

# **Webster School Parent Handbook**



**2011-2012**

## WEBSTER SCHOOL HOURS

### SCHOOL HOURS

All classes	8:00 a.m.	First Bell
	8:05 a.m.	Tardy Bell
	3:02 p.m.	Dismissal Bell

### BREAKFAST

Breakfast served 7:35 a.m. - 7:55 a.m.

### LUNCH

Kindergarten, Grade 3, Grade 5 11:15 a.m. - 11:50 a.m.

Grade 1, Grade 2, Grade 4 11:50 a.m. - 12:25 p.m.

## SCHOOL BULLETIN

The Webster newsletter (Webster Wildcat) is published biweekly. You may find this newsletter on line by accessing [www.hazelpark.k12.mi.us](http://www.hazelpark.k12.mi.us) and clicking on the Webster School link. The newsletter may be found under the tab labeled "media". We urge you to read it carefully for news, half-day reminders and other upcoming events.

## SCHOOL SECRETARY

Mrs. Christine Martin is the Webster School Secretary. Mrs. Martin works with staff, pupils and parents to provide many services. As our office receptionist, she will direct your questions, messages and concerns to the appropriate individuals. Please be sure to check in the office whenever entering the building. Office hours are 7:30 a.m. until 4:00 p.m.

## MORNING GUIDELINES

Students who are coming for breakfast may enter the South Lobby door between 7:35 A.M. and 7:55 A.M. (Door D). After breakfast these students will join their classmates outside in their lineup area.

Children will order their lunch in their classroom after the 8:05 tardy bell rings. There is no reason for students to be in the building before the 8:00 bell unless they are going to breakfast. 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.

## **SAFETIES AND SERVICE SQUAD**

An adult crossing guard is stationed at the intersection of Jarvis and West End; another one is posted at Meyers and John R. Safety patrol members are posted at key intersections (4 way stops) and are on duty before and after school. Their purpose is to help children cross safely and uphold the Webster School rules. Service squad members are posted at the school doors before and after school. Their purpose is to monitor the doorway activity and remind students to uphold Webster School procedures. Student safety is our number one priority. Please help us by instructing your children to cooperate with the safeties and service squad members and following their directions. Students who do not cooperate will be reported to the office.

## **ENTERING AND EXITING WEBSTER**

Students line up outside the appropriate door on lines marked with their room numbers 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. **Students may not walk through the hallways except as noted above.**

**Tardy students** must enter through the front Office Lobby doors (center of the building) and check in at the office. After they pick up their tardy slip they will be allowed to report to class. *Please note: if a child is late and misses ordering lunch in the classroom, he/she will be given a sack lunch. We will NOT accept lunch phone orders for tardy students. All fees still apply whether or not a child receives a sack lunch or a hot lunch.*

Upon dismissal at 3:02 P.M., each teacher escorts students out their designated door. **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 wait on the outdoor, kindergarten classroom line. The teacher will walk the kindergartners outside to the older sibling or parent. **Parents, to avoid congestion in our halls, please wait outside for your children.**

**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.

## INCLEMENT WEATHER MORNING GUIDELINES

On mornings when it is rainy or very cold (20°F or below), students may wait inside the building. On such days, arrangements have been made for students to wait inside the gyms under adult supervision. Students in grades K-2 will line up in Gym 1 and students in grades 3-5 will line up in Gym 2. Teachers will report to the gym to pick up their students and escort them to their classroom when the 8:00 bell rings. Due to the congestion problems that occur on these mornings, I ask that parents of students in grades 3-5 do not wait inside the building with their child. The students are well supervised and you are really helping us out if you do not wait inside. Parents of students in grades K-2 may stand in gym 1 if they feel it necessary; however, I ask that you don't walk down the hall with the students to their classroom. Please just wait until the gym is cleared before exiting the building.

To assist in maintaining control, students are asked to sit in classroom lines in the gyms while they wait. They may talk quietly, read, etc. while they wait for their teacher to arrive.

