

**West Iron County Public Schools
Stambaugh Elementary
Handbook
2008 - 2009**

My Promise

**Each day I'll do my best,
And I won't do any less.**

**My work will always please me,
And I won't accept a mess.**

**I'll color very carefully,
My writing will be neat.**

**And I simply won't be happy
'Til my papers are complete.**

**I'll always do my homework,
And I'll try on every test.**

**And I won't forget my promise--
To do my very best!**



Where the Wykons Begin!

700 Washington Avenue
Iron River, Michigan 49935

Office Telephone Office Fax
(906) 265-6141 (906) 265-2493

www.westiron.org

Handbook Signature Page

Parent/Guardian and Student:

Please sign below and return this page to the Stambaugh Office.

There must be a copy of this page on file for every student enrolled at Stambaugh Elementary. Be sure your child returns this page signed by both you and your child.

I have received and read the attached Stambaugh Elementary Handbook and have informed my child of its content.

Signature of Parent(s)/Guardian(s)

Signature of Student

Date

Please complete the front and back of this form and return to the Stambaugh Office. Thank You!



WEST IRON COUNTY PUBLIC SCHOOLS - STAMBAUGH ELEMENTARY Title I—Parent/Student/Teacher/Principal Compact

Parent/Guardian Agreement

I want _____ to achieve. Therefore, I will encourage him/her by doing the following:

- ___ See that my child is punctual and attends school regularly.
- ___ Support the school in its efforts to maintain proper discipline.
- ___ Encourage my child's efforts to do his/her best.
- ___ Stay aware of what my child is learning.
- ___ Encourage positive attitudes.
- ___ Read with my child and let my child see me read.
- ___ Read and review all information my child brings home from school.
- ___ Establish a time for sharing daily school experiences and/or completing homework.
- ___ Provide a quiet place for my child to work.
- ___ Attend parent/teacher conferences for my child.
- ___ Attend at least two school functions. (Ex: Open House, Family Nights, fairs, etc...)

Parent/Guardian's Signature _____

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- ___ Come to school ready to learn and on time.
- ___ Finish my school work and participate in classroom activities.
- ___ Follow all school and home rules.
- ___ Respect my parents, classmates, teachers and other people in the community.
- ___ Do my part in keeping my school clean and safe.
- ___ Set aside a regular time and place each night to complete homework.

Student's Signature _____

Teacher Agreement

It is important that students achieve. Therefore I will:

- ___ Provide a caring learning environment where your child can be responsible for learning.
- ___ Provide an enriched and challenging curriculum aligned with the state core curriculum.
- ___ Provide appropriate and meaningful homework assignments for students.
- ___ Encourage students and parents by providing information about student progress.
- ___ Give students strategies to increase competence.

Teacher's signature _____

Principal Agreement

I support this form of parental involvement. Therefore I will:

- ___ Provide a positive atmosphere for learning.
- ___ Provide an environment that allows for communication among the teacher, parent and student.

Principal

Developed by the Title 1 Advisory Committee for ALL students. Please complete and return to the Stambaugh Office.



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Our Mission

We, the Staff of Stambaugh Elementary School in cooperation with the families of our students, are committed to challenge each student to achieve his or her full academic potential, acquire high moral values, and develop a positive self-image in a safe and supportive environment.

Our Philosophy

Based on our beliefs of how children develop and learn, we at the Stambaugh Elementary School envision an environment that provides positive learning experiences to promote a transition from home to school and to address individual needs by using a variety of teaching methods to ensure school success.



Stambaugh Elementary Pledge

I pledge I will:

Always do the friendliest thing

If it isn't kind, I won't do it

If it isn't nice, I won't say it

I will treat others like

I want them to treat me.

Stambaugh Elementary School Improvement Goal 2007

About this Handbook

This handbook will explain some of the services, procedures, and rules of our school. Students and parents are asked to read and discuss the information together.

Parents: Please read this handbook with your son or daughter. Please complete and return the Handbook Signature Page and the Title I Compact to the Stambaugh Elementary Office. Both items are found in the beginning of the handbook. The Title I Compact is for all students and is an important declaration of shared responsibility among parents, students, teachers, and the principal for school success.

We welcome your suggestions or comments that will make the handbook more informative to you. Please contact the Principal with any questions or comments.

Visitors & School Security

The following school policy is necessary to protect the safety and welfare of your children. We appreciate your cooperation in this matter.

All persons having any reason to enter Stambaugh Elementary School, including the Stambaugh Campus, must **report to the main office, sign-in, and wear a visitor's badge.** Before leaving, **all visitors will need to return to the office to sign out and return the badge.** Teachers and staff members are instructed to question any non-employee without a visitor's badge.

If you need to give your child a message, medication, homework, lunch money, supplies, etc..., the office staff will take care of this for you. These short class interruptions hamper valuable instruction time.

If you are going to pick up your child after school, please wait near the main entrance. Students may only be released to their legal parent or guardian or the individuals identified by their legal parent or guardian on their emergency card. In addition, parents or guardians should send a written note to school or call the school when picking up their child.

Locker and Desk Search Policy

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with Policy 5771.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Students shall have no expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

Daily Schedule

School Begins (Entry Bell)	7:45 AM
K – 1 Reading Block	8:00 – 9:45 AM
Morning Recess	(1-3) 9:35 – 9:55 AM (K/4) 9:55 – 10:10 AM
2 -3 Reading Block	10:00 – 11:30 AM
Noon Recess	(K) 11:10 – 11:45 AM (1-2) 11:30 – 12:05 PM (3-4) 11:50 – 12:25 PM
Afternoon Recess	(3-4) 1:25 – 1:40 PM (K-2) 1:50 – 2:05 PM
School Ends (Dismissal)	3:00 PM

Have a great start
to each day: arrive
on time ready to
learn!



Arriving at School

Students should arrive at school after 7:15 a.m. All students should remain outside until the 7:45 bell rings, except during inclement weather, when they are permitted to wait indoors. Students in grades kindergarten through fourth participating in the free-breakfast program will be permitted indoors at 7:20. Whenever students are waiting indoors, they are asked to remain in their designated areas, stay out of classrooms, not block doorways, and to remain reasonably quiet.

