

Table of Contents

Welcome	2
Mission Statement	2
Staff	3
Daily Schedule.....	4
Student Expectations	5
Weapon-Free School Act	8
Criminal Sexual Conduct	9
Safe and Drug Free School	9
Due Process	11
Recess	12
Attendance	13
Dress Code	16
Cafeteria Information	17
Assembly Behaviors	18
Guest Teacher	18
Field Trips	18
Returning Home.....	19
Returning Home “Rules of the Road”	20
Transportation	21
Curriculum	25
Textbooks	25
Grading System	26
Parent-Teacher Conferences	26
Student Records	26
Response to Intervention.....	27
Accidents and Insurance	28
Medications	28
Personal Belongings	29
Visitors.....	29
School Delay/Cancellation	30
Nondiscrimination Policy.....	30
School Map.....	31
Compliance.....	32
Home-School Compact.....	33
Pesticide Application Request.....	34

Welcome

The entire staff of Williams Elementary School would like to welcome you and your family to the 2010-2011 school year. We view the partnership between home and school as essential in providing a quality education. We encourage you to take an active role in Williams Elementary and the many services we provide for our community of learners.

The purpose of this handbook is to help our families become acquainted with the school and its operation, expectations we have for our students and some of the services we have to offer. Please take the time to review this handbook with your family. If at any time you have questions, comments or concerns, please contact us.

We are pleased you have chosen Williams Elementary School. Together, we will provide a quality education.

Mission Statement

All Williams Elementary School students will be academically and socially prepared to be productive citizens by demonstrating qualities and proficiencies of a life long learner.

Language Arts

All students will read and write at grade level.

Social Studies

Through the employment of critical thinking skills, students will identify their civic relationship and responsibilities in the context of time, location and economics.

Mathematics

The Williams' mathematicians will be intrinsically motivated to utilize basic skills and conceptual knowledge, integrating mathematics into real-life situations.

Science

By providing hands-on, integrated instruction, Williams Elementary School will develop students who relate and express themselves positively in the scientific environment through verbal, written and practical activities.

Enhancements

As an integral educational component, Enhancement services, in consultation with classroom teachers and through supplemental activities, will increase student achievement with emphasis on multiple intelligences.

2010-2011 Williams Elementary Staff

Superintendent: Mr. Michael Potts

Board of Education: Mrs. Penny Dauster Mr. Jeff Rowe
Mr. Mitchell Funk Mrs. Kathleen Schmitt
Mr. Gary Nye Mrs. Michelle Taylor
Mr. Thomas Thompson

Williams Elementary Staff

Johanna Curson	Principal
Cathy Burlew	Kindergarten-Prep
Shelley Ellis	Kindergarten-Prep
Wendy Ciaravino	Kindergarten
Pam Kelley	Kindergarten
Wendy Purdy	Kindergarten
Jessica Stroble	Kindergarten
Diane Trachsel	Kindergarten
Katie Pliska	Grade 1
Jenny Lee	Grade 1
DeAnna Mann	Grade 1
To be announced	Grade 1
Sally Wood	Grade 1
Becky Briggs	Grade 2
Kerry Cavanaugh	Grade 2
Beth Girdham	Grade 2
Melissa Gutowski	Grade 2
Barbara Hutchinson	Grade 2
Maggie Bilby	Grade 3
Denise Clark	Grade 3
Rachel Mandrelle	Grade 3
Judy Warner	Grade 3
Ryan Grimm	Grade 4
Jared Maxwell	Grade 4
Robin Wormser	Grade 4
Cheryl McLachlan	Grade 5
Jacob Snyder	Grade 5
Steve Spahr	Grade 5
Brian Stroble	Grade 5
Diane Bolz	Title 1
Robin Rowe	Title 1
Cindy Pauley	Physical Education
Tania Wilson	Computer Lab
Nikki Bowman	Music
Sarah Sundberg	Art
Sharri Beatty	L.D.
Mary Walsh	L.D.
Luke Kennard	Computer Tech.