## PUPIL EMERGENCY CARD

### EVERY PUPIL MUST HAVE ONE

If it becomes necessary for a child 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 him or her. If you have any questions please call the office. If your phone number or address changes during the course of the school year, please let the office know.

## LEAVING SCHOOL

Parents occasionally ask that children be released from classes during the school day. **AN ADULT LISTED ON THE EMERGENCY CARD MUST SIGN OUT CHILDREN AT THE OFFICE.**

If it becomes necessary to dismiss school unexpectedly (such as no electricity or no water), we will call the **#1 contact** 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!***

***PLEASE NOTE: Students may not be checked out of school after 2:45 p.m. due to the disruption this causes for the classroom.***

## **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.

## **EMERGENCY PROCEDURES**

Procedures for emergency situations, such as tornado watches, warnings, and fire, are practiced with the students and school staff ten times 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 Down:**

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. We hold two lock-down drills each school year.

### **Tornado:**

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 an adult listed on their emergency card picks them up. We hold two tornado drills each school year.

### **Evacuation:**

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. We hold six fire drills per year.

### **Other Safety Concerns:**

Webster 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 have two "drive through" lots for dropping off your students.

One is the lot on the southeast side of the building, near the South Lobby (Door D). Enter this area from Harry Street. Drop your students off at the sidewalk leading to the South Entrance, and drive on through the lot and exit at Granet. Please encourage your children to gather all their belongings quickly to leave the car, since other vehicles will likely be in line behind you.

The other "drive through" is on the west side of the building, accessed from West End. You may safely drop your students off by entering the driveway and dropping your child off where the sidewalks meet. Again, it is important that your children gather all their belongings quickly to leave the car, since there will be other vehicles following you. You may then exit the lot. There is no parking in this driveway.

The northeast and northwest (front) lots are reserved for Staff Only, and are not intended for student drop-offs. Also, please avoid dropping off or waiting for students on Jarvis, in the front of the building. Please be courteous of others - no double-parking!!!!

## **MEDICATION**

**No medication is to be taken by any child while at school without a written authorization from both parent and doctor** that include 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!**

## **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.

For the health of your child, as well as the health of his/her classmates, we ask that a child be fever free for 24 hours before returning to school.

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

This policy was adopted by the Board of Education and is coordinated with the procedures of the Oakland County Health Department. **A routine classroom inspection of all children** in grades pre-primary to 5th 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 may be 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.**

## **HEALTH SCREENING**

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

## **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 not allowed to walk home during school hours. It is my policy that parents will be notified any time there is any type of injury (bump, scratch, etc.) to the head. This is another reason why it is imperative that we have working phone numbers for each child.

## **PEANUT POLICY**

There are several students at Webster who have been diagnosed with peanut/nut allergies. To protect the lives of these children, we are again asking for a voluntary ban of nut products at Webster School.

During lunchtime, students with peanut products in their lunch will be seated at a table in the lunchroom designated as "the peanut table". This table will be used exclusively for children who bring in peanut butter sandwiches or other peanut products. The children will be instructed to wash their hands after lunch. Please be sure that all nut items are in zip lock bags so they do not contaminate other lunch items.

Snacks brought into the classroom need to be peanut/nut free. See the list below for suggestions. When planning to send a treat in for birthdays or parties, please be sure these snacks are peanut/nut free. You will notice peanut/nut free signs posted outside each classroom.

### **Suggested Snack Ideas**

- Applesauce
- Bagels
- Bread
- Cheese Slices
- Cheese Cubes
- Cheese Its (Regular or Cheddar)
- Chips (Ruffles, Big Jay, Better Made, Lays, Pringles, Doritos, Cheetos)
- Cookies (Sugar, Chocolate Chip, Oatmeal, Oreo, Nilla Wafers, Shortbread, Fig Newton)
- Cottage Cheese
- Crackers (Wheatables, Wheat Thin Munchems, Keebler Club Crackers, Goldfish, Graham Crackers, Teddy Grahams)
- Fresh Fruit
- Fresh Vegetables
- Gogurts
- Fruit Roll Ups
- Jell-O Cups
- Packaged Fruit Snacks
- Pretzels
- Pudding (Chocolate, Vanilla, Swirl)
- Raisins
- Rice Krispie Treats (Regular)
- Yogurt (Without Nut Topping)