Drop Off & Pick Up of Students

Parents who drop off or pickup their children should use the turn around area or marked parking areas to avoid potential accidents. **Please do not drop off or pick up students by the playground area. This represents a dangerous situation in an area with considerable volume of traffic.**

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian or the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or legal guardian(s) or the individuals identified by their legal parent or guardian on their emergency card.

Telephone Use

Students will use school telephones with staff permission in cases of an emergency or illness. Students receiving telephone calls will be called out of class or from the school grounds only in the case of an emergency.



Cell phones are not to be used during school hours.

Student Phone Number & Address

Contact the office immediately if there is a change in a student's address or phone number. If parents need phone numbers or other information for such things as birthday parties and visits, please make arrangements with other parents in advance. It is not appropriate to release this information for this purpose.

Directory Information

Public Requests for Student Information

The District will make the following information available to the public upon legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within forty-five (45) days from the date of this notification that she or he will not permit distribution of any or all of such information:

Student's name, address, and telephone number, date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; date of graduation and awards received; and any other information the District considers would not be harmful or an undue invasion of privacy, if disclosed.

Student Records

The Principal is the Custodian of Records and is responsible for the supervision of student records at Stambaugh Elementary. The Principal's office is located at 700 Washington Avenue, Iron River, Michigan 49935 or by calling (906) 265-6141.

Each student record will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.

B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.

D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.

F. obtain a copy of the District's policy and administrative guideline on student records (#8330).

The Family Policy Compliance Officer in the U.S. Department of Education administers both the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

Transfer Out of the District

Parents must notify the Principal about plans to transfer their child to another school, including home schooling. If a student plans to transfer from Stambaugh Elementary, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fee or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without consent of his/her parents.

Student Registration

A child, to be eligible to enter school shall be five years of age on or before December, 1 of any school year.

When registering a child for school, parents must provide the following:

1. A certified birth certificate (obtainable from the courthouse in the county of the child's birth.)
2. A record of required immunizations:
 - a. D.T.P. (4 doses)
 - b. Polio (3 doses)
 - c. M.M.R. (2 doses)
 - d. Hepatitis B (3 doses)
 - e. Varicella (1 dose or current lab immunity)



or reliable history of disease)

3. By law, all students are required to have all immunizations by November 1st or have an authorized waiver from the State immunization requirements. Students not meeting these requirements are not allowed back in school until they receive their immunizations.
4. Evidence of vision and hearing test. The Dickinson-Iron Health Department (265-9913) can assist parents with immunizations, vision and hearing screening, and other health questions.

Kindergarten Prep

A preparatory kindergarten class is available for children who are eligible for kindergarten but who have a late birthday and/or may not be socially, emotionally, or educationally ready for kindergarten. Contact the Community Schools Office (265-5188) for more information.

Assignment of Students

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

West Iron County School Association (WICSA)



A parent school association provides support and activities for the students and staff of Stambaugh Elementary. Parents are encouraged to attend association meetings and take part in activities. Meetings are scheduled one evening per month for approximately one hour. Meeting days and times are announced each month.

We need you! Be a parent volunteer!

Special Education

Our school offers classes and services to students with identified special needs through special education. Examples of services and programs include: speech therapy, resource room programming, appropriate instructional accommodations, and other special services and programs.

In most cases, a referral from a teacher or parent is needed to begin the procedure to determine if a student is eligible for services and/or programs through special education. Please contact the Principal for more information or to make a referral.

Americans with Disabilities Act & Section 504

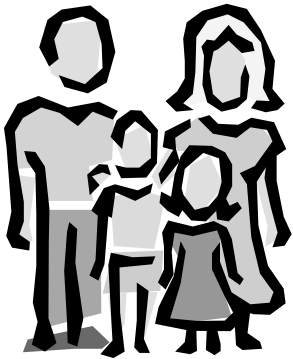
The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the Principal by calling (906) 265-6141.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Principal by calling (906) 265-6141 to inquire about evaluation procedures and programs offered by the District.

Child Find For Special Services



We have a responsibility to identify individuals from birth to 26 years of age that are in need of special education services.

Referrals of such individuals may be made to the Principal. Parents may also directly refer their son or daughter to the Principal if special needs are suspected. We encourage parents to inform the Principal of any special needs as soon as possible.

Services of Intermediate School District

The Dickinson-Iron Intermediate School District in cooperation with West Iron County Public Schools provides many services for the students and parents of our schools, including:

- Testing Services-to help determine placement in special services or programs
- School Psychologist
- Social Worker
- Physical & Occupational Therapists
- Services for hearing, vision, emotionally and educationally impaired



For more information on these and other services of the D.I.I.S.D., parents may contact their school Principal or the ISD Special Education Director (906) 779-2692.

Equal Education Opportunity

No person in the United States, shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. To be treated on the basis of sex under most education programs or activities receiving Federal assistance is prohibited.



The West Iron County School Board of Education wholeheartedly supports equal rights for all persons. The Board shall direct all administrators to insure equal opportunity for all students and employees.

Counseling Services

West Iron County Public Schools has a counselor to work with elementary students. Individual services may be provided by the K-12 counselor as needed. Parents, teachers, and principals may refer students to the counselor.

Title I Program

The Title I program is a federally funded program, administered by our school, and designed to help students achieve success in the core curriculum.

Our goals for all Title 1 students are:

1. To help students succeed in the district's regular academic program.
2. To learn the skills and knowledge appropriate for their grade.

3. To improve student mastery of basic and more advanced skills.



Our Title I program is a classroom tutoring program run by highly qualified teachers and paraprofessionals. Students with a demonstrated need are provided assistance to promote their success in language arts, mathematics, science and social studies.

A needs assessment identification process based on the Model Content Standards for Curriculum is used to identify students for the Title I program. The need assessment includes teacher and parent recommendations; student skill checklists; performance on tests, class work, grades, and homework; as well as the student's attendance record. The needs assessment process is reviewed quarterly; however, a student may be added at any time if they are not serviced through a Special Education program in that subject area. The Title I population is in constant motion. Students move in and out of the program based on their needs.