Williams Elementary Support

Tina Varney	School Nurse
Julie Lawless	Secretary
Carolyn Fowler	Secretary
Beckie Ready	EI. Success Worker
Beth Potts	EI. Success Worker
Clara Bernklau	Educational Support
Cathy Brown	Educational Support
Cathy Church	Educational Support
Diane Cooley	Educational Support
Kathy Kelley	Educational Support
Annette Lowry	Educational Support
Linda Nichols	Educational Support
Kathy Schneider	Educational Support
Laura Slovacek	Educational Support
Sue Smith	Educational Support
Laurel Spencer	Educational Support
Robin Thompson	Educational Support
Kim Bolenbaugh	Food Service Director
Carol Flaughter	Kitchen Staff
Vickie Rossman	Kitchen Staff
Laura Slovacek	Kitchen Staff
Ann TenEyck	Kitchen Staff
David Wright	Transportation
Karen Wasilenski	Custodian
Donald Howell	Custodian
Diana Warner	Custodian
Aaron Sawdey	Maintenance

I.S.D Special Education Staff

Kristi Vander Hill	Speech Therapy
Jennifer Murphy	E.I. Teacher
Gloria Jones	Educational Support

Head Start

Melissa Trott	Lead Teacher
Linda Barnett	Assistant Teacher
Grace Deforrest	Family Advocate

2010 - 2011 Daily Schedule

Start-up Schedule

7:30 A.M. Hallways Open
 Breakfast serving begins
7:53 A.M. Classrooms Open
7:55 A.M. Classes Begin

Recess/Lunch

Grade	Recess Time	Lunch Time
K-P	10:30 - 10:40	10:40 - 11:05
1	10:50 - 11:05	11:05 - 11:25
2	11:10 - 11:25	11:25 - 11:45
K	11:35 - 11:50	11:50 - 12:10
3	11:55 - 12:10	12:10 - 12:30
4	12:15 - 12:30	12:30 - 12:50
5	12:40 - 12:55	12:55 - 1:15

Dismissal Schedule

2:50 P.M. Dismissal

Student Expectations

Our goal is to provide safe classrooms in which students are able to learn. The following rules and regulations will be enforced in order to provide each student the opportunity to pursue a quality education.

General School Behaviors

Williams Elementary has the following expectations of all students:

1. We will keep our hands, feet and objects to ourselves.
2. We will use appropriate verbal and body language.
3. We will be kind and courteous.
4. We will respect the right of others to teach and to learn.
5. We will show respect for ourselves, others and property.
6. We will do what we are asked with a smile.

Consequences for violation of these expectations will be:

1. Contact parent; loss of recess
2. One to three day in school suspension
3. One to three day out of school suspension

Examples of violations are but not limited to:

Cheating/Plagiarism: Copying from a source without appropriate recognition of the author, reproducing the signature of someone else, copying from another student's paper

Disrespect: To insult, call derogatory names, dishonor, or verbally abuse a staff member.

Disruption of Learning: Class rules disobeyed and others disturbed.

Electronic Devices: Toys, electronic games, cameras, radios, pagers, laser pointers, cell phones, electronic pets or any other electronic devices may not be brought to school. There are some exceptions such as planned events or show and tell in which teacher discretion may change this rule. **However, the school is not responsible for any items brought from home.**

Gum Free: Gum chewing is not permitted within the school building.

Hair Dye: Unnatural hair coloring that disrupts the learning environment.

Harassment: Students will treat each other with respect at all times. Acts which are unwanted and unsolicited will be considered to be harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature.

Examples include but are not limited to:

- a. Verbal/written harassment-such as derogatory comments, threats, jokes, teasing, intimidation, profanity, remarks/questions of a sexual nature, or rumors of a sexual or hurtful nature
- b. Physical harassment - such as unnecessary touching, tapping, bugging another student, spitting
- c. Visual harassment - such as derogatory or offensive posters, cards, clothing, cartoons, graffiti, drawings, looks, gestures, or any other media. Offensive and sexually suggestive photographs and other materials will not be posted on school property.

Insubordination: Behavior which undermines the authority of a staff member including threats, intimidation, lying, defiance of authority, and failure to respond or carry out a reasonable request.

Non-Productive Classroom Behavior: Not participating in class activities or doing assignments, not bringing books and materials to class.

Obscenity: Using written or verbal profane language and/or gestures directed at a staff member, another student or in general.

Theft, Damage or Destruction of Private or School Property: A student shall not cause or attempt to cause damage to property of the school or other persons. A student shall not steal or attempt to steal property of other persons at school activities, functions or events. The student and/or his/her parents, at the current cost of replacement, will pay damage caused to school property.

Throwing: Includes throwing of any unacceptable items or throwing acceptable items in non-approved areas or throwing in an unacceptable fashion.