### **Peanut Free Lunch Ideas**

- Pita Wrap Sandwich with meat and/or cheese, lettuce, tomato
- Pasta Salad with meat or cheese
- Macaroni and cheese
- Crackers with lunchmeat, hardboiled egg or cheese
- Yogurt with carrot and celery sticks and a piece of fruit
- Bagel sandwich with meat or cheese
- Pizza slice with vegetables or fruit
- Soup or stew in a thermos

## PLAYGROUND

Use of the playground is only permitted during supervised times at lunch or classroom recess. Students are not allowed on the playground on the way to or from school. Parental help is requested to help monitor the "No Play" rule.

## 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.

### **Some other benefits of a field trip are:**

- 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 Webster 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.

## 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 ten-week intervals. Five-week reports are sent home in the interim, if a problem arises.



## **STUDENT RECOGNITION**

Webster School rewards students for their good citizenship and academic success each marking period with Honor Ribbons that are enclosed in their report card envelopes.

Webster teachers recognize those students who have been outstanding role models in their class by naming a Student of the Month. Children honored for the month will be invited to bring their parents to "Breakfast with the Principal" and will have their picture and teacher testimony posted on the bulletin board in the front hall.

Teachers and other staff members may also recognize students who **ROAR** with tickets. Students receiving a predetermined number of tickets each month will be invited to attend a special **ROAR** celebration. More information about our **ROAR** program may be found in the "Student Conduct" portion of this handbook.

## **PHOTOGRAPHS**

Efforts are continually being made to showcase school learning and activities. As a result, students engaged in such activities may be photographed throughout the year without advance notice. In the event that you do not wish your child's picture to be published, **please let the school office know in writing immediately.**

## **VOLUNTEERS**

Webster School recognizes that when parents and teachers work together for our students all benefit. 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 Webster.

## **PTA**

Webster parents and teachers have a hard working PTA organization. People from various walks of life have joined together to work for the best educational programs possible for our children. Early in the fall and continuing throughout the school year, you will have an opportunity to join this fine group. I encourage you to do so.

## **SCHOOL E-MAIL**

The school principal can be reached via e-mail at:  
kathy.borowicz@hazelpark.k12.mi.us

In addition, you may reach others at Webster by using the same formula with a name in lowercase.

chris.martin@hazelpark.k12.mi.us

## 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 remain the same for the 2011-2012 school year. **Full Pay Breakfast is \$1.50, Lunch is \$2.75 and Milk is \$.55.** Reduced lunch is **\$.40.**

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.

If you have any questions, please contact Mrs. Borowicz or Mrs. Martin.

**PLEASE NOTE: *We will not take orders for lunch over the phone for children who are going to be late. If they arrive after lunch count is taken in their classroom, they will be given a sack lunch. All fees apply to sack lunches, just as they do for hot lunches.***



## LUNCHROOM PROCEDURES

- Teachers escort their students to the lunchroom at 11:15 a.m. and 11:50 a.m.
- The students carrying the classroom lunch bucket (filled with cold lunches) are the first in the classroom line.
- Teachers stand in the hall with their students until one of the lunchroom supervisors indicates it is okay to enter. This gives the supervisors time to wash the tables from the last group, etc.
- Teachers escort their class to their assigned tables. Students sit down and wait for their table to be called to proceed to the food line.
- When their table is called they **walk** down the center aisle and around the last table, exiting into the hallway outside of the kitchen. If they run or take cuts, they will be asked to sit back down and be last to get their food.
- Students are to take all of the necessary items as they go through the line. They are not able to get up to get anything they forgot. They may raise their hand and ask one of the supervisors for anything they forgot.
- Students remain seated at their table until it is time to clean up. When the table is called, students check the floor and table for papers that may have dropped, stand and walk to the garbage cans in an orderly fashion. If they are cold lunch students, they put their lunch box in the classroom lunch bucket. Garbage is thrown away, trays are stacked and students **walk** out of the gym and outside.
- At the bell (11:50 or 12:25) students line up on their outside lines and are picked back up by their teachers.
- In case of inclement weather, students are escorted back to their classroom for indoor recess, supervised by an adult.

