**McMonagle**

**Elementary School**

*Westwood Heights Schools*

*3484 N Jennings Rd. • Flint, MI 48504*

*Office: (810) 591-5145*

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**PARENT/STUDENT HANDBOOK**

**GRADES K-6**

**2019-2020**

**Westwood Heights Schools**

*Administrative Office*

3400 N. Jennings Rd.

Flint, MI 48504

(810) 591-0870

Mr. Peter Toal, Superintendent

*McMonagle Elementary School*

3484 N Jennings Rd.

Flint, MI 48504

(810) 591-5145

Ms. Diane Richards, Principal (810) 591-2731

Mr. Brandon Kaiser, Assistant Principal (810) 591-2763

Ms. Jill Hartz, Secretary (810) 591-2733

**Westwood Heights Schools Board Members**

Dewayn Allen President

Brenda Battle-Jordan Vice President

Jessie B. Cloman, Sr Secretary

Tyra Coburn Treasurer

Lester Fykes Trustee

Ahmad Walker Trustee

Deborah Roberts Trustee

**Purpose**

Creating a culture of character and achievement.

**Mission**

Westwood Heights School District offers a relevant and challenging curriculum that promotes academic achievement. We assume a central role in the community by connecting staff, parents, and business partnerships.

 **Know your Hawk Habits!**



 **H**ave Respect

**A**re Responsible

**W**ear a Positive Attitude

**K**now how to be Caring

**S**tay Safe

**General School Rules**

The Hamady HAWK HABITS are a set of behavior expectations – Have respect, Are responsible, Wear a positive attitude, Know how to be caring, Stay safe – which are the foundation of McMonagle Elementary School’s Positive Behavioral Support System designed to promote positive behavior in the school and wider community.

**Have Respect**: McMonagle Elementary School students are expected to be considerate of others and treat their fellow students with respect in their actions and words. They should keep their hands, feet, objects and unkind words to themselves. Listen without talking when others are speaking. A respectful student helps to make McMonagle Elementary a welcoming, comfortable place for learning.

**Are Responsible**: A responsible student follows the rules and always does the right thing. Puts trash in the trash can. Walks on the right side of the hallway. Takes care of their own needs as well as the needs of others.

**Wear a Positive Attitude**: Students should enter McMonagle Elementary School each day prepared to work hard and enjoy the challenges before them. Be in dress code. Choose appropriate language and demeanor.

**Know how to be Caring**: Students should be courteous. Wait their turn in the classroom and in the lunch line. Use a positive, quiet “inside” voice. Look out for their fellow students. Be kind and considerate.

**Stay Safe**: McMonagle Elementary School students should report unsafe situations to a staff member or office personnel. Keep school property free from litter and vandalism.

 **COME**

**S**trength

**O**pportunity

**A**chieve

**R**esults

 **WITH US!**

**Student Rights and Responsibilities**

Students in the Westwood Heights School District shall be extended the following rights along with the responsibilities related to them.

It is the student’s right to:

* Attend school in the district in which his/her parents or legal guardian resides.
* Express his/her opinions verbally or in writing.
* Dress within recognized community-standards of health, safety, and good taste.
* Expect that the school will be a safe place for all students to gain an education.
* Be afforded a fair hearing in the event of disciplinary action with all of the safeguards of due process.
* Be represented by an active student government selected by free school elections.
* Expect that the school will make every effort to safeguard individual rights.
* Privacy of his/her school records.
* Associate and assemble peacefully.

It is the student’s responsibility, with parent support, to:

* Attend school daily, except when ill, and to be on time.
* Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
* Dress in such a manner so as not to interrupt or interfere with the educational process.
* Be aware of all rules and expectations regulating student behavior and conduct himself/herself in accordance with those guidelines.
* Study diligently and strive for the best possible level of academic achievement.
* Be willing to volunteer information for the good of the school in disciplinary cases should he/she have knowledge of importance in such cases.
* Take an active part in the improvement of the school by becoming involved in or supporting student government.
* Have respect for the individual rights of others.

 **School Day Schedule**

|  |
| --- |
| Doors Open at 8:05Full Day: 8:30-3:30Half Day 8:30-12:00Breakfast served 8:05-8:30Lunch served 10:50-1:30Bag Lunch provided on Half Days |

 **Course Offerings**

 Kindergarten, Grades 1-6

Language Arts Optional Programs/After School

* Reading Tutoring
* Writing Football
* Speaking & Listening Basketball
* Language Soccer

Mathematics Baseball

Social Studies

Science/Health

STEM Program

Computer Lab

Music

Physical Education

 **Field Trips**

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. All students must ride the bus to the field trip destination. Attendance rules apply to all field trips. The district is not responsible for money lost due to the unforeseen cancellation of a field trip. If money is returned from the trip location, parents will be reimbursed in a timely fashion.

**Equal Education Opportunity**

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

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District’s Compliance Officer listed below;

Mr. Peter Toal, Superintendent

(810) 591-0870

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

**Parent Involvement in the School Program**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school, and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

**Closed Campus**

McMonagle Elementary School is a closed campus. Students are expected to stay on campus from the beginning of the day through the end of the day. Students are not allowed to leave for lunch.

