

Hazel Park Schools  
**WEBB ELEMENTARY SCHOOL**

2100 Woodward Heights  
Ferndale, Michigan 48220



**PARENT and STUDENT  
HANDBOOK**

**2011-2012**

**James J. Knapp, Principal**  
248.658.5902  
[www.hazelpark.k12.mi.us](http://www.hazelpark.k12.mi.us)

**Mission Statement:**

We, at Webb Elementary School, working with our community, will encourage everyone to be responsible, treat themselves and others with respect and become **lifelong learners**.

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2100 W. Woodward Heights  
Ferndale, Michigan 48220  
248.658.5902

**James J. Knapp Principal**

September, 2011

Dear Parents,

The Webb Elementary School Faculty, Support Staff, and I are extremely pleased to have the opportunity to help educate your children. We know that it is best accomplished when we work with you as a team. This partnership we form is reflected in our school's Mission Statement and in our School Improvement Plan.

The purpose of this handbook is to answer many of the questions that arise over the course of a school year regarding procedures within the building. We hope you will take the time to read it with your children, discuss it with them, and share your expectations for their success at Webb. We also hope that you will keep the handbook, along with the Student Conduct and Discipline booklet in a place that you can remember where it is and refer to it frequently throughout the year.

Communication is the key to cooperation and success. More specific information may be sent home throughout the school year by your child's teacher or through the Webb newsletter. We are thankful that you are interested in being informed so that home and school may work together to meet the needs of our youngsters.

Please remember we are here to be of service to you. If you have a question or concern please let us know. Our school Secretary, Mrs. Cheryl Hayes, our faculty, staff, and I look forward to working together with you to insure that this school year will be great. Together we can and will make good things happen!

Sincerely,

James J. Knapp  
Principal

## **Webb Elementary Vision, Mission & Belief Statements:**

### **Vision Statement**

Our vision at Webb Elementary School is to create a school that is highly regarded for its academic excellence and programs so that our students can live successfully in a diverse and ever changing world.

### **Mission Statement**

We, at Webb Elementary School, working with our community, will encourage everyone to be responsible, treat themselves and others with respect and become **lifelong learners.**

### **Belief Statements:**

1. We believe in creating a safe, orderly and nurturing environment that is conducive to learning.
2. We believe through a research-based curriculum, students are provided the opportunity to develop their academic, social, physical and creative talents.
3. We provide a positive learning environment where individual learning styles are supported through differentiation of instruction.
4. Our school strives to develop and sustain a positive relationship with students, families and the community.
5. Our dedicated, professional and well-trained staff promotes academic excellence, good citizenship and a desire to learn.
6. We are committed to celebrating diversity within our school and community.

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Please Note:

The information in this handbook is complete as of the printing date. Sometimes it becomes necessary to change or update this information. Please check the newsletter for any changes or updates throughout the year.

## **ATTENDANCE**

Good attendance is a necessity in achieving a quality education. It is the policy of the Hazel Park School District that all pupils attend school on a daily basis, although illness and family emergencies certainly are legitimate reasons for absence. The State of Michigan and the cities of Hazel Park and Ferndale each place a legal obligation on every parent, guardian, or other person having charge of a child, and have consequences place if attendance is not continuous, regular, and on time.

**Every parent should have a copy of the school district's attendance policy and read through it to be familiar with it. You may request a copy of the district's attendance policy from the school secretary. It is also located in the Webb Code of Conduct policy handbook.**

Hazel Park Schools requires a telephone call or a note from a parent for every student absence. For your convenience, Webb provides an answering machine so that you can leave the absence information without waiting for our office to open each day. That number is **248.658.5902**

If your child is tardy and is staying for hot lunch, call the same number before 9:00 AM and order a lunch. **If we haven't received a call from you, we will use information on the Emergency Card to help determine if your child is safe. I'm sure you can understand that we'd rather not have to disturb you or your family at home or work, so please try to make a practice of calling about each absence.** Our computerized attendance reporting system will assess each non reported absence automatically as unexcused until the office receives a note.