While it is understood that lunch is a time for students to relax and take a break from their studies, it should also be understood by students and parents alike that acceptable behavior is expected at all times. This includes the expectation that the volume in the lunchroom will be at a conversational level. To assist the children in monitoring their volume, "Yacker Trackers" (in the form of traffic lights) have been installed. When the volume is at an acceptable level, the light on the Yacker Tracker stays green. When the volume exceeds a certain decibel, the light turns yellow. Children know that this is their warning to lower their voice. If the light turns red, students will miss five minutes of recess. We rarely have students missing recess, and the lunchroom volume is comfortable for all.



**LUNCHROOM EXPECTATIONS**  
**OR**  
**HOW TO ROAR IN THE LUNCHROOM!**

<b><u>RESPECT</u></b>	Observe personal space
	Use inside voices
	Use your manners
	Eat your own food
<b><u>OUR PERSONAL BEST</u></b>	Use your manners
	Follow lunchroom rules
	Be friendly and courteous
<b><u>ALWAYS SAFE</u></b>	Hands and feet to self
	Walk - to your seat
	Walk - to get your food
	Walk - to use the bathroom
	Walk - to exit the lunchroom
<b><u>RESPONSIBLE</u></b>	Clean up after yourself
	Raise your hand
	Line up quietly



**BASIC PLAYGROUND EQUIPMENT RULES**

**Slides** - One at a time. Do not walk up the slide - use the stairs. Don't stand at the bottom. Don't jump from the top. No 'trains'.

**Swings** - One on a swing. No twisting or twirling the swing. Don't run between the swings. Don't jump off the swings. Don't climb the poles.

**Climbing equipment**-Don't walk underneath while others are climbing. No 'chicken fights'. No pushing others off.

**ROARING ON THE PLAYGROUND**

<b><u>RESPECT</u></b>	Follow adult directions
	Take turns
	Use kind words
	Keep hands & feet to yourself
<b><u>OUR PERSONAL BEST</u></b>	Be friendly & courteous
<b><u>ALWAYS SAFE</u></b>	Hands and feet to self
	Use equipment correctly
	Follow adult directions
	Observe personal space
<b><u>RESPONSIBLE</u></b>	Follow adult directions
	Help others
	Keep playground clean

**PLAYGROUND**



**PATROL**



# STUDENT CONDUCT



# Webster Students ROAR!

**R**espectful

**O**ur Personal Best

**A**lways Safe

**R**esponsible

## POSITIVE BEHAVIOR SUPPORT

During the 2005-06 school year, Webster 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 2011-2012 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 **ROAR**. Each letter of the word **ROAR** 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 what it looks like to **ROAR** 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 **ROAR** celebrations.

Students new to Webster will be bringing home a **ROAR** t-shirt during the next few days. Students who already have a t-shirt from a previous year will not be given a new one. If you need to replace your child's t-shirt, there is a \$5.00 charge. More information will follow. We ask that everyone wear these t-shirts on the days we have school wide assemblies as well as on the days we have **ROAR** celebrations. A list of dates will be sent home for your reference. Please keep the shirt in as good condition as possible as we will be required to charge a replacement fee for any lost or ruined shirts.

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



**STUDENT CONDUCT AND DISCIPLINE POLICY**  
**ELEMENTARY SCHOOLS**

Matters relating to student conduct and discipline follow a few basic principles:

**Students have the right to learn and teachers have the right to teach in a safe environment. Therefore, consideration for others should govern all daily conduct.**

Misconduct shall be regarded as those actions, which do or may interfere with the operation of school by endangering the health and safety of any person, by infringing on the rights of others, by causing a loss or destruction of property, and actions that are in violation of laws, district policies or school rules. Teachers have primary responsibility for the discipline of students assigned to them. The principal has responsibility for determining methods and procedures for control and discipline of students consistent with the law and board policy.