Possession of Pornography

P.D.A. (Public Display of Affection)

Refusal to Serve Detention

Selling or Trading: A student shall not be permitted to sell or trade on school grounds. Students may sell approved fund raising items.

Spitballs

Spitting on Another Student or Staff Member

Theft (petty theft: candy, pencil, pen, items of no monetary value)

Touching: (offensive touching)

Trading Cards/Toys: Card collections of any type are not to be brought to or traded on school grounds. Toys are not to be bought to or traded on school grounds. They can only be brought to school for Show and Tell with teacher permission. The school is not responsible for cards or toys that are brought to school.

Persistent Violation of Building Rules and Regulations: When specified consequences for unacceptable behavior fail to cause a change in a student's behavior, the following will be considered.

1. Parent contact
2. One (1) to ten (10) day out of school suspension
3. Recommendation for expulsion.

These are guidelines. Consequences may be more or less severe at the discretion of the administrator.

Consequences escalate for each violation up to and including long-term suspension.

Multiple offenses of different types will be dealt with under "**Persistent Violation of Building Rules and Regulations.**"

Weapons-Free School Zone Act

On October 12, 1994, Governor Engler signed into law the "Weapons-Free School Zone Act" which amends Section 1311 of the Michigan School Code. This Act requires mandatory expulsion of any student who possesses a firearm or any other dangerous weapon or who commits rape or arson while on school property (including vehicles) or at a school related activity.

Expulsion is mandatory for any student in possession of a weapon in a weapons-free school zone (defined as school property and/or a vehicle used by a school to transport students to or from school property), unless the student established by clear and convincing evidence that: (1) it was not for use as a weapon; (2) the student did not know he or she possessed it; (3) the student did not know it was a weapon; (4) the student had it at the suggestion, request, direction, or permission of the school or police authorities. The school district must enter all expulsions into the student's permanent records and provide such information to any other public or private school in which the student seeks to enroll. Further, the school district must refer the expelled student to the county department of social services or county community mental health agency. The current section of the School Code requiring notification to law enforcement officials still exists.

An expelled student may petition for reinstatement, and a committee established by the board of education must review such petition. The committee must be comprised of two school board members, one school administrator, one teacher, and one parent of a student in the district. The committee may recommend reinstatement, conditional reinstatement, or against reinstatement. If reinstatement is recommended, the school district shall not allow reinstatement for those students in fifth grade or below (at the time of the expulsion) before the expiration of 90 school days after expulsion (unless a longer period of expulsion is required by the federal Gun Free Schools Act). For those students in sixth grade or above at the time of expulsion, the student shall not be reinstated before the expiration of 180 school days. This Act is in effect as of January 1, 1995.

Weapons and Dangerous Instruments include look-alike weapons - A student shall not possess, handle or transport any object that can be considered a weapon while on school grounds or at a school activity.

1. One (1) to ten (10) day suspension with recommendation for expulsion
2. Will follow procedure of Weapons Law

Caps, Poppers, Firecrackers, Smoke Bombs, Incendiary Devices, Explosives, Arson

1. Teacher or administration will contact parents; referral to the office
2. One (1) to ten (10) day suspension; possible law enforcement contact
3. Possible recommendation for expulsion

Water weapons

1. Teacher contacts parent
2. Loss of recess

Criminal Sexual Conduct

The legislature has added criminal sexual conduct to the weapons law. Copies of MCLA 750.520 B, C, and E are available in the principal's office.

Ten day suspension
Proper law enforcement agencies contact
Possible recommendation for expulsion

Safe and Drug Free School

Controlled Substances, Alcohol Possession, Use of Drugs, Narcotic Drugs, Marijuana, Prescription Drugs not prescribed to the user, look-alike items or possession of drug paraphernalia.

1. Parent contact by administration
2. Three (3) to ten (10) day suspension
3. Proper law enforcement agencies contact
4. Possible proof of counseling prior to the student's return

Lighters/Matches

1. Loss of recess

Tobacco: Possession of tobacco products (including look-alike products) is defined as having tobacco on one's person whether lighted or not, exhalation of smoke or obvious evidence of tobacco use or possession.

1. Parent contact by administration
2. One (1) day suspension
3. Possible law enforcement contact

Assault on Another Person: A student shall not behave in such a manner that causes physical injury to an employee, student or other person while on the school grounds or at a school activity.