## **BIRTHDAY PARTY INVITATIONS**

Children are very sensitive about who is receiving a birthday party invitation at school. To avoid hurt feelings, we suggest that invitations be given outside the school, preferably sent to the child's home.

## **BIRTHDAY TREATS / CELEBRATIONS**

Birthdays and holidays are another way to help our students learn socially acceptable behavior and respect the cultural diversity of our community. Classroom teachers willingly allow a birthday child to share treats, but limit the sharing to the classmates and adults in the classroom. Students will not be permitted to deliver treats to other children outside the room.

The school district permits our students to celebrate Halloween, the December Holidays, and Valentine's Day with parties. Generally they are held the last hour of the school day and planned by the classroom teacher.

Details on our Halloween celebration will be forthcoming.

## **COLLABORATIVE BUILDING TEAM MEETING**

A child may be referred to the Building Team by their classroom teacher, any teacher who works with the child, the principal, or the parent. A referral may be made because of an academic concern, behavior problem, speech or health concern. The purpose of the meeting is to share information between parents and school and develop a plan to help the child succeed. Parents will be notified of time and date when invited to a team meeting.

## COMPLAINT PROCEDURE

Today more demands than ever before are imposed on school employees and students alike. In their efforts to meet these expectations, employees may make decisions or perform in a manner with which students and/or parents disagree. Complaints shall first be considered through administrative channels before being considered by the Board of Education. **(Board of Education Policy)**

Therefore, parents are encouraged to use the following complaint procedure to resolve school employee/student conflicts.

1. First, discuss your complaint with the school employee involved. Most problems can be clarified and resolved at this level.
2. If the particular complaint is not solved as a result of this discussion, an appointment should be made with the Principal of the school to discuss the matter.
3. If the complaint is not solved by the Principal, then the parent must have a discussion with Mr. James Meisinger, Assistant Superintendent of Schools.
4. If the complaint is still not settled by the Assistant Superintendent, then the parent must **appeal in writing** to Dr. Victor Mayo, Superintendent of Schools.
5. If the Superintendent's review does not resolve the specific problem, then a final appeal in writing may be made to the Board of Education.

## CONTACTING THE SCHOOL

### WEBB ELEMENTARY SCHOOL

2100 Woodward Heights

Ferndale, Michigan 48220

Office Phone 248.658.5902

Fax 248.544.5316

### E-MAIL

All staff members, including your child's teacher, can be reached via e-mail using this formula:

firstname.lastname@hazelpark.k12.mi.us.

The school principal can be reached via e-mail at:

james.knapp@hazelpark.k12.mi.us

The school secretary can be reached at:

cheryl.hayes@hazelpark.k12.mi.us

## STUDENT DRESS CODE

Clothing should be clean, safe, appropriate and non-disruptive (this includes body fashions, piercing...). The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a group (two or more people) which advocate drug use, violence, or disruptive behavior. If deemed inappropriate by the Principal, parents will be contacted to make arrangements for a change of clothing. Weather conditions should guide parents' decision about clothing to be worn in school.

Student dress and appearance is and always will be the responsibility of parents and students. However, certain expectations must be met by both school and family to help insure the proper learning environment. It is the Hazel Park School District's goal to be up-to-date and fair with the following recommendations concerning dress.

The school reserves the right to ban dress that is distracting and disturbing.  
Proper attire will be worn by students entering the building in the morning until dismissal.

1. Nothing should be worn that is detrimental to the health, safety, or welfare of the student. Heavy chains, spiked necklaces or wristbands are not allowed.
2. Words, symbols, or clothing that portray or imply vulgarity or obscenity are not permitted.
3. Clothing which portrays themes of gang dress, sexism, sexual harassment, profanity, illegal drugs, alcohol, or tobacco use, implied or otherwise, is not permitted.
4. Caps, hats, do-rags, or bandanas (a hat is defined as any covering for the head) are not permitted at any time upon entering the building in the morning until dismissal.
5. Shorts or skirts must be worn with length at least to mid-thigh.
6. No undergarments, boxers or otherwise, may be exposed. Spandex shorts and sleep wear are not permitted. No pajama pants.
7. No bare midriffs are allowed. Tops must be able to be tucked in.
8. Strapless, backless, spaghetti straps, tank or halter tops are not allowed unless covered by a sweater, shirt or light jacket.
9. No see through, low cut or revealing clothing is allowed.
10. Shoes or appropriate footwear must be worn at all times and they should be safe. No flip flops (beach style/toe thongs) or slippers.
11. No winter coats in the classroom unless authorized by the building administrator.
12. Cleanliness and other personal hygiene practices should be followed.