**Student Well-Being**

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

**Injury and Illness**

All injuries must be reported to a teacher or the health assistant. If minor, the student will be treated and may return to class. If medical attention is required, the health assistant will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the health assistant. The health assistant will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Homebound Instruction**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The district will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician (licensed to practice in this state), parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

**Enrolling in School**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the Genesee Intermediate School District School of Choice Program. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. Birth certificate
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. Three (3) documents showing proof of residency,
4. Proof of current immunizations

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

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

**Scheduling and/or Classroom Assignments**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

**Attendance**

**Purpose**

McMonagle Elementary School students are expected to be in attendance each school day and to be on time. The School Board encourages regular attendance at school by all students and recognizes the value of daily instruction. To develop and maintain good attendance habits, a partnership between student, parent and school is crucial. Good attendance habits during Elementary School will promote educational success in Middle School and beyond.

**Excused Absences**

For an absence to be considered as excused, the parent and/or legal guardian must call the attendance office at (810) 591-2733 within 48 hours of the day of the absence.

The following are considered excused absences:

* Hospitalization/Medical/Dental
* Death in the family
* School related Field Trips
* Suspension
* Court appearance

Documentation of the absence may be required.

**Attendance calls**

Automated attendance calls are made to all absent/tardy students daily.

**Students Leaving School Early**

To provide a safe and secure environment, the adult picking up the student prior to the end of the school day is required to come into the main office. The adult may be required to show a Photo ID. Students must check out in the main office and will be released to their parents/guardians or individuals who are listed in their emergency information.

**Attendance Make-Up**

Students will have the opportunity to make up a maximum of three (3) full days by attending scheduled attendance make-up sessions. Students must stay for the entire 4 hour session, which is offered on half-day Fridays. During these sessions students will receive additional instruction and complete missed work.

**Make-Up Work**

It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade. Individual teachers reserve the right to accept or refuse make-up work missed for unexcused absences as outlined in classroom rules. Parents may request work for students who are absent three or more days through the main office.

**Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, he/she is to report to the Main Office and sign in.

**Excessive Absences/Consistent Tardiness**

Excessive absences or consistent tardiness without a valid reason shall be investigated by the school’s attendance officer as per the Michigan State School Code (380.1586) and may result in disciplinary action.

**Early Dismissal**

No student will be allowed to leave school prior to dismissal time unless being picked up by a parent. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. Students are not allowed to leave school grounds alone.

**Transfer out of the District**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Westwood Heights Schools, 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, may not be released if the transfer is not properly completed. Parents are encouraged to contact the school secretary for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

**Immunizations**

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

**Emergency Medical Card/Authorization**

The Board has established a policy that every student must have an Emergency Medical Card/ Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Card/Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

**Use of Medications**

The following guidelines must be adhered to whenever a student is to receive medication at school:

1. Parent or guardian signs a permission form, which can be obtained in the school office. All medication must be stored in the office.
2. Over the counter drugs are not to be dispensed unless prescribed by a physician. Parent or guardian must follow the procedures noted in guideline number one.
3. Parent or guardian must deliver the medicine in person to the office.

PLEASE DO NOT SEND MEDICINE TO SCHOOL WITH YOUR STUDENT.

**Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 require the school to ensure that no individual will be discriminated against on the basis of a permanent or temporary disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the general education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child’s ability to function properly in school should contact the school counsellor or special education services. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact School Special Education Director at (810) 591-0890 to inquire about evaluation procedures and programs.

**Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the administration to inquire about evaluation procedures and programs offered by the District.

**Student Records**

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

**Student Directory Information**

STUDENT DIRECTORY INFORMATION Parents or students may object to inclusion of an individual student’s data in directory information by giving the building principal a written statement to this effect prior to the end of the first week of each school year, in which case no information regarding the student will be released without the prior written consent of the parent or student. The district may publish this information unless parents restrict the school from doing so.

The following information is subject to release upon request for use in the form of student directories, programs and news releases:

* + Student’s name
	+ Address
	+ Parent or guardian
	+ Telephone number
	+ Date and place of birth
	+ Field of study or interest
	+ Participation in school activities
	+ Dates of school attendance
	+ Honors, awards, scholastic averages, class rankings
	+ Other similar information, such as athletics, height, weight, age, school class, honor roll members,
	+ Artwork and pictures…information generally found in year books.

**Review of Instructional Materials and Activities**

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 must contact the principal prior to coming to the school. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

**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 radio and television stations, and families will receive a robocall via school messenger.

 **Emergency Information**

The emergency information is the school’s connection to the home. It is imperative that the information be complete and accurate. There must be at least three active telephone numbers to be used in case of an illness or emergency. Those designated as contact people must also be made aware of their responsibility. In addition, it is the parents’ responsibility to update information on the emergency form periodically. **Please Note**: Students will only be released to people designated on the emergency form.

**Fire, Lock Down, and Tornado Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. A map indicating the exit route for each classroom is posted. When the Fire horn sounds, students are to leave the room in an orderly manner. The teacher is to make sure all doors and windows are closed. All persons are to be at least fifty (50) yards from the building. When the bell rings, all are to return directly to the classroom. Lockdown drills are also performed each school year. A lockdown is announced by the Principal. Students should follow the instructions of the classroom teacher during these drills. Complete lockdown instructions are posted in each classroom.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm system for tornados is different from the alarm system for fires and consists of the intermittent ringing of the bell.

**Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan will be made available for inspection at the Board offices upon request.

**Visitors**

Visitors, particularly parents, are 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 to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school. Students may not bring visitors to school without prior written permission from the principal.

**Use of School Equipment and Facilities**

Students must receive the permission of the teacher before using any equipment or materials in the classroom. The permission of the principal must be obtained to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

**Locker Assignments**

All lockers assigned to pupils are the property of the school district. The school assigns lockers to the students for the students’ convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear or lunch. Any locker malfunction should be reported to the office immediately. Students should not keep money or other valuables in their lockers. The school is not responsible for theft.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the School Board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

**Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc. are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. School Official’s will not be conducting searches for lost or stolen electronic devices that may have been lost or stolen during the normal school day hours of operation due to the fact that electronic devices are not to be out or present at school during these times.

**Lost and Found**

The lost and found area is in the Main Hallway. Students who have lost items should check there and may retrieve their items. Unclaimed items will be periodically given to charity during the school year.

**Student Sales**

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

**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 fundraisers:

1. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
3. Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ...” will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
4. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

**Cell Phone/Electronic Devices**

McMonagle Elementary students, may use a cellphone or other communication device after 3:45, these items may not be used at any time during the school day.

Students violating any of the cell phone/communication device usage guidelines may be subject to disciplinary action. Disciplinary action may include confiscation of the cell phone or other communication device for a period not exceeding 30 days. Unclaimed items will be discarded after 40 days at no expense to the school district. Any exception to this policy must be pre-approved by the principal. The District is not responsible for and assumes no liability for the loss or theft of cell phones or other electronic devices.

**Computer Technology and Networks**

Technology users are responsible for following the expectations of the Acceptable Use Agreement when using computer devices, hardware and software at school. See the Acceptable Use Agreement in the Code of Conduct.

**Dismissal Procedures for Late Pick-up**

Dismissal time at McMonagle this year (2019/2020) is 4pm. If your child is not picked up by 4:15pm, for any reason, the following procedure will be followed:

 1st – Verbal Warning

 2nd – Warning Letter

 3rd – Meeting with school liaison officer/Attendance Coordinator

4th – Meeting with the Principal

Please note, that the school is already allowing a 15 minute grace period as dismissal time is 3:30pm. After the third time your child is not picked up by 3:45pm, you will be charged at the following rate:

 **1-15 minutes $10.00**

 **16-30 minutes $15.00**

 **31-45 minutes $20.00**

 **46min-1 hour $25.00**

 **(Add $5.00 for each 15 minutes past 1 hour)**

By leaving your child at school after 3:45, you agree to be responsible for the terms of this program. You will have a maximum of 5 days to pay your bill.

This same procedure will be used for half days. Half days are dismissed at 12:00p.m, and you will begin being charged if your child is not picked up by 12:15p.m.

**\*TO AVOID LATE PICK-UP FEES, PLEASE MAKE ARRANGEMENTS TO HAVE NON-BUS RIDERS PICKED UP ON TIME**

**Bus Transportation**

The school provides transportation for all students who live in the district. The transportation schedule and routes are available by contacting the Transportation Office at 591-2552. Students may only ride assigned school buses and must 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 administrators. The building administrator may approve a change in a student's regular assigned bus stop to address a special need, upon the administrator’s approval of a note from parent stating the reason for the request and the duration of the requested change.

**Bus Conduct**

Riding the bus is a privilege which students may enjoy as long as they behave in a reasonable, responsible and respectful manner. Bus safety is of extreme importance. The bus driver may assign seating or direct students in any reasonable manner to maintain safety. Any activity that distracts the driver and/or interferes with the safety of the passengers will be dealt with as serious. Violations of bus and/or the student code of conduct rules will be considered serious and will be met with strong disciplinary measure which may include removal of bus riding privileges.

**Code of Conduct**

McMonagle Elementary School creates an educational environment and programs that provide opportunities and experiences to assist each student in becoming a responsible, self-controlled individual capable of, and willing to, assume and fulfill his or her role as a participating member of the McMonagle School community.

An aspect of this growing-up process is to respect rules and regulations of conduct in the school. One of the major responsibilities of both home and school is to help each student to learn the art of self-discipline, an art that leads to self-respect, an essential ingredient for a successful and happy adult life. To accomplish this, it is necessary to establish a well-defined standard of acceptable behavior.

The rules and regulations are established for the protection of the rights of all students. Violations of school rules and regulations that are harmful to the rights and privileges of others cannot be tolerated The primary purpose of these rules, policies and procedures is to provide a school atmosphere where everyone can participate in the process of learning in an environment that is reasonable, orderly, safe and conducive to the educational process.

**Expected Behaviors**

Each student is expected to:

* Abide by national, state, and local laws as well as the rules of the school.
* Respect the rights of others.
* Act courteously to adults and fellow students.
* Be attentive in class and follow all directions.
* Follow all reasonable instructions given by school staff and helpers.
* Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, sexual orientation, race, religion, height, weight, disability, or ethnic background.
* Help maintain a school environment that is safe, friendly, and productive.
* Act at all times in a manner that reflects pride in self, family, and in the school.