Once students are identified as failing or at risk of failing to achieve the Model Content Standards for Curriculum, Title I services are provided. Our Title I program is our primary strategy serving that population. We address student needs by providing one-on-one and small group assistance in the classroom. We reinforce and review difficult concepts and we try to build skills with different techniques other than paper and pencil, such as games, computer applications, modeling, and demonstrations.

Additional learning opportunities are provided daily through breakfast, lunch, and recess study halls at each grade level. This extended time allows students to complete school work, projects, review for tests, and to build skills.

Parents are encouraged to participate in their child's learning process through conferences and family nights. The parent's involvement is an important factor of the educational process. Only through a team approach, with school and home working together, can success be attained. Parents are provided materials and books to use at home. Suggestions for parents are provided in the *Academic Corner* of our school newsletter, which explains

and defines the current concepts taught in their child's classroom and how parents can assist their son or daughter with the concepts. The *Academic Corner* also provides ideas for parents to use at home to build academic and social skills to help their son or daughter succeed.

Community Schools Program

The Community School Program offers a variety of education, recreational, and enrichment activities to supplement the program in our elementary schools.

After school and weekend activities are made available to students by age and interest level. Announcements concerning these activities are sent to the home directly.

After School Daycare Services



After school daycare services are provided onsite at Stambaugh Elementary school each day school is in session (both full and half days of school). An hourly fee is charged for the service. Parents may be billed for the service if it is used on a regular basis or parents using

the service for one or two days may pay that day when the child is picked up.

After school daycare includes instructional activities designed to reinforce appropriate academic skills and content, recreational activities including various games and toys, and a snack.

After school daycare is a service of Community Schools. For more information about our after school daycare, please call Denise Maloney at 265-5188.

Notice of Nondiscrimination

(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

Nondiscrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Grievance Procedures

Complaint Procedure

Section I

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator:

Richard Burby
Superintendent
West Iron County Pubic Schools
601 Garfield Ave
Iron River, MI. 49935
(906) 265-9218

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Student Assessment (Testing)

At Stambaugh Elementary instructional assessment is ongoing and is measured through a variety of instruments: standardized testing using norm-referenced and criterion referenced tests, local based assessments, and teacher-made assessments. All students in Grades K-4 will be tested according to Reading First requirements.

Parents are welcome to discuss all test results and their children's progress with teachers and other school professionals.

MEAP/MI-ACCESS Testing



The Michigan Educational Assessment Program is a series of subject-based tests administered at various grade levels in the State of Michigan. All students in grades 3 through 8 will be assessed in mathematics and English Language-Arts each year.

MEAP test results, when provided by the State, are sent home for review by parents. Parents are encouraged to discuss the results with their child's teacher or Principal and share the results with their son or daughter.

Special Education students may be eligible to take the MI-ACCESS test, an alternative test to the MEAP. Eligibility for MI-ACCESS testing is a decision reserved to the student's Individual Educational Planning Team. Parents of special education students are encouraged to talk with their child's classroom teacher and the resource room teacher regarding assessment options.

Test Preparation for MEAP and MI-ACCESS

- ✓ *Get plenty of rest the night before each test session and eat a good breakfast.*
- ✓ *Listen carefully to the direction the teacher reads and ask questions.*
- ✓ *Read the written directions carefully.*
- ✓ *Make sure to mark or write answers in the correct areas on the answer documents.*
- ✓ *Try to answer each question.*
- ✓ *Stay calm.*

Lost And Found

Items found in and around the school should be turned in to the main office. Owners may claim their property by identifying it.

Parents are requested to **label their children's jackets, boots, book bags, lunchboxes, and other items** to help us return them to their owners.

At the end of each month, all unclaimed items are donated to the St. Vincent DePaul store in Iron River.



Parties

Teachers hold classroom parties as a special observation of Halloween/Fall Celebrations, Christmas, and Valentine's Day.

If a parent wishes to provide cupcakes or some other treat to celebrate their child's birthday, they are requested to notify the teacher at least one day in advance.

Students are not to pass out party invitations (birthday parties, etc...) at school unless everyone in the class receives one. Feelings of young children often get hurt when they do not receive an invitation.

Selling Merchandise

Students are **not to sell any merchandise at school** except with permission from the Principal. This would include, but not limited to the following: Boy Scout sales, Girl Scout sales, 4-H, bike-a-thon, etc...

Fund Raising

All fund raising programs and projects require the approval of the building Principal and, in some cases, approval by the Board of Education. A Fund Raising Approval Form must be completed and submitted to the Principal for approval.

Bikes, Rollerblades, Skateboards



Bikes, rollerblades, skateboards, “Heelie Shoes, and any other similar devices are prohibited on the Stambaugh Campus during school hours for elementary students. The high volume of school and community traffic near and on the campus presents a clear and present danger to students riding bikes and other similar devices.

School Library

Students may check out books from the library. Students in grades K-1 have a check out period of one week and students in grades 2-4 have two weeks. (During holiday times, the check out period may vary to coincide with days school is in session.)



A due date will be stamped in each book checked out, and students will be expected to return books promptly.

Fines will be charged for overdue books. However books must be returned or paid for if lost or damaged. **Report cards may not be issued to students with outstanding books or fines due.**

The amount due for any lost or damaged book will be based on the original cost of the book and the length of time the book has been in the library collection.

Health and Safety

The health and safety of our students is foremost among our concerns and we need the help of parents and guardians to prevent the spread and infection of contagious diseases and parasites.

If your son or daughter has a contagious/infectious disease or parasite, please inform either the school office or the Dickinson-Iron Health Department at (906) 265-9913 as soon as possible. In addition, the school district is obligated to report cases of communicable diseases to the Health Department each week.

The following is not a complete list, but a few examples of contagious/infectious diseases and parasites: Measles, Rubella, Mumps, Hepatitis, Scarlet Fever, Strep Throat, Scabies, Pertussis (whooping cough), Hemophilia Influenza type B, Encephalitis, and Meningitis.