#### Discipline Procedure for Improper Dress

1. The student will be given an opportunity to correct the problem.
2. The student may call a parent/guardian to obtain proper attire.
3. First offenders (if 1 & 2 are not followed) will be sent home - Chargeable absence.
4. Repeat offenders 2nd, 3rd, etc. - will be suspended out of school.

#### **EMERGENCY CARD**

EVERY PUPIL MUST HAVE ONE ON FILE - NO EXCEPTIONS!!

If it becomes necessary to leave school because of illness or injury, the school will refer to the **EMERGENCY CARD** for your recommendations. **Make certain that you have returned this emergency card and that the office is informed of any change in telephone number or place of employment.** The more numbers we have on your child's card the better we can help and protect your child in the event of injury or illness. Children will only be released to persons listed on the *emergency card*. Therefore, if there is a *possibility* that someone will pick up your child - please list them. If you have any questions please call the office. Also, if you would like to receive e-mail messages with Webb-only information, please include your e-mail address on the emergency card.

#### **EMERGENCY PROCEDURES**

Procedures for emergency situations, such as tornado watches, warnings, and fire, are practiced with the students and school staff each year as required by law. In addition, recent events in our country have made it necessary to practice protecting our students in what we call *Lock Downs*.

### **Lock Downs**

A Lock Down practice may be as simple as making sure that every outside door and classroom door is locked and that all students remain in a supervised classroom. A Lock Down could also be designed so that the classroom teacher positions the students within the room so they are hidden from view by someone either outside or indoors. Sometimes during a Lock Down, teachers may be directed to move all students to a more secure location in another part of the building.

### **Tornadoes**

In the event of a tornado watch or warning during the school day, children will be kept at school.

If a tornado warning occurs at dismissal time, children will be kept in the school until there is an “all clear” or until they are picked up by an adult listed on their emergency card.

### **Evacuations**

In the event of a fire, staff will follow the emergency evacuation plan to ensure the safety of the children. Students may also be evacuated from the building for other emergency situations.

### **Other Safety Concerns**

Webb School has developed a plan to address other unexpected events regarding the safety of our children. It includes our attempt to routinely keep the building as secure as possible, and is the reason we ask parents and other visitors to enter through the front Office Lobby doors and to stop at the office. It is also the reason we meet the students at their class line and limit their opportunity to walk through the school in the morning and at dismissal.

### **Driving and Dropping Students Off:**

It is also for the safety of our students that we ask for the attention and support of parents and others who drive students to school. We use our parking lot as a “drive through” and “drop-off” for your children, using the drives as marked for entering and exiting the lot. **For more specific details see the parking lot compact.**

Enter this area from Woodward Heights, using the “Enter” drive. Follow the directions of the Parking Lot Supervisors. They will indicate where to drop your students off, and to use the crosswalks in the lot. Please encourage your children to gather all their belongings quickly to leave the car, since other vehicles will likely be in line behind you. Be patient, too, please. Don’t try to pull around other cars ahead of you that still may have students needing to get out of the vehicle. When it is safe, continue on through the lot to the “exit.” Your child will go on to the center entrance to order their lunches, and then proceed to breakfast or to line up with their classmates.

### **ENTERING AND EXITING WEBB**

Each class has been assigned a particular door to use. Students line up outside at that door and are greeted by their teacher at the **8:00** A.M. bell. The teacher then escorts his/her students to the classroom. Students may only enter through their designated door. If a student must walk a younger sibling, the older student must drop the younger sibling at his/her outdoor class line to wait with the other students. If the younger sibling is a kindergartner, the older sibling can wait in line with the

kindergartner. When the bell rings and the kindergarten teacher greets her class, the older sibling can go immediately to his/her classroom line.