**Interventions Short of Administrative Action**

Because students spend most of their school time in the classroom setting, and the classroom teacher is primarily responsible for control and discipline in the classroom, this discipline policy only comes into effect after corrective measures attempted by the classroom teacher have been ineffective. A teacher may utilize various strategies to help a disruptive student.

Some of those strategies may include, but are not limited to:

* Discuss the behavior with the child, causing the child to reflect on his/her choices.
* Incorporate positive reinforcement techniques in an effort to improve the behavior. Incorporate restorative practices that emphasize repairing harm to the school community by a student’s misconduct.
* Provide supervised time-out sessions for the student.
* Remove privileges, such as recess or special events.
* Hold phone conferences with the parents seeking help in rectifying the situation.
* Discuss or conference with the school counselor.
* Discuss with the Student Support Staff and the child.
* Require written assignments to reflect on actions.
* Implement a behavior log that is shared with parents.
* Other items the teacher/administration determine as appropriate.

**Disciplinary Step System**

1. The disciplinary steps listed below shall be followed in the administration of disciplinary action. The steps are designed to:
* Provide the student with a program that includes ample opportunity for modification of the negative behavior.
* Provide consistency and fairness in the administration of disciplinary action.
* Provide for clearly stated, advance knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.
* Provide a program that is progressive (moderate to most severe action).

B. The steps shall be administered under the following conditions:

* Generally, interventions shall be taken prior to administrative disciplinary action. However, in cases of serious misconduct, interventions may occur simultaneously with administrative disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct.
* Once a student is placed on the disciplinary steps, the student may, during the current school year, move to succeeding steps for each occurrence of misconduct. Movement on the steps will be proportionate to the severity of the misconduct.
* In recognition of good behavior, students’ placement on the step system may be reduced one step when their behavior results in no administrative action, in accordance with the following schedule: The student’s placement on the step system shall be reduced one step for each consecutive twenty (20) school days without misconduct requiring disciplinary action.
* With the start of a new school year, students who were placed on the step system in the prior year will return without any steps on their record. However, penalties to be served resulting from the prior school year step placement will be served within the first two (2) week period of the new school year.

 **Minor Behavior Infractions In conjunction with the Disciplinary Step System.**

Teachers provide proactive strategies and interventions to modify minor discipline infractions in the classroom. Failure to follow approved school and classroom rules which are consistent with Board policies and administrative procedures may result in placement on the Step System.

These minor behavioral infractions may include:

* Defiance
* Disrespect
* Disruption
* Dress Code
* Inappropriate language
* Property misuse
* Electronic devices
* Cheating / copying

After a minimum of three (3) but not more than five (5) infractions for which interventions have been imposed and recorded (one of which will be a parent contact), a student will be placed onto the step system.

Please note that significant or blatant infractions of these minor behavioral infractions may result in a discipline referral for a major behavioral infraction.

**Disciplinary Steps**

* Step 1 Student Support Room Conference.
* Step 2 Parent / Support Room Staff conference (can be done by phone)
* Step 3 Administrative/Parent conference (can be done by phone) to include review of the disciplinary policy and procedures and notification that the next infraction of rules will result in action on at least the 4th step.
* Step 4 Half Day ISS
* Step 5 One-day (short-term) suspension
* Step 6 Three-day (short-term) suspension
* Step 7 Five-day (short-term) suspension
* Step 8 Ten-day (short-term) suspension
* Step 9 Recommendation for long-term suspension and/or expulsion for misconduct not including possession of a dangerous weapon, arson or criminal sexual conduct.
* Step 10 Mandatory expulsion for possession of a firearm.

**PLEASE NOTE**: Days are school days, not calendar days. Parents will be required to attend a Restorative Conference before their student returns to class.

**Suspension from School**

Before a student is suspended or expelled the school will take into account the following 7 factors in all cases EXCEPT FIREARMS:

1. Student’s age
2. Student’s disciplinary history
3. Seriousness of the offence
4. Whether student has a disability
5. Whether violation threatened health/safety
6. Whether to use restorative practices
7. Whether lesser intervention is appropriate

**Short-Term Suspensions**

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including ten school days. The principal or designee may invoke a short-term suspension only after investigating the misconduct.

**Long-Term Suspension**

Long term suspension from school is a denial to a student of the right to attend school and to take part in or attend any school functions until readmitted. The Board of Education may suspend a student upon the recommendation of the Superintendent or his/her designee and the principal of the school attended by the student after notice to the student and his/her parents of the charges against the student and a hearing is held as required by law. The principal may immediately close classes and remove the student from school, if the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The principal shall immediately notify the superintendent of the recommended suspension, accompanying this recommendation with all documentary evidence available in support of the recommendation. If the superintendent or his/her designee concurs with the recommendation of the principal, the superintendent shall notify the student and the student’s parents in writing of the recommendation of the principal, include a statement of the charges against the student, a statement that the student is entitled to a hearing on the charges at which he/she may be represented by an attorney or by any adult person designated by the student and the date, time and place of the hearing on the charges.