Stambaugh Elementary school personnel take great care and discretion with health information to maintain confidentiality and privacy. Specific and identifiable health information is shared only with those employed adults that have direct contact with the student. At times it is necessary to inform all parents of a general health problem to implement necessary precautions and to identify and contain the spread of the disease or parasite.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Any removal will only be for the contagious period as specified in the School's administrative guidelines. Some common conditions are listed with prescribed times:

Chicken Pox

Students may return when all lesions are dry, usually 5 to 7 days after rash appears.

Impetigo

Students may return when rash is dry and crusts are off, unless receiving antibiotic treatment from a physician, in which case a note from the attending physician should accompany an earlier return.

Lice

A case-by-case basis with students returning to school after an on-site head check reveals no presence of the parasite (about 2 days after initial treatment).

Pink Eye (Conjunctivitis)

Students may return to school when redness and drainage is gone (about 2 to 3 days) unless treatment by a physician permits early return. A note from the attending physician is required for an early return.

Scabies & Pin Worm

Students may return to school upon completion of initial treatment.

Strep Throat-Scarlet Fever

Students may return to school when the rash is gone and sore throat and fever are gone. If the student is treated with antibiotics, the student may return after 24 hours of treatment.

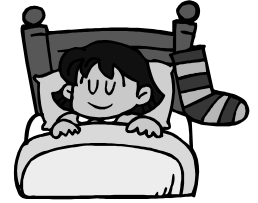
Injuries and Illness

Students and parents must report any injuries on school premises to the person on duty or to the Principal's office.

All parents registering a child for the first time are requested to fill out an emergency medical form, giving necessary information, including permission to treat at the hospital, if necessary.

If a student becomes ill, the parents will be contacted. If a parent or designated person is not available, the Principal or another staff member will take responsibility for injured students by seeking professional help.

Generally, if a child is too sick to go outdoors for recess, he or she should be kept home.



Notification to Parents on Blood-Borne Pathogens

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from their spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

Lice Screening

From time to time, our school district conducts lice screenings for the children in our elementary school. The first screening takes place during the first two weeks of school. Other screenings are done as need arises.

The screenings are done under the direction of the head-check coordinator with the help of trained parent volunteers. If lice or nits (eggs) are found on a student at school, parents will be required to follow the necessary treatment procedures. Treatment literature will be sent home with infected children and/or you may contact your family physician.

Students may return to school after removal of all lice and nits. The time out of school varies and is determined on a case-by-case basis.

The coordinator will recheck students on the day they return to school following treatment. A child is not to ride the bus to school until rechecked. A parent or guardian must accompany the child to school.

Your cooperation in this matter is appreciated. If you have any questions on how to check for head lice or environmental controls, you can contact the school, your family physician, or local office of the Health Department (265-9913).

Medications

If it is necessary for students to take medication at school, parents must complete a *Medication Dispensing Form* and submit it to the Principal's office.

All medication will be kept in and dispensed through the office, unless other arrangements are made with the teacher, and approved by the Principal.

Children are not allowed to carry any medication to school. A parent or guardian must transport all medication to and from the school office.

Staying Inside For Recess

Students returning to school from an illness may remain inside for recess for one to two days. Students too ill to participate in outside recess beyond this time frame are advised to remain home.

Before School and Inside Recess



It is recognized that outside recess and the large play area of the Stambaugh playground provide the best opportunity for children to play and interact with their peers. This time is valuable as a learning tool for social development and personal growth in children.

In the case of inclement weather, excessive rain and temperatures below 0 degrees Fahrenheit in the winter, students will remain inside during recess and prior to the start of the school day. The decision for inside recess rests with the Principal and his or her designee and such factors as the Wind Chill are also taken into consideration.

Inside recess occurs infrequently and children should arrive at school dressed for the day's weather. In the winter children need boots, snow pants, mittens or gloves, a winter hat, and scarf. These are necessary articles of clothing to ensure that your child is comfortable and safe from the harsh winter weather. For safety reasons, all students must wear winter clothing at the end of each day when going home on the bus.

Cancellation of School

When indicated by inclement weather, the Superintendent will close West Iron County Schools, after consulting with the Transportation Director and traffic authorities. Announcements will be made on local radio and television stations:

WIKB - Iron River (1230 AM)
WIKB - Iron River (99.1 FM)
WLUC - Marquette (TV Channel 6)

In some cases, school opening may be delayed and/or closed. Listen for these announcements on the local radio stations. Parents should refrain from calling the school unless absolutely necessary so that telephone lines may be kept open. Decisions and announcements are made as early as possible.

No announcement means school is open!

Delay/Closing of School

School may be delayed one or two hours because of weather problems. If this occurs, all busses will run exactly 1 or 2 hours later than usual (as announced) and students who walk to school or to a bus stop should arrive 1 or 2 hours later than the normal time.

Occasionally, it becomes necessary to send students home early because of weather or other emergencies. Parents should anticipate school closing and/or early closing and arrange to be home or have an alternate plan. In addition, the student should be aware of this plan.

No Breakfast Served

The school breakfast program is not served when school is delayed. Lunch is served 50 minutes after students arrive on 2-hour delay days.

Fire Drills

Several fire and other emergency drills are conducted throughout the school year. Students are required to follow these rules for fire drills:

- Walk quickly and quietly to the designated exits.
- Go to the assigned area and line up.
- Remain quiet at all times so instructions from your teacher can be heard immediately.



- Re-enter school only when indicated by the Principal or teacher. Never re-enter if you hear a bell. (This is in case there actually is a fire and bells are malfunctioning.)

Tornado Drills

Students are required to follow these rules for tornado drills:

- Walk quickly and quietly to your assigned area in the school.
- Remain quiet at all times so that instructions from your teacher can be heard.

Hot Lunch Program

West Iron County operates a hot lunch program for children of the school district. Our school's nutritional philosophy encourages students to try all foods being offered.



Current Lunch prices are (includes milk):

Elementary Student Lunch	\$1.75
Adult Lunch	\$3.00

Cold Lunch students may purchase milk for \$.25 a carton.