**Tardy students, those arriving after 8:05**, must enter through the front office lobby doors at the center of the building, Door A, and check in at the office. After they order their lunch and pick up their tardy slip they will be allowed to report to class.

Upon dismissal at **3:02 P.M.**, students are escorted out their designated door by the teacher. **All students must exit through their designated door.** If siblings must walk home together, the older sibling will go directly to the younger sibling's outdoor classroom line. If an older sibling is picking up a kindergartner, they must meet their sibling outside at the kindergarten door. The teacher will walk the kindergartners outside to the older sibling or parent. **Parents must also wait outside for their children.**

Students who need to come to the office after school must have a pass from their teacher to walk through the hallway. If the students would like to speak to office personnel, they must exit through their designated door and reenter through the front (Office Lobby) doors.

**Upon dismissal, students must leave the school grounds and go directly home** or to their caregiver's home. Supervision is not provided for after school playground use.

#### **FIELD TRIPS**

Field trips are an integral part of the educational experiences for children. Teachers plan trips for the following reasons:

- . To provide children with an opportunity to see something which they might not have seen.
- . To supplement a learning activity being carried out in the classroom.

Other benefits include that children learn what is socially acceptable in a variety of different situations. Parents who assist on a field trip get better acquainted with the teacher and with the teacher's educational program. It is Webb School's policy that any child going on a field trip **MUST** have a signed permission slip; telephone calls are discouraged. Classroom arrangements will be made for children who do not have written permission.

**NOTE: Children who do not come to school for a field trip are considered absent. A parent or caregiver must still call in to report the absence.**

#### **FIRST AID**

First aid given at school is that of cleaning and bandaging. If a child comes home with a cut received while at school, parents should examine it and apply medication if they feel it is necessary. If an injury appears to need more than basic first aid, parents will be called to make a determination as to how it should be handled. Sick or injured pupils are never allowed to walk home during school hours.

#### **HAZEL PARK SCHOOLS' HEALTH CENTER**

**Special to the Jardon/Webb** complex is a partnership with St. John Oakland Hospital, is the St. John's Health Clinic. The clinic provides services to all of our students in the form of immunizations, athletics physicals, and other health needs. Parents will receive a consent form that must be signed and on file for the Health Center to treat their child. We are open during school breaks and during the summer. Call the St. John Hazel Park Health Center at (248) 543-4138 for your appointment today. No insurance? No Problem! We can help you apply for MICHild! We can bill your insurance. No one is turned away for the inability to pay. **Must have parental consent for medical services.**

## **HEALTH POLICIES AND PROCEDURES**

**Rules for exclusion:** On occasion the school may request that certain children be excluded from school attendance if the child is thought to have a contagious disease or has an undiagnosed rash. The school will readmit the pupil at the time the child seems to be free of the disease or has permission from the doctor. This is done for the protection of the child and the rest of the children in the school, and follows guidelines provided by the Oakland County Health Department.

## **HEALTH SCREENINGS**

During the school year and at appropriate grade levels, vision and hearing will be individually tested. Parents will be notified of negative results.

## **HOMEWORK**

The Board of Education has adopted a policy for the school district requiring teachers at the elementary level to assign homework four days of the week. Teachers are to collect the work, grade it, and report the results to the parents on the report card.

Besides supporting our students academically, this homework policy provides our students with the opportunity to practice responsibility by remembering to take home any necessary materials, by doing the work, and by remembering to return it to the teacher the next morning. Additionally, homework provides parents with the opportunity to observe their child doing schoolwork, as well as to see what their student is learning.

By the same token, it is important that parents realize that “homework” is not the same as work that was assigned during the day, but was not completed and must be finished “at home.” This is a topic that is frequently discussed between teachers and parents. Parents often share concern regarding the amount of time required to complete the various assignments and the impact it has on their family life. Teachers often share concern regarding the amount of time a student may “waste” in class. We encourage parents and teachers to call or meet with one another to discuss issues of this type. Solutions are always best when the problem is solved together.