The Board of Education shall convene at the date, time, and place set forth in the notice or at any adjourned date agreed upon between the student, his/her parents and the Board of Education. The Board of Education shall hear all pertinent testimony and evidence offered in support of and in opposition to the charges, and at the conclusion of the hearing or as soon thereafter as shall be practicable the Board shall issue its decision in writing. The superintendent shall promptly, after the decision of the Board is rendered, give a copy of the decision to the student and his/her parents. All notices required or permitted to be given by this section shall be delivered to the person or persons entitled thereto or sent by registered mail return receipt requested.

**Expulsion**

Expulsion from school is a denial to a student of the right to attend school and to take part in or attend any school functions until readmitted by the Board of Education. The Board of Education may expel a student upon the recommendation of the superintendent or his/her designee and the principal of the school attended by the student after notice to the student and his/her parent/guardian.

The principal may immediately close classes and remove the student from school, if the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. The principal shall immediately notify the superintendent of the recommended expulsion, accompanying this recommendation with all documentary evidence available in support of the recommendation. If the superintendent or his/her designee concurs with the recommendation of the principal, the superintendent shall notify the student and the student’s parents in writing of the recommendation of the principal, include a statement of the charges against the student, a statement that the student is entitled to a hearing on the charges at which he/she may be represented by an attorney or by an adult person designated by the student and the date, time and place of the hearing on the charges. The Board of Education shall convene at the date, time and place set forth in the notice or at any adjourned date agreed upon between the student, his/her parents and the Board of Education. The Board of Education shall hear all pertinent testimony and evidence offered in support and in opposition to the charges, and at the conclusion of the hearing or as soon thereafter as shall be practicable the Board shall issue its decision in writing. The superintendent shall promptly, after the decision of the Board is rendered, give a copy of the decision to the student and his/her parents. All notices required or permitted to be given by this section shall be delivered to the person or persons entitled thereto or sent by registered mail, return receipt requested.

**Make-Up Work**

All students who have been denied educational participation through the enforcement of the Suspension and Expulsion Code are expected to complete all work missed as a result of such action. All make-up work should be completed and returned to teachers upon the student’s return to class or at a date specified by the administrator.

**Discipline of Students with Disabilities**

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

**Discipline Matrix**

The following steps range from the minimum to the most severe disciplinary action.

Administrators may use any or all consequences listed within each level of offense.

|  |  |  |
| --- | --- | --- |
| No. | Behavioral Infraction | Suggested Maximum Step |
| 1 | **Dress Code**Failure to follow approved school attire based on the dress code identified in the Student Handbook. | 1-4 |
| 2 | **Academic Integrity**Plagiarism and cheating are forms of Academic Integrity. Any student not performing or handing in their own work, copying from another, and providing any falsification of documentation of any kind will be in violation of this offense. | 1-3 |
| 3 | **Defiance / Insubordination**Open, persistent defiance of authority and/or disregard of verbal instruction of school personnel. | 1-8 |
| 4 | **Disrespect** Socially rude or disrespectful messages to adults or students. | 1-6 |
| 5 | **Inappropriate Language** Verbal messages that include swearing, name calling or use of words in an inappropriate way. | 1-6 |
| 6 | **Disruption** Behavior causing an interruption to the learning environment. Includes sustained loud talk, yelling or screaming, horseplay or roughhousing and sustained out-of-seat behavior, etc. May involve acts of inciting or prompting others to cause a disruption. | 1-6 |
| 7 | **Offensive Display** Display, possession, distribution of drawings, graphics, video or printed material which tend to disrupt the orderly conduct of the educational process including but not limited to: Displays that glamorize behavior which is obscene, violent or illegal for students (guns, alcohol, drug use, images from electronic source or texting). | 1-6 |
| 8 | **Harassment**The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected | 1-9 |
| 9 | **Out of Assigned Area**Students out of class or assigned area without permission. Students leaving the school building or grounds without permission. | 1-6 |
| 10 | **Bullying**Bullying is unwanted, aggressive behavior that involves a power imbalance. Bullying can take the form of any written, verbal or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students whether directly or indirectly by doing any of the following: * Substantially interfering with educational opportunities, benefits or programs of one or more students.
* Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
* Having an actual and substantial detrimental effect on a student’s physical or mental health.
* Causing substantial disruption in, or substantial interference with, the orderly operation of school.
 | 3-9 |
| 11 | **Verbal or Non-verbal Threat**Threatening behavior towards another. | 3-7 |
| 12 | **Physically Assaulting a Staff Member/Student/ Person Associated with the District** **Definition:** Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.” | 5-9 |
| 13 | **Fighting**Student mutually participates in an incident involving physical violence. | 4-8 |
| 14 | **Theft/Possession of Stolen Property**Any theft of money, personal or public property and/or theft involving unlawful entry including lockers, desks, etc. Law enforcement authorities may be notified in cases of this misconduct. | 1-9 |
| 15 | **Extortion**Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person’s will. | 3-8 |
| 16 | **Gambling**Casual betting, betting pools, organized sports betting, and any other form of wagering. | 3-8 |
| 17 | **Property Damage**Student causes damage to the school or personal property through carelessness or inappropriate behavior. Restitution, repair or replacement of damaged property may be required | 1-7 |
| 18 | **Vandalism**Student causes damage to the school or personal property through intentional vandalism and defacing. Restitution, repair or replacement of damaged property may be required. Law enforcement authorities may be notified in cases of this misconduct. | 4-9 |
| 19 | **Inappropriate Sexual Behavior**Verbal or non-verbal sexual innuendo, obscene gestures, leering, unwanted sexual advances or contact. Examples include: sexual remarks or suggestions, unsolicited and unwelcome flirtations, touching another person’s clothing or person, display of sexually suggestive objects or pictures, etc.) | 1-6 |
| 20 | **Indecent Exposure**Engaging in offensive behavior and conduct which is contrary to commonly recognized standards of propriety, behavior, and good taste. | 1-8 |
| 21 | **Inappropriate Display of Affection** Student engages in inappropriate but consensual verbal and/or physical gestures / contact, of a sexual nature with another student. | 1-6 |
| 22 | **Technology Violation**Any unauthorized use, misuse or access of any of the school district’s electronic equipment including, but not limited to, voice, video, computers of use of the internet. In addition, students must adhere to the Westwood Heights School’s Acceptable Use Policy for Technology Resources.Restitution, repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course may be required. Students may not engage in inappropriate use of cell phones, electronic devices or computers which may be disruptive to the educational process.  | 2-9 |
| 23 | **Cell Phone Violations/Electronic Devices** Cell phones, headphones, earbuds or other related electronic devices may only be used before and after school. These items may not be used at any time during a class period, passing time or during lunch. | Confiscation of device. Prohibited from having device on school property. |
| 24 | **Tobacco, Alcohol, Drugs**Possession, use, sale or receipt of tobacco, alcohol or drugs while on school property, in school owned vehicles, or at school events. Law enforcement authorities may be notified in cases of misconduct. | 5-9 |
| 25 | **Combustibles**Student in possession of substances / objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc.). | 2-9 |
| 26 | **Fire Alarm**Tampering with a fire alarm box, system or firefighting equipment. This includes setting off a false fire alarm. | 2-5 |
| 27 | **Bomb Threat**Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning or causing damage to a school building, school property or to harm students or staff. Law enforcement authorities may be notified in cases of misconduct. | 5-9 |
| 28 | **Arson**Fire setting on school property**.** Law enforcement authorities will be notified in cases of misconduct. | 5-9 |
| 29 | **Weapons – Possession, Use or Knowledge of.**The term weapon shall mean any object or device which could inflict bodily harm, and weapon shall also include a facsimile of objects or instruments which are weapons. The term weapon shall additionally include an object which is not in itself a weapon as defined above, but coupled with an intent by a student to inflict injury or harm upon another person. | 5-9 |
| 30 | **Other Behaviors**Infraction of school rules not covered by the above categories, particularly those infractions on or off campus which, because of their nature, pose a serious health / safety threat to students and staff. | 3-9 |