1. Parent contact by administration
2. One (1) to five (5) day suspension
3. Possible law enforcement contact
4. Possible recommendation for expulsion

Death Threats: Telling another student "I'm going to kill you."

1. Parent contact by administration
2. One (1) to five (5) day suspension
3. Possible out of school suspension

Gang Fighting: More than one-on-one fight

1. Parent contact by administration
2. One (1) to five (5) day out-of-school suspension

Fighting, Promoting a Fight, or Play Fighting

1. Parent contact; loss of recess
2. One (1) day suspension
3. Subsequent increased days of suspension

Horseplay: Behavior potentially harmful to oneself or others

1. Verbal or written warning; parent contact
2. Referral to Administration; loss of recess

Inflammatory Statement: Any statement that creates fear or concern within the school community is prohibited

1. Parent contact; loss of recess
2. Five (5) to ten (10) day suspension
3. Possible expulsion

Search and Seizure

To maintain order and discipline in school and to protect the safety and welfare of students and school personnel, school authorities (teachers, support staff, principal) may search a student, student storage compartments and desks, under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

School desks and storage compartments are the property of the district. At no time does the district relinquish its exclusive control of desks provided for the convenience of students. School authorities for any reason may conduct periodic general inspections of desks at any time, without notice, without student consent, and without a search warrant. School desks and storage areas are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their desks and storage areas.

The Michigan School Code provides that any evidence obtained from a search of a locker or its contents "shall not be inadmissible in any court or administrative proceedings".

Due Process
Procedural Rules and Regulations
At Williams Elementary School

The constitutional rights of individuals assure the protections of due process of law; therefore, this system of constitutionally and legally sound procedure is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she or his/her parent/guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her guardian allege prejudice or unfairness.
4. Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school.

Suspension Procedures

1. The student shall be informed of the specific charges that could be the basis for disciplinary action to be taken against him/her. The charging person or persons must document, in writing, any charges made resulting in suspension.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the school administrator suspends the student, the administrator will:
 - A. Notify the parents as soon as possible of the suspension, the reason for it, and the steps necessary to effectuate the student's return.
 - B. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parents or guardian are dissatisfied with this action, they may appeal to the administrator or his/her designate to review the decision.

Recess

The goal of recess is to have fun. The following guidelines ensure the safety of each student while having fun:

1. Keep your hands and feet to yourself.
2. No name calling.
3. Respect all people.
4. **NO** tag games on or around the equipment.
5. If you are not playing the game, do not interfere.

Students are not allowed to throw snowballs on school grounds.

A recess guideline booklet will be located in each classroom and on the playground. These guidelines will be reviewed at the beginning of each year. Violations of the minor rules will result in a five (5) minute time-out.

We routinely encourage the children to seek the assistance of an adult when confronted with a conflict they cannot resolve. Remind your child to follow this procedure rather than having the conflict escalate into a physical altercation.

Persistent violation of the recess guidelines:

- ◆ The first time a student's name appears on the time-out sheet three times, the student will lose recess for one (1) day to review recess rules.
- ◆ The second time a student's name appears on the time-out sheet three times, the student will lose recess for one (1) week to review recess rules.
- ◆ The third time a student's name appears on the time-out sheet three times, the student will lose recess for one (1) month to review recess rules.
- ◆ The fourth time a student's name appears on the time-out sheet three times, the student will lose all recess privileges for the rest of the school year.

ALL STUDENTS INVOLVED IN PHYSICAL ALTERCATIONS WILL BE REMOVED FROM THE PLAYGROUND IMMEDIATELY. The students will be bound by the consequences of physical fighting found on pages 9 and 10.

Cold Weather Dress

Students should be appropriately dressed for predicted weather conditions. During cold weather children should have a hat, mittens or gloves, boots, leg coverings and a coat or jacket that can be fastened in some way. If the student is not appropriately dressed, the parents will be notified and required to bring in the appropriate clothing.

Since there are health benefits associated with outside recess breaks, students will be expected to go out for recess. Certain medical conditions that are described by the child's doctor (on the doctor's letterhead) may warrant a student staying in for recess. We will consider signed notes from parents, if there has been an illness or injury and the child has missed school. If a student has written instructions to remain in for recess, a quiet place will be provided to the best of our ability.

If school officials feel the weather is not appropriate for outside activity, the children will remain in for recess. We use 20 degrees as our guideline for indoor recess.