Students will be given work that **can** be made up that was missed during absences of a few days and allowed as many days to complete it as the total days of absences. That is: absent Monday and Tuesday, return on Wednesday; student has Wednesday and Thursday to complete and turn in to teacher on Friday. There is no need to call and ask for homework in these cases, since teachers will prepare it automatically. Parents are encouraged to set up a pick up time for students that are absent for extended periods, however.

## **INCLEMENT WEATHER MORNING GUIDELINES**

On mornings when it is rainy, snowy, or very cold, students may wait inside the building. On such days, after students enter through the Office Lobby, Entrance A, and order their lunch, they will be directed to wait in a designated area with their classmates. Teachers will report to those areas to pick up their students and escort them to their classroom.

## **LEAVING SCHOOL EARLY**

Parents occasionally ask that children be released from classes during the school day. **CHILDREN MUST BE SIGNED OUT AT THE OFFICE BY AN ADULT LISTED ON THE EMERGENCY CARD.** If it becomes necessary to dismiss school unexpectedly (such as no electricity or no water), we will call the **#1 contact** on the Emergency Card to pick your child up from school.

***Reminder: No one (not even parents) may go directly to the classroom or playground, etc. to take children. For the safety of our children, we must insist that everyone go to the office first!***

## **LOST AND FOUND**

If a student finds an item (clothing, wallet, glasses, jewelry, etc.) on or near the school grounds it should be brought to the office. Similarly, if something is lost, students should consult the office to see if it has been turned in. Parents are invited to check the lost and found items whenever they are in school.

## **LUNCH AND BREAKFAST FEES**

All families are encouraged to complete an application for Free/Reduced Lunch, EVEN if you think your family will not qualify. Federal funds amongst other things are awarded to the schools, based on the percent of qualified applicants in a school. Prices for breakfast, lunch and milk for the school year are:

**Lunch: \$2.75, \$0.40 reduced rate, milk \$0.55; breakfast cost: \$1.50, \$0.30 reduced**

Families who do not return an application for free/reduced lunch will be charged the full pay cost until such time the application is submitted and approved. Students are expected to pay for their lunch on a daily basis unless other arrangements have been made with the school office (i.e. for weekly or monthly payments). We have found that the majority of our families pay on time, every day. In the event that a child does *not* have lunch money, the following procedure will be followed:

If a child attempts to order lunch and does not have money, he/she will be given a “charge” slip.

The child will be expected to take the charge slip home so that parents know that he charged lunch that day.

The charge amount must be repaid to the lunch ladies on the next day that the child is in attendance at school. When the money is repaid, the lunch lady will mark “paid” and the date on her copy of the charge slip.

If a student needs to charge a **second day** and has not yet repaid the first loan, the same procedure will be followed.

If a student needs to charge a **third day** and has not yet repaid the first and second loan, a lunch will not be able to be ordered for the child. Parents will be required to bring in the money owed plus a lunch for their son/daughter on the day they are contacted.

## **LUNCHROOM PROCEDURES**

Lunches can be purchased daily if the child pays for and orders his lunch **BEFORE 9:00 A.M.** Free lunches are available for children whose families can qualify, depending upon family income. Ask for an application form at the Webb Office. **A note from a parent is required whenever the child is to go home for lunch.**

We will also accept a phone call from a parent before 9:00 A.M., if their child will be leaving the building for lunch. If your child will be late on any given day, you can call the office with their lunch order or pack them a bag lunch.

All lunches are ordered through the high school by 9:00 A.M., therefore we cannot accept lunch orders after this time.

Children who stay for lunch are not to leave the Webb School grounds during the lunch period. Children will be expected to cooperate with lunchroom aides at all times. Eating lunch at Webb is a privilege. The lunch room rules are sent home at the beginning of each year. It is imperative that all students follow the rules so our lunch period can be a happy and relaxed time. Please do not send pop or carbonated drinks of any kind, as these often get sprayed over a table because of the carbonation. Write the child's name on the lunch bag/or box with a marker so that it can be easily read.