**BULLYING POLICY**

**Bullying and Other Aggressive Behavior toward Students**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**NOTIFICATION**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the result of the investigation.

**IMPLEMENTATION**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended and should not be interpreted to interfere with legitimate free speech right of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

**PROCEDURE**

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

**NON-RETALIATION/FALSE REPORTS**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

**DEFINITIONS**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students:
2. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
4. causing substantial disruption in, or substantial interference with the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion / shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subject an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competition or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517

Hazing, see Policy 5516

MCL 380.1310B (Matt’s Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

**Technology Acceptable Use Policy**

Westwood Heights Schools

Board of Education

Policy 5517.01

Update adopted May 29, 2012

1. **Acceptable Use**

The purpose of access to telecommunications (including but not limited to Internet, web pages, voice data, video, and all networks) is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of telecommunications must be consistent with the educational objectives of the Westwood Heights School District. Use of any organization’s network or computing resources must comply with the rules appropriate for that organization.

Transmission of any material in violation of any federal or state regulation is prohibited. Illegal activities are strictly forbidden. This includes, but is not limited to:

* Misuse of copyrighted material
* Using threatening or obscene material or material protected by trade secret
* Using the access provided for commercial purposes
* Using the access provided for product advertisement or political lobbying
1. **Privileges**

The use of technology is a privilege, not a right. The administration and faculty of the Westwood Heights School District may deny, revoke, or suspend a student user access for inappropriate behavior relative to the use of its telecommunications resources. Repeated inappropriate use by students WILL result in a cancellation of this privilege. Such cancellation can result in the failure in a class that is directly related to the use of Westwood Heights School’s technology. Further, such cancellation will NOT be compensated for by the school district (for example, if a paper requiring Internet research is assigned the student would have to provide his/her own source of research materials like the public library; the school will NOT provide anyone with any other sources for that research beyond books currently in the school library). Other disciplinary actions may be used as outlined in the discipline code of the handbook. The building administration will make the final decision as to what is inappropriate use. His/her decision will be final. *Simply stated*: No user is allowed to use any technology in any way not expressly stated to them by the person immediately supervising them. Such behavior includes but is not limited to:

* Deleting anything they did not create themselves
* Adding anything to equipment (hardware or software)
* Tampering with any part of the technology
* Gaining access or attempting to gain access to areas not directly related to the school assignment
1. **Network Etiquette/Usage**