The principal and/or staff will take appropriate disciplinary action when student behavior takes any of the forms of misconducts outlined on the following pages. These categories are general in nature and are not deemed to be all-inclusive and generally apply to actions taken while traveling to and from school as well as in school.

**GENERAL STUDENT BEHAVIOR GUIDELINES**

**1. 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 in place if attendance is not continuous, regular, and on time.

Hazel Park Schools require a telephone call or a note from a parent for every student absence. For your convenience, Webster provides an answering machine so that you can leave the absence information without waiting for our office to open each day. Just call the attendance line at **248.658.5503**.

If we haven't had 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.). Parents should expect a letter from the teacher when a child reaches ten absences, and a letter from the principal at 15 absences. At 20 absences, the parent will be asked to attend an attendance hearing and sign an attendance contract. At 25 absences, a referral to the Hazel Park prosecuting attorney may be

made. These steps may be waived for students with chronic attendance problems and a referral may be made to the prosecutor's office when a child misses 10% of the school year. **PLEASE NOTE: *Students may not be signed out after 2:45 p.m. This causes too many disruptions to the classroom.***

### **ABSENCES DUE TO PEDICULOSIS (LICE and/or NITS)**

Webster and all other Hazel Park Schools follow the policy of the Hazel Park Board of Education policy regarding Pediculosis. That policy states that children are to be excluded from school if they have lice or nits in their hair, and may not return until they are nit free.

Parents must aggressively address any problem that involves their children regarding lice and/or nits. It is expected that children will be checked and allowed to return to classes within a day or two of exclusion. We may be able to loan a light with a magnifying lens to help parents remove all nits. **Extended absences due to Pediculosis will not be tolerated.** If students are not able to return quickly, a referral will be made to the Superintendent's office and/or the City Prosecutor.

## **2. ELEMENTARY DRESS CODE STANDARDS**

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. Also, since students will be going outside during lunch time recess if the temperature is 20 degrees or higher, weather conditions should guide parents' decisions about outdoor clothing needed each day.

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 obscenities 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 sleepwear are not permitted.
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

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

**3. STUDENT WHEELS:** The use of bikes, skateboards, roller skates, roller blades, including wheeled sneakers such as Heelys, before, during or on the way home from school is prohibited.

**4. INSUBORDINATION:** The failure to carry out a reasonable request or order by a school official will subject the student to disciplinary action.

Example: A student, who refuses to go to the office when the adult in charge sends him/her, may be assigned a suspension.

**5. OBSCENITY:** Using obscene language in verbal or written form, or display or possession of pornographic materials is prohibited.

**6. DISRUPTIVE CONDUCT:** Conduct, which interferes with the educational process or the safety of others, is prohibited. This includes violation of classroom rules.

**7. LASER POINTERS, FIREWORKS, LIGHTERS:** All are prohibited.

**8. GAMBLING:** To bet or risk money or anything of value is prohibited.

**9. TOBACCO, ALCOHOLIC BEVERAGES, DRUGS and HALLUCINOGENS:** Possession, use, sale or transfer of these substances or look-alikes is illegal and prohibited.

**10. UNAUTHORIZED SALES AND DISTRIBUTION:** The sale of any goods or handing out of materials, i.e.. Pamphlets, without permission of the principal and/or superintendent are prohibited.

**11. FIGHTING:** Quarreling, which involves bodily contact, or engaging in acts of violence, or threatening others with violence, will result in disciplinary action.

**12. STEALING:** Stealing from the school or individuals will result in severe disciplinary action, and requires compensation.

**13. VANDALISM:** Defacing or destruction of school, student or adult property will result in severe disciplinary action and requires compensation.

**14. EXTORTION, BLACKMAIL, OR COERCION:** Obtaining money or property by violence or threat of violence or forcing someone to do something against his or her will by force or threat of force will result in severe disciplinary action.