- A. Students are brought to the lunchroom by their teacher, walking in a quiet line, with “cold lunchers” as a group at the head of the line.
- B. No one enters the lunchroom until they are told to do so by an adult.
- C. Upon entering, students must WALK to their assigned tables and sit down.
- D. Students who have brought their lunch may begin to eat as soon as they are seated. If they need/want to purchase milk they must raise their hand and seek help from the adult.
- E. An adult will invite students one table at a time to go into the hall and through the cafeteria line. Good behavior must be maintained to avoid consequences. As they go through the cafeteria door, an assistant will check their name off the list. Students will make their lunch selections, and may stop at the “condiments” table, collect the items needed, and then walk to their table.
- F. Once students have returned to their table they may not leave again for a forgotten item. They must raise their hand and ask an adult for help.
- G. At the designated time for dismissal, the adult will call the tables one by one. When the table is called, ALL the children must leave the table, cleaning up their own eating area. Students who need more time to eat are offered a seat at another table.
- H. Everyone, upon being dismissed, walks toward the center, places their lunch box in the class bucket, throws garbage away, places tray in its spot and lines up as directed.
- I. A supervising adult will oversee the student exit to the playground.

## **LUNCHROOM PROCEDURES - CONTINUED**

### **Rules**

- 1. Walk
- 2. Stay in your seat.
- 3. Raise your hand.
- 4. Use indoor voices.
- 5. Eat neatly. (No throwing food, playing with food, or purposely making a mess!)
- 6. Use good manners.
- 7. Keep hands, feet and objects to yourself. Hands off others' trays and food!
- 8. Respect adults and other students. No name calling, teasing or cuts.
- 9. Follow adult directions the first time they are given.

## **Consequences**

Not following proper procedures or lunchroom rules could result in:

1. Warning to “correct your behavior”
2. Loss of lunch recess
3. Assignment to lunch detention
4. Report to the principal
5. Suspension

## **MORNING GUIDELINES**

Students who are coming for breakfast may enter the Main Lobby (Door A) between 7:35 AM and 7:50 AM. They are expected to order their lunch for the day from the “lunch ladies” and then proceed down the hall to the media center commons area for breakfast. After breakfast these students will join their classmates outside in their lineup area.

All other students, Grades 1-5, wishing to order lunch may enter the Main Lobby (Door A) between 7:35-7:55 a.m. and return outside to line up until the first bell rings at 8:00 AM. The students will be met by their teacher and escorted to class.

Because the **PLAY AREA and PLAYGROUND EQUIPMENT IS “OFF LIMITS” in the morning**, it is wise to monitor the amount of time your students have to stand in line before they are picked up by the teacher. Too much time often leads to behavioral problems since it isn’t much fun for any of us to have to wait in a line.

## **MEDIA RELEASE**

Recording by way of photography, audio and video equipment of various school and classroom activities is done in Hazel Park Schools throughout the school year. The recordings might circulate to other classrooms, families, be used in district publications, appear on the Internet, be used for marketing our district, or be shown on the community access cable television. If you do not wish to have your child recorded, please contact your school office.

## **MEDICATION**

**No medication is to be taken by any child while at school without a written authorization from both parent and doctor** that includes specific directions for dosage. Medications must be in the original container. A form (which must be filled out every school year) is available in the school office. This policy follows state law and applies to aspirin, Tylenol, lotions, cough drops, etc.

**We can make no exceptions!**

## **NEWSLETTER**

Please be aware that a newsletter is given to each child every other Monday. It contains information needed by parents. This is the standard and acceptable way schools provide information to parents. Please be sure to ask your child for the newsletter. Newsletters will also be available on line at [www.hazelpark.k12.mi.us](http://www.hazelpark.k12.mi.us)

## **PEDICULOSIS (LICE AND NITS)**

This policy was adopted by the board of education and is coordinated with the procedure of the Oakland County Health Department. **A routine classroom inspection of all children** in grades preprimary to 6th grade will be made during the first week of September and after each vacation. **Children with lice and/or nits are to be kept out of school (excluded).**

### **Excluded children may return to school**

1. When verification of treatment has been received  
**and**
2. There is school determination that all nits have been removed.