Paying for Hot Lunch

West Iron County Public Schools has a hot lunch debit card program. Each child has his/her own debit card that is only scanned when the child eats. Parents are encouraged to prepay for lunches. Daily payments for lunch are discouraged as it causes extra time for personnel in handling and accounting for money. A reminder letter will be sent out when the child's

account falls below \$7.50. Milk may be purchased on a daily basis.

Application forms to determine eligibility for free or reduced lunch prices are available in the Principal's office. The forms are also distributed to all families at the beginning of the school year in the Wykon Window.

Students are responsible for their debit card. A debit card that is lost or damaged will be replaced at a cost of \$5.00 charged to the student.

Report Cards may be held in the case of delinquent lunch money.

District Phone Numbers

Stambaugh Elementary (Pre-K-4)	265-6141
Middle School (5-8)	265-0016
High School (9-12)	265-5184
Community Schools	265-5188
Superintendent	265-9218
Hot Lunch/Business Office	265-5218
Transportation	265-9717
Stambaugh Bus Garage	265-9047

Report Cards

Kindergarten

Report cards are issued at the end of each semester. If the teacher feels it necessary, she will contact you before the reporting period to discuss your child's progress.



First - Fourth Grades

Report cards are issued at the end of each nine-week grading period. Teachers call to inform parents of student progress and/or send written notice if they feel it necessary between regular grading periods.

Please remember that report cards may be held if library fines and/or lunch money accounts are not current.

Conferences

Parent/Teacher conferences are held in the fall of the year. Parents are encouraged to call their child's teacher whenever they wish to discuss their child's progress. Our school welcomes a parent to contact their child's teacher with any matter, questions, comment, or concern.

Please do not put teachers in the uncomfortable position of suggesting a teacher for the following school year. All of our teachers are **highly qualified** by Michigan standards.

Rewards and Certificates

Positive student success at school, both academic and social, needs to be reinforced and acknowledged.

To encourage student success, classroom rewards are occasionally offered and determined by the teacher. Building level rewards may also be appropriate and



implemented by the staff throughout the school year. Teachers and administration present many awards and certificates of recognition to students. They include awards for such things as perfect attendance, achievement, citizenship, special classroom awards, and others.

Students are encouraged to display the kind of work habits, behavior, attendance, and effort that may lead to such recognition.

Classroom Rules & Consequences

1. Teachers inform students and parents of classroom rules and consequences in writing.
2. Rules are posted in the classroom.
3. Consequences are understood.

Discipline

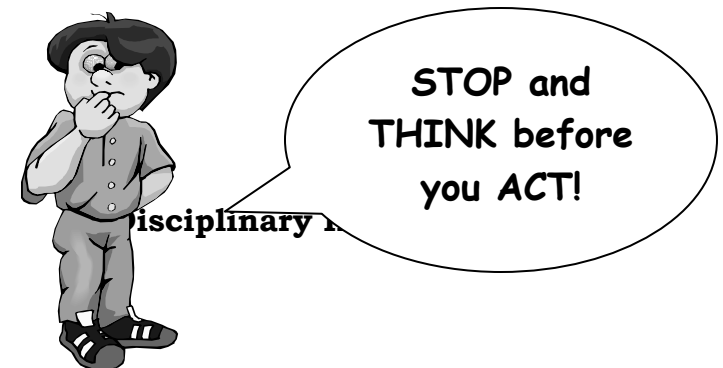
Rules are established to maintain a safe and orderly educational environment for everyone. Behaviors that interfere with teaching and learning will not be tolerated in school. Anything that detracts from a quality educational program will be dealt with firmly, yet fairly. Each student deserves a quality education and a safe, comfortable school. **Students are to immediately inform their classroom teacher and/or the Principal if they are threatened or feel unsafe. Bullying (verbal, physical, or emotional) will not be tolerated.**

A true educational success can only be obtained when it exists in a comfortable and supportive environment, sought-out by hard working students and encouraged by supportive parents and guardians.



School-Wide Behavior Expectations

1. Be considerate, courteous and respectful of others, personal property, and school property.
2. Keep hands, feet, and objects to yourself. No physical contact (such as grabbing, hitting, kicking, pushing, shoving, slapping, and tackling).
3. Follow directions the first time they are given.
4. Come prepared to class with books, paper, pencils, and completed homework. Please keep school supplies to a minimum. Toys are best kept at home.
5. Stay in assigned area(s).
6. Line up and move quietly in an orderly fashion.
7. Use appropriate language.
8. Follow the school dress code.
9. No gum or candy, except on special occasions or as determined by the teacher.
10. Office permission is required to leave building or school grounds.
11. All caps off when entering the building.
12. Use equipment according to rules.
13. No cards allowed in school (Pokemon, baseball, etc...).
14. No trading of personal property.
15. No loitering.
16. No littering.
17. Keep all restrooms neat and clean.
18. Keep your work area and lunch area clean. All lunch items (food and beverages) must be eaten in the lunchroom.



School staff are acting in *loco parentis*, which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just a teacher assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

1. Insubordination

Insubordination is defined as:

- A. The failure to carry out any legitimate request of school personnel.
- B. To deliberately commit acts or actions violating school policies, rules, and regulations.
- C. To talk back, argue excessively, or use obscene or profane language or gestures when reprimanded or disciplined by school personnel.
- D. To deliberately fail to comply with a reasonable request of school personnel.
- E. To withhold his or her name when requested by school personnel.

2. Severe Physical Contact/Assault

The act of quarreling involving bodily contact in or on school property, including any activity under school sponsorship (i.e. athletic event, etc...) or while being transported by the school.

Severe physical contact includes, but is not limited to, pushing, slapping, shoving, punching, kicking, hair pulling, and other forms of unwarranted, destructive physical contact.

3. Obscenities and Indecency

The act of offending against recognized standards of propriety or good taste, including the use of vulgar language and gestures.

4. Dangerous Behavior and Unsafe Conditions

The actions of an individual(s) which may or may not lead to injury and/or create unsafe conditions, which may or may not

cause or lead to the harm of oneself or others. Examples of dangerous behavior and unsafe conditions include, but are not limited to the following: throwing of snowballs, stones, rocks, dirt or other objects as well as the act of spitting.

Students are not to carry out any act which leads to unsafe or unsanitary conditions to themselves or to other students or school personnel.