Boots in winter: Parents, if your child wears boots that don't allow shoes to be worn "in" them, have your child bring and leave an extra pair of shoes to be worn in school for the winter. Not having shoes creates a problem; the floor becomes wet and it is too cold for children just to wear socks.

Attendance

Attendance is extremely important for student success. Our records indicate a significant positive correlation between student absences and achievement. Students are more likely to have academic success if they have good attendance. Section 73 of the Michigan School Code states that the final legal responsibility for school attendance rests with the parent(s) and/or guardian(s) of students. Parents are responsible for ensuring regular and punctual attendance of students.

The Board of Education requires all students enrolled in the schools of this district to attend school regularly in accordance with the laws of the State. The district's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom, and their participation in a well-planned instructional activity under the tutelage of a competent teacher, are vital to this purpose.

Excusable Reasons for Absence:

The district accepts only the following as excusable reasons for absence from school. A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal illness-doctor's confirmation required if long term
- B. Illness in the family
- C. Quarantine in the home.
- D. Death of a relative
- E. Observance of religious holidays
- F. Absence for professional appointment

Each absence shall be explained in writing and signed by the student's parents or made by a phone call (849-9175). The excuse shall be submitted to the principal and filed as part of the student's school record.

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. The student must have permission to leave for an appointment prior to the appointment and shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. back to school.

Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty **(except the week ending each semester)**. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express **their** views on the potential effects of the absence. A pre-arranged absence form, which can be found in the office, must be filled out at least one week prior to the vacation.

The student may be given approximate assignments and materials for completion.

Truancy

A student shall be considered truant each day or part of the day he/she is inexcusably absent from his/her assigned location. **Absence** is defined as non-presence in the assigned location any time beyond the tardiness limit.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

PARENT NOTIFICATION of ABSENCES

The following procedure will be used to notify parents of a classroom attendance concern:

1. 5 absences would prompt the **first letter**
2. 10 absences would prompt one of two **second letters**
 - a. One letter explains our concerns BUT the student's grades are not suffering.
 - or,
 - b. One letter explains our concerns AND the student's grades are suffering.
3. 15 absences would prompt one of two **third letters**
 - a. One letter explains our concerns BUT the student's grades are not suffering.
 - or,
 - b. One letter explains our concerns AND the student's grades are suffering.

The parent will be asked to contact the school to discuss a plan to improve grades and attendance.

The Truant Officer will be notified after 6 unexcused absences or after any excessive absences that are affecting the academic performance of the student.

The disciplining of truant students shall be in accordance with Board policies and due process.

TARDINESS

Students will be considered tardy rather than absent if they are not in their classroom within ten (10) minutes after the official start of or close of the school day or activity.

Excessive tardiness will be considered the same as excessive absences.

REPORTING ABSENCES

Parents are to call the **Elementary School Office (849-9175) on the day of an absence or until noon the following day.** Alternative arrangements can be made in an emergency with the approval of the principal. If the elementary school office is not notified by a parent or guardian to excuse an absence the day following the return of a student, the absence will be **unexcused**.

Unexcused absences include, but are not limited to:

car trouble
hair appointment
errands
photography appointments
Visiting
needed at home
oversleeping
missed the bus
shopping
more than 2 days for head lice treatment
alarm failure
babysitting

Opportunities to Make Up Class Work

- A. Students will be given the opportunity for making up work missed due to absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
- B. Students will be given the opportunity to make up work missed due to suspension. **The make up work must be completed and presented to the teacher upon his/her return to school.** Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test(s) missed.

Return to School

If a student is under medical care due to an injury, participation in physical education classes will not take place until the doctor has signed a release form.

Dress Code

School is your place of work and appropriate dress is required. Clothing considered inappropriate or a distraction to the educational process will **not** be allowed. Examples of unacceptable dress include:

- a. Shorts, skirts or dresses shorter than one's extended arm and hand.
- b. Profanity, offensive language, suggestive pictures or messages on clothing including drug and alcohol statements.
- c. Transparent or fishnet clothing.
- d. Tops that show bare midriffs, backs, or sides, have spaghetti straps or low-cut tops/dresses may not be worn.
- e. Clothing intended as underwear may not be worn as outerwear.
- f. Hats, bandanas, scarves or any head coverings may not be worn inside the school.
- g. Wallet chains/dog chains are not allowed in school.
- h. Basketball jerseys may not be worn without a T-shirt underneath.
- i. Visible underwear is not acceptable.
- j. Clothing that causes a disruption must be changed.
- k. **NO** shoes with built in roller blades will be allowed in the building.