**A parent or responsible adult** must accompany the child back to school and be present during the recheck. Any child still having nits shall be sent home until all nits are removed. This is a parental responsibility. We are able to loan a light with a magnifying lens to help parents accomplish the task. **It is expected that children will return within two (2) days nit-free. Extended absences will invoke the consequences of the attendance policy.**

## **PHONES/CELL PHONES**

Students are not permitted to use the office phones without permission. They may only be used in an emergency. **Students are not allowed to have/use cell phones at school.** If a cell phone is visible, the administrator or staff member has the right to take the cell phone away from the student.

If a cell phone is being used during school hours, the phone will be confiscated, and the student may be suspended on the next day.

- examples-
- a cell phone rings during school hours, student makes or receives a phone call or a text message, there is evidence a student has made or received a phone call or a text message, a photograph is taken using a cell phone.

If the student refuses to surrender the cell phone, it is considered insubordination, and additional disciplinary action will take place.

## **PLAYGROUND**

Use of the playground is only permitted during supervised times at lunch or classroom recess. Because of the lack of supervision, students are not allowed to play on the playground before school. Webb families may use the playground immediately after school with parental supervision, only. **Students without parental supervision must leave the school grounds and go directly home or to their caregiver's home.** Supervision is not provided for after school playground use.

Parents' help is requested to help monitor the "No Play" rule. For safety's sake, parents are strongly urged to expect their children to go home directly after school, without stopping any place, including friends' homes, or the park, without specific permission.

## **POSITIVE BEHAVIOR SUPPORT**

During the 2005-06 school year, Webb Elementary School was selected to participate in a statewide initiative that combines positive behavior support with reading interventions. The goals of the program help us to:

1. Improve reading performance

2. Reduce behavior problems
3. Access accurate and current knowledge of behavior and reading performance
4. Use performance information to develop and implement interventions

We were very pleased with our progress in this area during the last two school years and will continue this successful program during the upcoming school year. One of the major components of this program involves *teaching* children the specific behaviors that are expected in specific settings. We do not expect a student to know his multiplication tables without being taught; therefore, we should not expect a student to know *how* to behave in a specific setting unless he has been taught.

The acronym that was chosen by the staff is **WEBB**. Each letter of the word **WEBB** indicates the behaviors we expect *all* students to exhibit in *all* school settings. During the first few days of the school year students will be taught the behavior expectations as he/she arrives at school and departs from school, as well as in the classroom, hallway, lunchroom, and playground. These positive expectations will be reviewed throughout the course of the school year through special lessons, monthly school-wide assemblies and **WEBB** celebrations.

Be on the lookout for **WEBB** posters in the halls, classrooms and lunchroom!

**W** - **We do our best!**  
**E** - **Everyone is safe!**  
**B** - **Be respectful!**  
**B** - **Be Responsible!**

#### **PTA**

The Webb Elementary PTA would like to welcome you. The PTA has been working all summer planning many events and we are looking forward to having a very successful and fun school year. The first meeting will be held on Monday, September 12 at 6:30 p.m. We are always happy to have new people and ideas so please join us in making this a great school year for the kids. For further information please call Kathy Nagy @ 248.379.2333

#### **Webb Elementary PTA Executive Board 2011 - 2012**

President	Rick Nagy
Vice Presidents	Kathy Nagy
Teacher Vices	Karen King & Renee Rathsburg
Secretary	Amandas Smith
Treasurer	Darcy Platt
Membership	Kathy Nagy
Reflections	Gayle Guardado, Karen King & Renee Rathsburg

## REPORTING TO PARENTS

Hazel Park Schools believe they should provide parents with information which allows them to understand the work of the school and the growth of their child. Report cards, home visits, meetings, conferences and written materials are used for this purpose. Parents are encouraged to share with the school their aspirations and concerns.

If parents desire a conference with a teacher, they may send a note or phone the school to arrange a time when the teacher is free of teaching duties. Conferences held in the hallway or when the teacher is involved with the class are unsatisfactory and can be embarrassing to pupils and parent. Conferences should be by appointment and in private.