You are to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

* Be polite. (Do not be abusive in your messages to others.)
* Use appropriate language. (Do not swear, use vulgarities or other inappropriate language.)
* Illegal activities are strictly forbidden.
* Students are not allowed to save/download to the hard drive. Only school appropriate material may be
* saved/downloaded to student folders/disks/flash drives.
* Students or staff creating web pages must have permission from the technology coordinator or designee.
* Do not reveal your personal information such as a picture, or your address or phone number, nor those of anyone else.
* Electronic mail (e-mail) is not proposed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities WILL be reported to the proper authorities.
* Do not use the network in such a way that you would disrupt the use of the network by other users.
* All communications and information accessible via the network should be assumed to be private property. (Therefore, copying should be assumed to be a copyright violation unless otherwise established.)
* Do not use unauthorized copies (pirated) or personal copies of commercial or non-commercial software. (Use, in any manner, of software not made available on a computer by the school district is not allowed.)
* Do NOT install or run anything on any computer without express permission from the DTS (District Technology Supervisor) or BTS (Building Technology Supervisor). (This is regardless of the origin being from flash drive, CD, disk, Internet or other media or method.)

The Westwood Heights School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Westwood Heights School District will not be responsible for any damages an individual may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained via such sources is at your own risk. The Westwood Heights School District specifically denies any responsibility for the accuracy or quality of information obtained through telecommunications sources. NOTE: Internet sources of information are not always accurate. Be sure you use sources acceptable to your teacher for quality.

1. **Security**

Security on any computer system is a high priority, especially when the system involves many users. If a student user believes they have identified a security problem on the system, they should **immediately** notify a teacher or administrator.

* Do not demonstrate the problem to other users.
* Do not use another individual’s account. To do so will result in the loss of privileges.
* Attempts to log on to any network as a system administrator will also result in the cancellation of user privileges.
* Any user identified as a security risk or having a history of problems with other computer systems WILL be denied access to the system.
1. **Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, agency, Internet, or any other networks. This includes, but is not limited to, the uploading, creation, or intentional downloading of computer viruses.

1. **Technology Trespass Policy**

Electronic trespassing is defined as any unauthorized use (anything that you do not have specific permission to do), access or tampering with any Westwood Heights School District electronic equipment, programs, or data files used on the system.

1. **Off Campus Activity**

Please be advised that any off campus computer use or activity that results in or presents a significant likelihood of causing a material and substantial disruption of the proper and orderly operation of the school district will be subject to discipline in accordance with the penalties set forth in the student handbook and/or use policy.

1. **Bullying**

You may not use the District technology resources to engage in bullying. Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following: substantially interfering with educational opportunities, benefits, or programs of one (1) or more students; adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student's physical or mental health; and/or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

1. **Disciplinary Action**

Disciplinary action, in terms of financial responsibility and/or denial of privileges, will be taken by the Administration after obtaining all necessary information/input from proper school personnel. Possible action might be:

* Replacement, restoration, or repair. This will be calculated at the current cost of the same or equal item(s) and services at the time of the damage or loss.
* Suspension of technology privileges for a specified length of time. (This could be the remainder of the school year or longer.)
* Loss of class/assignment credit due to suspension of privileges.
* Possible legal action.

Westwood Heights Schools

Board of Education

Policy

Update adopted 8.20.2012

**CELL PHONES & OTHER ELECTRONIC DEVICES POLICY**

Cell phones, headphones, earbuds or other related electronic devices may not be used at any time during the day. Any electronic device seen, heard, or **causing a disruption** during school hours will be confiscated. Students violating this policy will have items confiscated and will face progressive discipline. The elementary school Principal or designee shall have the discretion to determine the amount of time the phone will be confiscated, but shall not exceed (30) days. Students having items confiscated may be prohibited from bringing electronic devices to McMonagle Elementary. Confiscated items shall be claimed only by parents from the school office. After forty (40) days, unclaimed items will be discarded at no expense to the school district. Any exception to this policy must be pre-approved by the building administrator. The school has a zero tolerance policy for device infractions and accepts no responsibility for their safe keeping, damage or loss

Westwood Heights Schools

Board of Education

Policy

Update adopted 8.27.2014

**ATTENDANCE POLICY**

**Elementary School**

1. **Purpose**

Individual student attendance is registered on permanent school records. Good attendance and punctual habits are important factors considered by employers and college admissions personnel. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student’s success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

It is the responsibility of parents, guardians, and students to support an appropriate school attendance policy to ensure that graduates of Hamady High School will be well trained and capable of succeeding at a post-secondary institution or in the work force.

1. **The Law**

Opinion 5414 of the Attorney General states: “The compulsory attendance law recognized an educational value in regular attendance at school. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student’s academic achievement. It is, therefore, my opinion that a school district, by its agents and employees, may consider attendance in determining a student’s grade in a course.”

1. **Absence Defined**

Any day that McMonagle Elementary School is in session and the student is not in attendance.

1. **Policy**

Attendance calls to all absent students daily

It is the Parents responsibility to call attendance office (810) 591-5145.

Three unexcused absences will result in **mandatory** attendance make-up (designated half days). The consequence for not attending mandatory attendance make-up days will result in loss of extracurricular privileges such as participation in sports and after school programs.