5. Harassment

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

Sexual Harassment

- A. Verbal: The making of written or oral sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical contact: Threatening or causing unwanted touching, contacts, or attempts at same, including patting, pinching or pushing the body of a fellow student, staff member, or other person associated with the District.

Other Harassment: (Gender, Ethnic, Religious, Disability, etc...)

- A. Verbal: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc... toward a fellow student, staff member, or other person associated with the District.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. Physical contact: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Reporting Harassment

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

- A. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her classroom teacher, guidance counselor, or Principal.
- B. If the alleged harasser is the student's Principal, the affected student should as soon as possible after the incident, contact the Superintendent.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk or causes mental or physical harm, no matter how willing the participant may be.

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

6. Intimidation

Intimidation is the act of stalking, taunting, or threatening another individual. The use of coercion may also be considered intimidation.

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault, as will profanity directed towards a staff member in a threatening tone.

7. Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display.

Displays of affection include, but are not limited to, overt physical familiarity in any form, improper touching, excessive holding, kissing, etc...

8. Disrespect to all adults (including administrators, teachers, aides, and other school personnel)

The act of discourteous behavior including, but not limited to, snide remarks, dirty looks, non-cooperation with staff and administrators, insolence, walking away from a staff member or administrator, defiance of authority, and any other behavior that is disrespectful to others.

9. Incurrigibility

Incurrigibility is the repeated disobedience to reasonable directions of school personnel.

10. Forgery/Cheating

The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Cheating is any intentional act of fraudulent deception with respect to schoolwork (e.g. plagiarism) and any related activities.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

12. Vandalism

Vandalism is the act of willful destruction of school property or property belonging to another or others.

13. Theft

Theft is the act of stealing school property or property belonging to another or others.

Students are encouraged not to bring unnecessary items of value to school without prior authorization from the Principal. **The school is not responsible for personal property.**

14. Robbery/Burglary

Robbery/burglary is entering a school building or any vehicle on school property without permission and for illegal or illicit purposes.

15. Policy on Drug-Free Schools (Cigarettes, Tobacco, Alcohol, Drugs, Paraphernalia, etc...

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage; tobacco product; anabolic steroid; dangerous controlled substance as defined by State Statute, or substance that could be considered a 'look-alike' controlled substance; or other substances which produce abnormal behavior. This includes controlled substances and prescription drugs that are not the property of the user or are not intended for distribution in the school community to others.

Drug paraphernalia, or other paraphernalia which could be used for the ingestion of drugs, illicit substances, or alcohol, is not allowed on school property or at school events.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

Drug Free Zone

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement official may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

16. False Alarms, False Reports and Bomb Threats

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt.

17. Explosives/Arson

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are dangerous and forbidden. Violations of this rule may result in suspension or expulsion.

Arson is the willful and malicious burning of, or attempt to burn, any building, part of any building, structure or property.

18. Criminal Acts

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and law are violated.

19. Weapons: Possession and Use of

Board of Education Policy 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building Principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

20. Electronic Devices

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, "boom-boxes," portable TV's, electronic toys, pagers, cellular telephones, laser pointers, and other such devices without the permission of the Principal. The property can be confiscated and disciplinary action can be taken. Violations of this rule could result in suspension or expulsion.

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.



Consequences of Disciplinary Infractions

Infraction is the breaking of any discipline rule and results in an automatic referral to the Principal.

Consequences for Disciplinary Infractions may not follow the progression outlined below. The consequences will be determined by the nature and severity of the offense on a case-by-case basis, with a review of the student's disciplinary history and according to relevant Board of Education Policy and State law.

First Time:

- Written Disciplinary Referral to the Principal
- Loss of one (1) recess
- Student calls parent

Second Time:

- Written Disciplinary Referral to the Principal
- Loss of three (3) recesses
- Principal calls parent

Third Time:

- Written Disciplinary Referral to the Principal
- After school detention and loss of all recesses until after school detention is served
- Principal calls parent

Fourth Time:

- Written Disciplinary Referral to the Principal
- A meeting involving the parents, Principal, teacher, student, and school liaison officer, when available. An Individual Behavior Plan may be considered.

While the specifics of an individualized plan may vary from student to student, the expectations for behavior would be consistent with the standards for all students.

- At this stage indefinite loss of outside recess and/or further after school detention(s); Saturday school; loss of school activities, such as field trips, special events, picnics, etc...; suspension; or even expulsion may be considered.
- Improvements in behavior may result in reinstatement of privileges lost—including recess and school activities.

West Iron County Dress Code

The following guidelines serve as our policies, rules, and regulations on student dress in the West Iron County Public Schools:

1. Students are expected to be neat and clean at all times.
2. Students shall only wear clothing bearing printing, slogans, mottoes, and advertisements that are in good taste.
3. Dress must comply with the health and safety codes of the State of Michigan.
4. Headwear, scarves, headbands, hair rollers, and hoods shall not be worn as headwear in the building.
5. Bare midriffs, see-through garments, bare backs, halter-tops, low cut blouses, crop tops, and “tank tops that are not in good taste” are prohibited.
6. Jackets and coats designed for wear, out-of-doors, are prohibited in the building during school hours unless authorized by the teacher. Coordinated outfits will be allowed at the discretion of the administration.
7. Printing, buttons, insignias, etc... depicting any alcoholic beverage, tobacco, tavern, or illicit substance will not be permitted on clothing or personal artifacts while students are on school grounds.
8. Students and visitors are prohibited from wearing, possessing, or displaying any item/article (including but not limited to: apparel, jewelry, accessory, backpack, notebook), or engaging in any manner of grooming which by virtue of its color, arrangement, trademark, orientation, or any other attribute, denotes membership in a gang/cult/non-sanctioned organization; or making, possessing, or displaying any paraphernalia, signs, or communications (written, verbal, gesture) which symbolizes gang/cult/non-sanctioned organization membership, recognition, affiliation, or support.

