hearing</li> </ul>		

### **Major Infractions (Level 2 &3)**

There may be times when a classroom or school discipline situation arises that warrants immediate action. Serious infractions that endanger students or cause disruption to the learning process may be dealt with in a manner that does not follow the above mentioned steps. The principal reserves the right to advance steps or modify the consequence as necessary. Any fighting, assault, or defiance toward an adult in charge, any CSC, drugs, alcohol, weapons, or other serious infractions may result in suspensions (in school and out of school), parent notification, and loss of recesses and special activities. These may vary, depending on the severity of the situation, at the principal's discretion. Possible expulsion may occur when mandated by law. Subsequent major infractions may result in indefinite suspension by the Superintendent.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **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.

## **DUE PROCESS RIGHTS**

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

### **Suspension from School**

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. 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. The suspension may be appealed, within ten days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- During the appeal process, the student shall not be allowed to remain in school.
- The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.
- The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.
- When a student is suspended, he/she may make up work missed after the return to school, while on suspension.
- 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.
- 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**

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 Board of Education 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.

Waldron Elementary School 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.

### **Discipline of Disabled Students**

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.).

## **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.

No strip searches will be conducted by any 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.

## **STUDENT RIGHTS 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. A material cannot be displayed if it:
  1. is obscene to minors, libelous, indecent or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  
- B. 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.

## **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V - Bus Transportation to School**

The school provides bus transportation for all students who live farther than 1 1/2 miles from school. The bus schedule and route is available by contacting the Transportation Supervisor at 593-2360. 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.

### **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 (on the road and at school)

Each student shall:

- be on time at the designated loading zone 15 minutes prior to scheduled stop
- stay off the road at all times while walking to and waiting for the bus
- line up single file off the roadway to enter
- 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
- go immediately to a seat and be seated

It is the parent(s) 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
- not eat or play games, cards, etc.
- not tamper with the bus or any of its equipment

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.

**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.

1. Bus riders must stay in their seats and in a sitting position when the bus is in motion.
2. Bus riders should not move to board a bus until the bus is completely stopped and the door is open. They must enter or leave in a single line, using the front door.
4. Bus riders may leave their seats only after the bus has come to a complete stop at their bus stop.
5. Bus riders who must cross a street or road at their bus stop should wait for the driver to signal them.
6. No part of the body is allowed outside of the bus window.
7. Loud talking or shouting profane or vulgar language, or fighting are disturbing to the driver and other passengers and cannot be tolerated.
8. Any damage to the bus shall be paid for by the person(s) inflicting the damage.
9. All riders should help to keep the bus clean and sanitary on the inside. Eating, therefore, cannot be permitted. All waste material is to be placed in the container provided. No glass bottles (like pop bottles) are allowed on the bus.
10. Be courteous and obedient to your bus driver. Your help and cooperation will enable him/her to make your school bus ride safer. Older students should try to help out.
11. Bus drivers may assign individual seats on the busses.
12. Please do not expect the school bus driver to perform taxi service. In cases of emergencies, parents should send a note or call the transportation supervisor to inform him of any changes in the bus a student should ride.
13. Bus drivers have complete authority on all bus runs and will enforce all bus rules.
14. Bus riders may not throw anything while on the bus.
15. Bus riders may not push nor shove while on the bus.
16. Remember that bus riding is a privilege, not an absolute right, and students may be suspended from riding the bus if the above rules are not followed or if a student persistently misbehaves on the school bus.

**CONSEQUENCES FOR VIOLATION OF SCHOOL BUS RULES**

Minor (Level 1)	Bus Garage Consequences	School Consequences
1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense  Subsequent offenses:	Verbal Warning & Parents Called 1 <sup>st</sup> Bus Conduct Report 2 <sup>nd</sup> Bus Conduct Report 3 <sup>rd</sup> Bus Conduct Report and 1-5 day bus suspension  Bus conduct report, meeting with parents, and 5-day bus suspension. May be suspended indefinitely by Superintendent	None 2 Days Noon Detention 3-5 Days Noon Detention None  None
*Major (Level 2 & 3)	Bus Garage Consequences	School Consequences
1 <sup>st</sup> Offense  Subsequent Offenses:  *Any defiance toward driver (or any adult in charge) fighting, assault, drugs, alcohol, weapons or other illegal infractions.	*Bus Conduct Report 3-5 Days bus suspensions and parents called.  *Bus Conduct Report 5 days bus suspension, parents called and meeting g with parents required before student may ride bus. May be suspended indefinitely by Superintendent.	½ Day – 3 days in school suspension; depending upon situation, severity, and age of students. Possible expulsion when mandated by law.  *1-5 days in school suspension; depending upon situation, severity, and age of student. May result in out of school suspension, 1-5 days. Possible expulsion, when mandated by law.