Although low riding jeans and trousers are the fashion, please be sure that your child is properly covered when they are seated. Stacked heels are fashionable but they are not practical for a school setting. **Please avoid these styles at school.**

Physical Education

All students have Physical Education class. For safety reasons, students should have gym shoes. **Shoes for Physical Education should be securely fastened during class time.** Students may keep their gym shoes at school, in their lockers, so they are available on gym days. Please be sure shoes are marked with the student's name.

Inappropriate Dress

1. Referral to office for parent contact and clothing change.
2. Referral to administration-loss of recess.

Indecent Exposure: includes "mooning"

1. Three (3) to ten (10) day suspension

Pantsing: pulling down another student's shorts or pants

1. One (1) to three (3) day suspension

Cafeteria Behavior

As with all our rules, the cafeteria rules are designed for the health and safety of all students. These rules will be posted in the cafeteria.

All talking will be done in a low level.

When dismissed from the cafeteria, students will pick up all papers, utensils and place them in the designated container.

Unwanted food is to remain on the tray or in the lunch container until students are dismissed from the table. NO food should be taken from the cafeteria.

Due to increased food allergies, NO food may be shared or exchanged in the cafeteria.

Consequences:

1. Warning
2. Referral to Administration-loss of recess.
3. Parent contact

Meals, Snacks, and Treats

Our cafeteria serves nutritious, well balanced breakfasts and lunches. Students may pay for meals daily. You may also pay weekly or monthly in advance for breakfast and lunch. If you are writing a check, please make it payable to Williams Elementary School. Please mark each child's name on the envelope. Student charges are not to exceed three (3) days.

Students riding a bus must have a signed note from parents to have an early bus release for breakfast.

1. **Breakfast** - service will begin at 7:30 A.M.

Regular Fare:	\$1.25 per day or \$6.25 per week
Reduced Fare:	\$0.30 per day or \$1.50 per week
Adult Fair:	\$1.50 per day or \$7.50 per week

2. **Lunch**

Regular Fare:	\$1.75 per day or \$8.75 per week
Reduced Fare:	\$0.40 per day or \$2.00 per week
Adult Fare:	\$2.65 per day or \$13.25 per week

3. **Milk Prices**

Milk for carried lunches	\$0.30 per day or \$1.50 per week
--------------------------	-----------------------------------

One Free/Reduced Meal application form is good for the entire family.

**Visitors are welcome to join us for any meal.
Please notify the kitchen to reserve your meal.**

**The food supervisor would be happy to answer your questions or concerns
about the cafeteria.**

Assembly Behavior

Assemblies are provided for your child's enjoyment and enrichment of the educational curriculum. Students are to be on their best behavior during all assemblies. They are to give their full attention to the presenter and show consideration for the rest of the student body and guests. Students are to stop talking as soon as the program begins. Appropriate responses to the program are: clapping, cheering, thumbs up, smiling and thanking.

Guest Teachers

The guest teacher is expected to be able to proceed with the educational process in their assigned room. The students are expected to respect and obey these individuals. A student who does not cooperate with the guest teacher will be removed from the classroom immediately. The student will be removed from the classroom and assigned to an in-school suspension for the remainder of the day.

Classroom Behaviors

Classroom rules and consequences will be posted in each classroom. The teacher will be responsible for contacting the parents when there is a violation of the rules.

Field Trips

Field trips are designed to provide expanded educational experiences. Participation is considered a privilege and not a right. Therefore, failure to complete schoolwork or unacceptable behavior may deny the student the right to participate. Parents will be notified 24 hours prior to the trip if their student will not be allowed to participate. Written parental permission is required for all trips. Parents who chaperone may ride school transportation, if available. Since field trips are an activity of the school, ALL school rules apply to students and adults. Because of the number of students and chaperones, we request that no additional siblings participate in the field trip.

Returning Home

At Williams Elementary School, the security and safety of your children are important to us. Two areas of concern involve picking up students and those riding buses after school. Because of these concerns, we are asking for your cooperation. By working together, we can increase the safety and security for everyone.

Teachers and bus drivers will not release any student unless the person taking that student can be identified as the appropriate caretaker. To accomplish this, we ask that you identify yourself (photo identification may be necessary) in the office and sign for your child. **Please do not just take them**; and if questioned, please accept it as a safety precaution for your child. Older siblings will not be allowed to take Williams students without written permission from you. Please be sure to have all names of those who are allowed to pick up your child listed on the **Emergency Information** card.