9. Body markings, (including tattoos) which are distracting to the educational environment will not be allowed on school grounds.
10. Shoes, for safety reasons, shall be worn at all times unless otherwise authorized by the administration.
11. Articles of clothing, backpacks, or accessories with sexually suggestive or tasteless messages will not be allowed in school.
12. Appropriate foundation garments and underclothing must be worn at all times and should not be visible to onlookers.
13. All pants must be fastened at and worn around the waist and should not restrict and/or obstruct movement.
14. Hair shall be kept neat and clean.
15. Body piercing, other than that in the ears, can be considered too distracting by the staff and administration to the learning environment. If deemed distracting, the piercing will be removed during school hours.
16. Chains fastened to wallets and articles of clothing will be allowed only under the discretion of the building Principal.
17. Shorts and skirts should be of reasonable length so that they are deemed in "good taste" by the administration, faculty, and staff. A good rule of thumb is that the bottoms of the shorts and skirts should be at least below the fingertips of students who are extending their arms downward along the sides of their bodies.
18. Ripped or torn clothes shall, in most cases, not be allowed in school.
19. Clothing that appears too tight and/or suggestive should be avoided in school.
20. Parents are encouraged and expected to provide their children with clothing conducive to the weather outside for purposes of traveling to and from school, as well as for participation in recess and other curricular/extra-curricular activities.
21. Students who are representing West Iron County at official functions or public events may be required to follow specific dress requirements. Usually this applies to

athletic teams, cheerleaders, bands, orchestras, and other such groups.

School authorities reserve the right to determine when dress and grooming styles are unsafe, are not in good taste, or when they create a disruption of the learning process. A student may be sent home or given disciplinary measures for violating the dress code. Any absence for such a violation is unexcused. Repeated violations of the dress code will be considered as defiance of authority, and will be dealt with accordingly.

This dress code was constructed by a district-wide committee of teachers, parents, students, Board members, and administrators in September of 1997. It was approved by the Board of Education shortly thereafter.

Behavior at School Events

Athletic events, plays, and concerts are tremendous opportunities for a family to participate together. Parents are encouraged to attend with their child at these events. Problems occur when children are permitted to attend events without parental supervision.



1. Be prepared to sit and watch the game, play, or concert.
2. Keep off the playing field/playing floor at all times.
3. Do not leave your seat during the concert. This is very disturbing to the rest of the audience, as well as to the musicians and directors.
4. Be courteous to performers and do not talk during a concert.
5. Listen to directions and applaud only when appropriate.
6. Do not go to the concession stand during the playing of the games or at half-time performances.
7. Treat game officials with respect.
8. Be a good sport, win or lose.

School Bus Regulations

Responsibilities of Students:

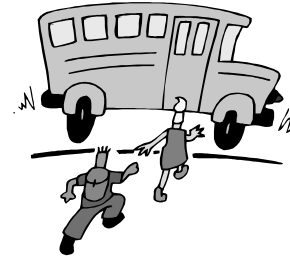
1. Students waiting for the bus must stay off the roadway at all times.
2. Students wishing to ride must be at the designated stop on time. The bus has a schedule to keep and cannot wait for you.
3. Only regularly assigned students may ride the bus. Exceptions are made for emergency situations with written consent of parent and Principal. *Exceptions are not granted to ride a different bus to a friend's house to play or other non-emergency reasons.*
4. Passengers are required to sit in their assigned seats and should not stand or walk around while the bus is in motion. Do not attempt to get on or off the bus while it is moving.
5. Students should practice appropriate conduct while on the bus or at the bus stop.
6. All body parts and materials should be kept inside the bus at all times.
7. Students are expected to keep their area on the bus neat and clean. Please dispose of all trash in the garbage containers.
8. Eating on the bus is not permitted.
9. Always cross the highway in front of the bus. Never cross behind the bus. Wait for a signal from the driver before crossing the road.
10. If necessary, students may be expected to walk one and one-half (1 ½) mile to the bus stop. Kindergarten students will be picked up as close to home as is practical and safe.
11. Any damage to the bus should be reported immediately to the bus driver. Students responsible for vandalism will be disciplined through due process administered by the Supervisor of Transportation.

Responsibilities of Parents:

1. To ascertain and insure that their children arrive at the bus stop on time in the morning. It is recommended that children arrive five (5) minutes before departure.
2. To provide necessary protection of their children when going to and from the bus stop.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. Please call the bus garage at 265-9047 if your child will not be riding the bus. This allows efficiency of operation and saves time and fuel.

The school administrator may deny the privilege of riding a school bus to any student that violates school bus regulations.

Bus Disciplinary Action



Bus drivers are to the bus as teachers are to the classroom. It is their responsibility to maintain order. Therefore, the bus driver has the authority to discipline students, as needed—that includes suspending riding privileges. The procedure that will be used, if it is necessary for disciplinary action, is as follows:

1. The bus driver will issue a Bus Discipline Violation Notice (BDVN) to the student about his or her misconduct or violation of bus regulations. The parent or guardian and student will sign their copy of the BDVN and return it to the bus driver before the student is allowed back on the school bus.
2. If a BDVN is not returned to the bus driver with the parent's and student's signature, a registered letter containing a copy of the BDVN will sent to the parents for their signature to be returned to the School District.
3. The bus driver, Principal and Transportation Supervisor will keep a copy of each BDVN.

4. It is the driver's responsibility to attempt to notify parents and the building Principal, by telephone, the day the actions takes place.
5. Their building Principal or designee will see students who receive a BDVN. If the building Principal or designee deems a conference with the student, parent and the bus driver is necessary, the building Principal or designee will schedule the conference as soon as possible.
6. Infractions or violations of a serious nature, as determined by the Transportation Supervisor and the Superintendent of Schools, may result in an immediate suspension of riding privileges. The immediate suspension will supersede the steps outlined in the BDVN.

West Iron County Bus Discipline Violation Notice (Sample)

This is to advise you that your child has committed the following offense: _____ Date _____

- _____ The first violation is a written warning.
- _____ This is the second violation of Bus Discipline. Your child is suspended from the bus for three (3) days. Dates:_____.
- _____ This is the third violation of Bus Discipline. Your child is suspended from the bus for two (2) weeks. Dates:_____.
- _____ This is the fourth violation of Bus Discipline. Your child is suspended from the bus for four (4) weeks. Dates:_____.
- _____ Continued violation of the Bus Discipline will result in suspension from the bus for the remainder of the school year.