**Report cards** are sent home four times per year at nine or ten week intervals. During the fifth week of the card marking, reports called **progress reports**, are sent home. This report is communication between report cards of any concerns a teacher may have about a student. The concerns may be academic or of a behavior/ discipline nature. If you receive a five week report, please sign and return the indicated portion. If you did not receive one and would like one, please contact your child's teacher.

## SCHOOL HOURS

8:00	A.M.	Entry Bell
8:05	A.M.	Tardy Bell
11:30	A.M.	Kindergarten, Third and Fifth Grade - Lunch
12:05	P.M.	End of "first lunch"
12:10	A.M.	First Lunch tardy bell
12:05	P.M.	First, Second and Fourth Grade - Lunch
12:40	P.M.	End of "second lunch"
12:45	A.M.	Second lunch tardy bell
3:02	P.M.	Classes Dismissed

Breakfast/Lunch sign-up:

7:35 - 8:00	Lunch Sign-up, Grades 1-5 (main office hallway)
8:10	Kindergarten Sign-up in Kdg. room
7:35 - 7:55	Breakfast Served

Lunch Full - **\$2.75**    Reduced - .40    Milk - **.55**    Breakfast Full - \$1.50    Reduced - .30

Children should arrive no earlier than five minutes before the first bell. They should stand by their designated entry and exit doors. Because of the lack of supervision, students are not allowed to play on the playground before school. Webb families may use the playground immediately after school with Parental supervision, only. **Students without parental supervision must leave the school grounds and go directly home or to their caregiver's home.** Supervision is not provided for after school playground use

## **STUDENT RECOGNITION**

Webb School faculty and staff sincerely want to reward students for their good citizenship and academic success. Webb “wolf tickets” are earned by the student as they demonstrate appropriate school expectations. Students earning the appropriate level of tickets will then be eligible, to participate in the “Webb Wolf” monthly celebrations. Webb will also be having awards assemblies. The awards will be given to the students at the end of each card marking. Watch the newsletter for the date and times of each award assembly. You will be notified by invitation. Parents and family are encouraged to attend.

In addition, students are recognized via the “student of the month” program. Each student of the month will be able to invite two guests to a special breakfast.

Webb Elementary also participates in the Districts “Hazel Hero” program.

## **STUDENT RESPONSIBILITY**

It is our goal to teach responsibility. Consequently, we will expect it to be the student’s responsibility to take care of ordering lunches, lunch moneys, permission slips, homework, instruments, etc. Therefore, students should not have to and will not be allowed to call home to have parents bring these things to school.

## **VISITORS**

Visitors must check in at the office and sign-in on the Visitor’s Log. Children are not permitted to bring friends, younger brothers or sisters, visiting relatives or pets to the regular class without receiving permission from the office prior to the day of visit. Parents are encouraged and invited to visit their children’s classes. Please contact the teacher and the school office to make arrangements for a visit. Any person bringing something that needs to be delivered to a student (lunch, backpack, etc.) must come to the office. We will either call the student to the office, make the delivery to the student, or announce your arrival to the teacher in a way that will be least disruptive to the class.

## **VOLUNTEERS**

Webb School recognizes that when parents and teachers work together for our students, everyone benefits. In these days when we all are very busy with so many demands to our time, we encourage you to take the opportunity to commit at least a small piece to Webb.

Please watch for the survey asking for your support as a classroom helper, field trip driver, special activities helper, reading partner, math partner, etc. We’ll understand if you need to limit yourself to once or twice during the year, or only to evening activities, or something to do while you are home. We count on you to help us help your students. You will give a message to your children that says you care, and you will be rewarded for your efforts with a satisfaction that can’t be matched! The payoff is both personal and wide spread!

## **VOTER REGISTRATION**

All citizens, eighteen or older who have lived in Hazel Park for thirty days or more may register to vote. If you have moved or have never registered to vote, you are eligible to register at the Webb School office any school day between 8:00 A.M. and 3:00 P.M. It only takes a few minutes and you will be able to cast your own vote in the future rather than leaving it to others to elect our government leaders.