**15. WEAPONS and ARSON:** Possessing, using or threatening to use a dangerous weapon in a school zone or the intentional setting fire to, burning, or attempting to burn any school building or property is prohibited by state and federal law. Students below sixth (6th) grade found violating this law shall be excluded from school for not less than ninety (90) school days. Students above fifth (5th) grade found violating this law shall be excluded from school for a period of one hundred eighty (180) school days.

The Michigan legislature has defined a dangerous weapon as a fire arm, dagger, dirk, stiletto, knife with a blade three inches or longer in length, a pocket knife opened by a mechanical device, iron bar or brass knuckles. Students will be referred to either the criminal justice system or the juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall be informed of their due process rights by the administration and notified of the referrals.

NOTE: Please be aware, if a student is found violating this law, there is no negotiation regarding the punishment.

**16. DANGEROUS OR DISRUPTIVE MATERIALS:** The possession and/or use of materials or devices that may be dangerous or disruptive is prohibited. Students violating this section are subject to discipline as determined by the Superintendent or designee. Serious violations may be referred to the police and could result in suspension or expulsion.

**17. THREATS:** Threats to school, students or staff safety will be considered serious and lead to school suspension and referral to the Superintendent's office. Conviction under the legal system could lead to four (4) years incarceration.

**18. HARASSMENT/DISCRIMINATION:** This includes but is not limited to tormenting verbally, using racial or ethnic slurs, epithets, etc. Sexual harassment is a specific form of harassment which includes but is not limited to sexual innuendoes, suggestive comments, jokes of a sexual nature, sexually suggestive objects, pictures, gestures, sounds as well as unwanted

physical contact or asking favors. The Hazel Park School District is committed to maintaining a learning and working environment that is free from harassment or discrimination based upon race, color, national origin, age, gender, religion, height, weight, handicap or disability. Harassment or discrimination based on any of the areas listed in this policy is a violation of state and federal law and it shall therefore be contrary to the policies of Hazel Park Schools. Penalties for violation of this policy shall include discipline up to and including expulsion.

**19. ELECTRONIC COMMUNICATION DEVICES:** Use of these devices in school is prohibited by state law, therefore students are not allowed to wear/carry radios or headphones, beepers/pagers, CD players, cell phones, tape recorders, iPods, handheld game systems or any type of electronic signaling devices.

**20. INAPPROPRIATE USE OF COMPUTERS:** Sending or displaying offensive messages or pictures, using obscene or vulgar language, harassing, damaging computers, violation of copyright laws, using others' passwords, trespassing in others' folders or working files, intentionally wasting resources, and employing the network for commercial gain are prohibited. Violation may result in loss of access. Additional disciplinary action may be necessary when deemed appropriate by the principal. A parent must sign a Technology Acceptable Use Policy each year that will remain on file for every student.

**21. SCHOOL LUNCH POLICY:** Hazel Park Schools comply with the Michigan Mandatory Food Service Act 454 of the Public Act of 1976. All students are eligible to receive a lunch. Reasonable rules have been developed and will be enforced governing the conduct of students who remain at school over the lunch period. Pupils who stay for lunch may not leave the school grounds without permission from the office. When eating in, however, they must follow lunch rules, show respect for all supervisors and follow safety standards. Please note: For health reasons, students are not to bring soda pop to school to have with their lunch. If you wish your child to walk home for lunch, you must send a note to his/her classroom teacher each time.

**22. GLASS CONTAINERS/SODA POP:** We do not permit glass bottles in student lunches, etc. In addition, we do not usually serve soda pop or allow soda pop to be purchased by students. EXCEPTION: Special events which may be hosted within the school may on some occasion serve soda pop to a specific group i.e. classroom, service squad, etc.

**23. RESPONSIBILITY:** It is our goal to teach responsibility. Consequently, we will expect it to be the student's responsibility to take care of lunches, lunch monies, permission slips, homework, etc. Therefore, students should not call home to have parents bring these things to school. "I forgot" can be more honestly said as "I didn't take my responsibility."