If this continued violation occurs on the last day of school, the Principal and Parent will determine the length of removal from the bus for the next school year.

Parents: Please read, sign, and return to: _____.

I acknowledge the above violations of my child(ren). He/she will not be allowed to ride ANY bus for the time stated above.

Parent(s) Signature/Date

Student's Signature/Date

Attendance Policy

1. Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever.
2. Absences are excusable for illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, and such other good cause as may be acceptable to the Superintendent (Board of Education Policy 5200).
3. Absence for such reasons as camping, vacations, non-school activities, or visiting is discouraged. Late night activities that cause a student to be tardy or absent the following day are also discouraged.
4. We also discourage scheduling of dentist or doctor appointments during school hours.

Call-In Procedures for Absences

- Parents are requested to call the school by 9:00 AM on each day a student is absent from school.
- If parents have not called by 9:00 AM, school personnel will call to check on the child.

In the event that phone contact was not made by home or school, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

Recording Attendance

Attendance is recorded twice each day: once in the morning and then again in the afternoon. Teachers mark students as either present, absent, or tardy.

Students are expected to be in their seats ready to begin work five minutes after the morning bell and five minutes after the noon-recess bell. Students are marked tardy if they are not in the classroom within the time specified.

Excessive Absences

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies.

1. At **ten days** absent and/or **ten tardies**, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The Principal will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.
2. At **15 days** absent and/or **15 tardies**, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
3. At **20 days** absent and/or **20 tardies**, the Principal will determine to either submit a petition to the Court for resolution or seek an alternate remedy.

Make-Up-Work

Parents are encouraged to call the school to arrange homework for a student that is staying at home because of illness. Parents may pick up the work or inform the office of another student who is willing to take the work home.

In the event of extended illness, make-up work should be turned in as it is completed rather than saving it at home until the student returns or waiting until all the work has been completed.

Make-Up-Work must be returned to the teacher in a reasonable time, to be determined by the teacher with respect to the particular circumstances leading to the absence.



Acceptable Use of Networked Resources

Introduction-Philosophy-Acceptable Use-Privileges-Etiquette-Warranty-Security-Vandalism-Restrictions

- (1) Introduction:
 - (1.1) Filtered Internet access is available to students and staff in the West Iron County Public School District. We are very pleased to bring this access to West Iron County and believe the Internet offers vast, diverse, and unique resources to both students and teachers. *Our goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.*
- (2) Philosophy:
 - (2.1) The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (West Iron County) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.
- (3) Acceptable Use:
 - (3.1) Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a WIC student or staff member violates any of these provisions, his or her privilege to access the Internet at school will be immediately terminated and future access could possibly be denied. A violation of this policy is considered insubordination and subject to the discipline code.
 - (3.2) *The use of the Internet must be in support of education and research and consistent with the educational objectives of West Iron County Public Schools. Use of other organization's networks or computing resources must comply with the rules appropriate*

for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

(4) Privileges:

(4.1) The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The student's teacher will deem what is inappropriate use, in relation to WIC educational goals, and their decision is to be sent in writing to the Superintendent. Also, a teacher may suspend a student's privileges to use the Internet at any time as required. The administration, faculty, and staff of WIC may request teachers to deny, revoke, or suspend a specific student's privilege to access the Internet.

(5) Network Etiquette:

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

(5.2) Be polite. Do not get abusive in your messages to others.

(5.3) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

(5.4) Do not reveal any personal information (phone number, social security number, address, etc...) or any personal information of students or colleagues.

(5.5) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.

(5.6) Do not use the network in such a way that you would disrupt the use of the network by other users.

(6) Warranty:

(6.1) West Iron County Public Schools and its Internet provider, Baraga Telephone, make no warranties of any kind, whether expressed or implied, for the service it is providing. WIC will not be responsible for any damages you suffer. This includes loss of

data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. WIC specifically denies any responsibility for the accuracy or quality of information obtained through its services.

(7) Security:

(7.1) Do not use a teacher's computer or lab computer without permission from that teacher, the lab coordinator, or librarian. Attempts to gain access to the Internet without permission of the teacher, lab coordinator, or librarian will result in cancellation of an individual's privilege to access the Internet. Any user identified as a security risk or having a history of problems with other computers may be denied access to the Internet.

(8) Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but not limited to, the creation, uploading, downloading, or spreading of computer viruses.

(9) Restrictions:

(9.1) When on the World Wide Web, if you happen to encounter a page that is not acceptable, simply click the back arrow or the back button and leave that page immediately. Do not wait for the page to load. Immediately contact a teacher, lab coordinator, or librarian and report the incident.

(9.2) E-mail is only allowed under direct teacher approval and supervision. All other use of e-mail is strictly prohibited. When receiving e-mail, if the correspondence becomes unacceptable, such as the use of profanity or racial epithets (slurs), simply close the e-mail message. Do not answer or reply to anyone using unacceptable language or terms. Any improper e-mail message needs to be brought to the immediate attention of a teacher, lab coordinator, or librarian.

(9.3) No Internet material, including but not limited to: programs, movie clips, sound bites, graphics, or other data may not be DOWNLOADED or PRINTED without the explicit permission of teacher, lab coordinator, or librarian. Such data may contain viruses and would then be considered vandalism.

- (9.4) Chat groups, chat rooms or any form of chat is only allowed under direct teacher approval and supervision. All other use of chat is strictly prohibited.
- (9.5) Any Internet material, including music lyrics, may be viewed only if it is free from questionable language, inappropriate behavior or any other offensive content.
- (9.6) Students and staff are provided a storage place on the network referred to as a “home directory.” Since storage space on the network is limited, home directories will be limited in size. Music files, audio players, game files, video files, e-mail attachments and generally all files of a large capacity (defined here as a file over 2 MB) should not be saved in the home directory without the explicit permission of teacher, lab coordinator, or librarian. Home directories shall be purged at a minimum of twice a year— at the end of each semester and as needed to ensure the proper working of the network.

