

McMonagle

Elementary School

Westwood Heights Schools

3484 N Jennings Rd. • Flint, MI 48504
Office: (810) 591-5145



PARENT/STUDENT HANDBOOK

GRADES K-6

2018-2019

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

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

Westwood Heights Schools Board Members

Dewayn Allen	President
Lester Fykes	Secretary
Trina Sanders	Treasurer
Brenda Battle-Jordan	Trustee
Jessie B. Cloman, Sr	Trustee
Tyra L. Colburn-Muldrew	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!



Have Respect

Are Responsible

Wear a Positive Attitude

Know how to be Caring

Stay 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

Strength

Oppportunity

Achieve

Results

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

Course Offerings

Kindergarten, Grades 1-6

Language Arts

- Reading
- Writing
- Speaking & Listening
- Language

Mathematics

Social Studies

Science/Health

STEM Program

Computer Lab

Art Student

Physical Education

Optional Programs/After School

21st Century Bridges to Success

Football

Basketball

Soccer

Baseball

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 office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

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:

- A. Birth certificate
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Three (3) documents showing proof of residency,
- D. 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:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- C. 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.
- D. 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.

Dress Code

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.

Appropriate for school

Pants

- Jeans (cannot have skin visible through holes, rips, or tears above finger-tip length)
- Khakis (any color, to include Dickies and cargo pants)
- Dress slacks (any color)
- Tight jeans, yoga pants, leggings/jeggings (must be covered by a top of fingertip length)
- Sweatpants

Skirts & Dresses

- Knee length or longer (**No** see through material)

Tops, Blouses and Shirts

- Tops (**No** tank tops, tube tops, spaghetti straps)

Sweaters, Sweatshirts, Fleece, Jackets and Hoodies

- Any color and patterns or stripes are allowed

Walking Shorts/Gym shorts

- Any color denim, khaki or dress allowed
- Must be longer than finger-tip length

Shoes and Socks

- Shoes must be worn

Please Note:

- **No** Cleavage, Bare midriff and Sagging
- **No** Hats, sunglasses, bandanas, other head coverings
- **No** Articles of clothing that have slogans or symbols which promote or make reference to substances that would be considered illegal for minors, including alcohol, tobacco and drugs. In addition, the article of clothing should not display words, symbols, or pictures that would be considered derogatory, obscene, profane, sexual in nature, vulgar, violent, racist or gang-related
- **No** Coats in the classroom
- **No** dress or grooming that is distracting and / or disruptive to the educational process
- **No** Flip flops, house shoes or slippers

Modesty is important to behavior and a conducive learning environment!

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.

Dismissal Procedures for Late Pick-up

Dismissal time at McMonagle this year (2018/2019) is 3:30pm. If your child is not picked up by 3:45pm, 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.