Once a routine for your child's dismissal has been established, we will follow that routine unless we hear from you. Please send a note detailing any changes or make every effort to call before **2:00 P.M.** to request a change in dismissal routines. We understand that emergencies arise and last minute changes have to be made. We will try to accommodate you and your family. We ask that you develop a back up plan with your child in the event that your child is transported to the wrong place. Do we have the number of a neighbor or relative we may call? Is there a place your child may go to be safe? This information will help us should an emergency arise at the end of the day. A **Dismissal Routine** form will be available on which you can provide all of this information. Please be sure to inform us of any phone number or address changes as soon as they happen.

Our teachers check for notes and changes in bus slips at the end of the day. Please try to remind your child of any changes you have made to their dismissal routine. Our teachers will review the contents of the note with the child and they will check for understanding.

By working together, we will better the chance of ensuring a safe end of your child's day!

Returning Home

Rules of the Road

1. Inform us of any dismissal changes in a note or by calling by 2:00 P.M. Students do not always understand or remember a new arrangement for after school care. Safety is a major concern; therefore, we must have a note or call from you to allow for different arrangements. If you have not contacted us, your child will be sent home the usual way.
2. **Picking Your Child Up From School** - If you are going to pick up your child, please send a note or speak directly with the office. Otherwise, he/she will be put on the bus if you are not here in time. The note or phone call is protection for you, your child, the teacher and office staff. Please help us by sending a note or calling every time.
3. Children wishing to go home with another student must have written permission from a parent.
4. If students ride bikes to school, parents are requested to write a note to the teacher. The school is not responsible for bikes before, during or after school. For those students riding bikes, it is recommended that you lock your bike to the bike rack.
5. Students are expected to go home immediately after school unless they are participating in a supervised activity (i.e., scout meetings, ball practices, problem solving, etc). Students participating in these activities are required to stay in the area of immediate supervision. If there is an emergency and you are late picking up your child, we will send them to our LatchKey Program which is located in the cafeteria.
6. Parents who would like to wait in the building at dismissal time should wait by the front door.
7. Please use the front door to gain access to the building. For security reasons, all other doors are to remain locked. We have instructed our students not to let anyone in the side doors.

Bus Information and Behavior Rules

Because our busses are filled to capacity on most days, it is necessary to limit the number of students going home with another child for special reasons (birthday party, scouting activities, etc.) to two (2) on any given day.

It is suggested that you make previous arrangements with other parents to pick up their children after school if you are hosting a party or any other after school activity. As always, children need a signed permission slip from their parents or guardians if they will be going somewhere else after school.

A. Bus Behavior Rules

1. School conduct rules apply while riding the bus.
2. No loud talking or noise.
3. Stay in your seat.
4. Keep your head, hands, feet and objects inside the bus, out of aisle and off of other people.
5. Do not distract the bus driver.
6. Obey directions of the driver. Do not argue, talk back, or be sassy. Complaints instead should be taken to the transportation supervisor or building principal.
7. Do not interfere with bus driver's talking with other students.
8. Observe proper conduct; use no profane language.
9. Do not eat or drink on the bus.
10. Keep the bus clean.
11. Do not smoke or use tobacco.
12. Do not be destructive. Report any damage seen immediately.
13. Do not tamper with safety door release.
14. No pets or glass containers are permitted.
15. Bus drivers are authorized to assign seats and to suspend privilege of riding the bus.
16. Student behavior may be videotaped.
17. NO skateboards allowed on the bus.
18. Electronic devices **MAY NOT** be used on the bus. Jonesville Community Schools is not responsible for any items brought to school.

B. Bus Regulations

1. Be at your bus stop five (5) minutes before pickup time.
2. Bus drivers will not stop at any appointed bus stop when students are not in sight of the driver unless prior arrangements have been made with the driver.
3. Bus horns are for emergency use only, not for calling tardy students to the bus stop.
4. Cross the highway after leaving the bus in the following manner:
 - a. Be sure the bus is stopped.
 - b. After leaving the bus, go to the front of the bus within sight of the driver and wait for safe conditions to cross.
 - c. Look both ways before crossing.
 - d. Walk, don't run, in front of the bus.
5. Never stand in the roadway while waiting for the bus.
6. Always wait for the bus to come to a complete stop before entering or leaving it.
7. Inform the driver when an absence is expected from school and date of return.