**25. DISCIPLINARY OR CORRECTIVE ACTION:** Reasonable efforts will be made by the staff to solve student conduct problems within the classroom and school setting. As student disciplinary problems are considered, age, experience, ability, and school records will be taken

into account. When continuous or severe disruption occurs in school or on the way to or from school, the principal will be involved with the handling of the problem.

Disciplinary or corrective action taken by the teacher or principal may include but is not limited to:

- Conference with student
- Note and/or phone call to parent
- Conference meeting with parent
- Behavioral contracts
- Temporary separation of the student from the classroom
- After-school detention
- In-school suspension
- Out of school suspension
- Referral to the special services staff of the school
- Referral to the Hazel Park Youth Assistance, Police, or Oakland County Juvenile Court

The progression of steps outlined is not necessarily in order of usage nor severity. The nature of the misbehavior, as well as the student's history, determines which corrective steps will be taken. Questions about the sequence of procedures may be referred to the principal.

### **GRADED HOMEWORK**

The Board of Education believes it is important for principals and teachers to emphasize the importance and purposes of homework. Homework has been found to increase student achievement when teachers assign and provide feedback. Homework helps develop the necessary skills for independent study and learning outside the school. Through homework the school district can accomplish the following:

- A. Increase the student's time on task.
- B. Extend opportunities for students to pursue areas of special interest or special abilities.
- C. Provide an opportunity for parental involvement in the formal education process.
- D. Communicate high expectations, which the schools hold for their students, teachers, administrators, and community.
- E. Challenge students to set priorities, improve their time management, and develop self-discipline for lifelong learning. The student must assume the responsibility for:
  - Asking for assistance and/or clarification.
  - Taking the necessary materials home to complete the assignment.
  - Completing the assignments neatly and turning them in on time.
  - Returning materials and supplies after completing the assignment.
  - Assuming responsibility for getting and completing assignments after an absence.

Homework can take many forms and should be constructed to meet the needs of the diverse student population. Written homework assignments shall be collected, teacher read, teacher commented on (by words, phrases, check marks, stickers, points, plus, minus, grades, etc.), recorded and returned to the student in a timely manner. From time- to-time teachers should review completed homework assignments with their students.

Homework policies work best when parents support them. For their part, parents should provide the environment and necessary materials to enable their children to complete the assigned homework. This usually means a quiet place, a specific time, (preferably afternoon or early evening), paper and pencils. It is the parents' responsibility to check for homework and follow up on it. Scheduling homework time in the child's daily routine is important in establishing it as a habit for the child. It also helps to establish its legitimacy. Parents should ask their children about their homework and help explain it if necessary, but they should not do the work for the child. If the assignment is too difficult or takes too long, the parent should discuss it with the teacher.

### **GENERAL HOMEWORK GUIDELINES**

#### Elementary Schools

At the elementary level, reasonable homework expectations per night would be from 10 minutes of homework at Kindergarten or First Grade level to a maximum of 50 minutes of homework for the 5th Grade level. Possible topics might include review of the basic mathematics facts, practice penmanship, spelling words, reading aloud to parents or brothers and sisters, and other activities that allow students to practice skills and reasoning powers about topics that they have already learned. It is not the intent of our homework policy for students to be doing initial learning at home. Parents should be informed in advance of the due date and other expectations for long-range or major projects such as reports, science collections, models, etc.

### **ADMINISTRATIVE POLICY CONCERNING CELL PHONE USAGE**

#### Elementary Schools

1. If a cell phone is visible on school grounds during the school day as well as 15 minutes before school and 15 minutes after school, it will be taken away by the staff member and given to the administrator.
2. The administrator will make a contact with the parent to explain the policy and make arrangements for the phone to be returned.
3. If a cell phone is being used on school grounds during school hours as well as 15 minutes before school and 15 minutes after school, it will be taken away **and** the student may be suspended on the next day.

#### Examples of usage:

Cell phone rings during the time specified above

Student makes or receives a phone call or a text message

Evidence that a student has made or received a phone call or text message

A photograph is taken using a cell phone.