Five or more absences will result in Student Assistant Team Meeting.

Accruing 11 absences in a semester may result in a referral to Genesee County Attendance Task Force.

Final Step: Referral to Genesee County Attendance Task Force

1. **Documented Absences**

**Documented absences will not count against the total number of absences**. To ensure accurate attendance records, it is necessary for all related documentation to be turned in upon the student’s return to school. Documented absences must be submitted within ***two weeks*** following the absence. The following are considered documented absences:

* Hospitalization/medical leave
* Religious obligations
* Mandatory court appearances
* Funerals
* Verified doctor/dentist appointments
* Field trips and other school related activities with proper information filed by the instructor in the school office
* College visits (verified)
* Suspensions (in and out of school)
1. **Excused Absences**

An excused absence must be verified by the parent or guardian within two (2) school days. Absences (excused and unexcused combined), may not exceed ten (10) absences in a semester course, or the student may be referred to Genesee County Attendance Task Force. **Excused and unexcused absences will count toward the total number of absences**. The following are considered excused absences:

* Illness verified by a parent/guardian
* Pre-arranged family vacation
* Non-school-sponsored field trips (fraternity, sorority, Upward Bound…)

Parents are encouraged not to take their child out of school for vacations; however, if a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student’s teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Pre-arranged family vacation forms can be obtained in the office and must be filled out and signed by a parent/guardian, teachers, and administrator prior to the absence. The pre-arranged absences will count towards the total absences as defined by the policy.

Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a registered physician.

1. **Unexcused Absences**

An automated phone call is made to the parent/guardian (if the phone numbers are up-to-date) after an absence/tardy. Absences (excused and unexcused combined) may not exceed ten absences in a semester. Some examples of unexcused absences are as follows: oversleeping, car trouble, missing a ride/bus, skipping, work, no parent phone call within 48 hours, or truancy.

1. **Attendance Make-Up**

Students will have the opportunity to make up a maximum of three (3) full days by attending scheduled attendance make-up sessions. Students must stay for the entire 7 hour session, which is only offered once a month. Students will be required to bring their own academic work or suitable reading material. Students will not be able to sleep, talk to others, use any electronic devices, eat, or disrupt the environment in any way. Violations will result in loss of time made up and removal from the session.

1. **Make-Up Work**

It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade. Individual teachers reserve the right to accept or refuse make-up work missed for ***unexcused*** absences as outlined in classroom rules. Parents may request work for students who are absent three or more days through the main office.

1. **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, he/she is to report to the Main Office to sign in properly, and receive a tardy pass before proceeding to his/her classroom. Tardiness to class is defined as a failure to be in the classroom by the time the bell begins to ring.

Any student who is late without staff permission is considered tardy and shall be disciplined as follows:

* 3 unexcused tardies = 1 unexcused absence
* Excessive tardiness may result in further disciplinary action

Failure to attend Saturday School will result in:

* Closed class/classes until parent and student have met with an administrator or designee in regards to failure to attend assigned Saturday School
* A contract will be signed between the parent, student, and administrator or designee that ensures attendance at the next scheduled Saturday School
* A closed class is an unexcused absence.

1. **Early Pick-up**

 Each student is expected to be at school the entire school day. If a student is picked up early from school, he/she

 will be charged with an early pick-up.

• 3 unexcused early pick-ups = 1 unexcused absence

• Excessive early pick-ups may result in further disciplinary action

Westwood Heights Schools

Board of Education Policy

Update adopted 8.27.2014

**Dress Code Policy**

**Purpose**

The Westwood Heights Board of Education recognizes that dress and grooming affect the behavior of students, that there are sanitation and safety factors directly related to proper dress and grooming, and that school administrators, teachers, and parents need clear dress and grooming guidelines so that rules of dress and discipline can be enforced consistently. Therefore, the Board established the following expectations for student dress and appearance.

* *Pants*

Jeans (**NO** holes, rips, or tears)

Khakis (any color, to include Dickies and cargo pants)

Dress slacks (any color)

**NO**: sweatpants, yoga pants, leggings/jeggings

* *Skirts & Dresses*

Knee length or longer (**NO** see through material or cleavage showing)

* *Tops, Blouses and Shirts*

Collars Required (**NO** t-shirts, tank tops, see through material, cleavage showing or large printed writing or labels) A small insignia is allowed.

* *Sweaters, Sweatshirts, Fleece, Jackets and Hoodies*

Any color and patterns or stripes are allowed (**NO** long sleeve t-shirts)

* *Walking Shorts*

Any color denim, khaki or dress allowed (**NO** gym shorts or knit fabric)

Must be longer than finger-tip length

* *Shoes and Socks*

**NO** flip flops, house shoes or slippers

**NO** fish net or patterned hose

**Special Note:**

**Modesty is important to behavior and a conducive learning environment!**

**NO cleavage, NO bare midriff and NO sagging.**

School personnel reserve the right to make a decision on any article of clothing not specifically addressed in this policy. Students must follow this policy. Failure to dress in accordance with this Dress Code Policy will result in the student being excluded from class or sent home. Repeated offenses of the Dress Code Policy will result in discipline up to suspension.

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