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

## **ASSAULTS COMMITTED BY STUDENTS (PA 102 & 104)**

1. **Physical Assaults:** The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. Physical Assault is defined by MCL 380.1311a(12)(B) as "intentionally causing or attempting to cause physical harm to another through force or violence".

2. **Verbal Assaults:** Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be suspended for at least 3 days and may be expelled for up to 180 days. The Superintendent may authorize suspensions up to 10 days. If a suspension of more than 10 days is recommended, the matter shall be brought before the Board of Education. The Board may modify the suspension period on a case-by-case basis. For the purpose of this policy, "verbal assault" shall be defined as any willful verbal threat to inflict injury, coupled with an apparent ability to inflict injury.

3. **Physical Assaults Committed Against Other Students:** Any student in grade 6 or above who commits a physical assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against another student shall be suspended for at least 3 days and may be expelled for up to 180 days. The Superintendent may authorize suspensions up to 10 days. If a suspension of more than 10 days is recommended, the matter shall be brought before the Board of Education. The Board may modify the suspension period on a case-by-case basis. Physical Assault is defined by MCL 380.1311a(12)(B) as "intentionally causing or attempting to cause physical harm to another through force or violence".

4. **Bomb and Other Similar Threats:** The Board shall expel a student in grade 6 or above for up to 180 days if the student makes a bomb threat or other similar threats directed at school buildings or other school property.

5. **Reinstatement:** The parent or legal guardian of an expelled student, or an emancipated expelled student may petition the Board for reinstatement. The Board will provide all due process rights to reinstatement as outlined in state law.

6. **Application to Students with Disabilities:** The policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.



# Webster School Improvement Plan

**Our Vision:** The vision of the Webster Elementary staff, in partnership with parents, students and our community is to provide a safe and positive learning environment that encourages all children to become responsible, caring, productive and respectful lifelong leaders in an ever-changing world.

**Our Mission:** Our mission at Webster Elementary School is to:

- Deliver a curriculum that is aligned with State and National Benchmarks and Standards.
- Utilize research-based instruction to help students achieve higher levels of academic performance.
- Differentiate instruction to meet individual needs.
- Foster stronger home, school and community connections
- Teach and maintain high behavior standards in order to develop tolerant, compassionate and independent students.

**Our Beliefs:**

- We believe that all children can learn.
- We believe that we help our students to become lifelong learners.
- We believe that we provide a safe and nurturing environment.
- We believe we encourage the development of character among our students.
- We believe we facilitate parental and community involvement.

**Goal:** *Writing*

**Student Goal Statement:** *Webster students will be able to produce an age appropriate written response in an organized manner, focused on a topic.*

**Goal:** *Reading Decoding and Comprehension*

**Student Goal Statement:** *Webster students will improve their ability to decode and comprehend unknown text.*

**Goal:** *Oral Reading Fluency*

**Student Goal Statement:** *Webster students' oral reading fluency scores will improve.*

**Important Parent Letter!!**

**Response Needed!!**

Dear Parents:

This handbook has been prepared for you and your children to keep you informed and answer any questions you may have about rules and procedures here at Webster. The Webster staff desires to continue our partnership with you, the parents and families of our children. We believe that together we will make a successful team whose goal is to see that your children receive the best possible education in a safe and effective environment.

Communication is the key to successful teamwork. The teachers, principal and support staff have communicated the expectations we have for all of our students. We will help guide the students in making good choices based on these expectations. Please go over this handbook with your child so that they will have the information necessary to make good choices.

After reading the handbook with your child, please sign below and return the slip to your child's teacher. Your signature indicates that you have read the handbook and that you understand the rules, policies and procedures. It does not necessarily mean you agree with all of the information, but that you are informed.

Thank you for supporting us as we educate your child.

Sincerely,

Kathryn Borowicz, Principal

+++++

Date\_\_\_\_\_

I have read the handbook with my child \_\_\_\_\_. I understand the policies, rules and procedures.

\_\_\_\_\_  
Parent signature

**STUDENTS:  
RECEIVE A ROAR COUPON WHEN YOU RETURN THIS LETTER  
SIGNED BY YOUR PARENT!**