The Disciplinary Process

Students who fail to respect and observe the adopted rules will be subject to a four step disciplinary process signified by the issuance of a misconduct slip at each step.

STEP #1 - The first slip will constitute a formal written warning, in all but the most serious infractions. Issuance of slips shall be the responsibility of the bus driver. The student copy must be signed by the child's parent or guardian and returned to the bus driver before he/she will be permitted to again ride the bus.

STEP#2 - The second slip requires a conference with parent, building principal, transportation supervisor and bus driver with a suspension of one (1) to three (3) days of bus riding privileges. Issuance of slips shall be the responsibility of the bus driver. The student copy must be signed by the child's parent or guardian and returned to the bus driver before he/she will be permitted to again ride the bus.

STEP #3 - The third slip requires a conference with the parents, superintendent, transportation supervisor and bus driver with a suspension of five (5) to ten (10) days of bus riding privileges. Issuance of slips shall be the responsibility of the bus driver. The student copy must be signed by the child's parent or guardian and returned to the bus driver before he/she will be permitted to again ride the bus.

STEP #4 - The fourth slip requires a suspension of bus riding privileges for the remainder of the school year and/or up to six (6) weeks into the next school year. A conference will be held, involving the parent, superintendent, transportation supervisor, and bus driver to review the particulars of the final disciplinary action. Issuance of the slips shall be the responsibility of the bus driver.

Parents or guardians who have questions or concerns regarding disciplinary action that was taken against their children or other students should contact the school administration. If warranted, a conference will be set up with those involved. Verbal abuse, threats of physical violence, or physical violence against bus drivers or any other school employee will not be tolerated. This type of abuse towards school employees will be referred to the local authorities as is necessary and could lead to criminal prosecution and or banishment from all school properties and functions.

Specific Automatic Suspension

DUE TO THE SERIOUSNESS OF THE BEHAVIOR INVOLVED, the following rule infractions will result in the immediate penalties listed below:

1. **Tobacco Usage** - Automatic ten (10) day suspension from bus riding privileges on first offense and a parent conference. For the second offense, bus riding privileges are immediately terminated for the remainder of the school year or six (6) weeks into the next school year.
2. **Use or Possession of Drugs or Alcohol** - Automatic fifteen (15) day suspension from bus riding privileges and a parent conference. For the second offense, bus riding privileges are immediately terminated for the remainder of the school year or six (6) weeks into the next school year.
3. **Verbal or Physical Assault of the Bus Driver** - Automatic fifteen (15) day suspension from bus riding privileges and a parent conference. If a weapon is used, the bus riding privilege is immediately suspended. A meeting will be held with the transportation supervisor to determine what action will be taken. The local law enforcement authorities will be notified along with the student's parent or legal guardian.
4. **Fighting With a Fellow Rider** - First offense, automatic suspension of three (3) days. Second offense, automatic suspension of five (5) days and a parent conference. If a weapon is used, the bus riding privilege is immediately suspended. A meeting will be held with the transportation supervisor to determine what action will be taken. The local law enforcement authorities will be notified along with the student's parent or legal guardian.
5. **Assault Of a Fellow Rider** - First offense, automatic suspension of five (5) days and a parent conference. Second offense, automatic suspension of ten (10) days with a possible termination of bus riding privileges for the remainder of the school year. The transportation supervisor shall determine what constitutes assault on a fellow rider. The local law enforcement authorities will be notified along with the student's parent or legal guardian.

6. Damage To The Bus - Automatic five (5) days suspension from bus riding privileges and reimbursement to the district for cost and repairs on the first offense. At least fifteen (15) days suspension from bus riding privileges on the second offense plus reimbursement to the district for cost of repairs and a parent conference to be held.
7. Verbal Abuse Of The Driver - Automatic suspension of five (5) days and a parent conference.
8. Stealing From The Driver or a Fellow Rider - Automatic suspension of three (3) days and a parent conference. Notification will be made to the local authorities.
9. Sexual Harassment Of The Driver or Fellow Rider - Automatic suspension of ten (10) days and a parent conference.
10. Unacceptable Language/Gestures - Written reprimand subject to suspension.
11. Spraying Of Any Substance - Written reprimand subject to suspension.

Appeals

At any step of the disciplinary process, the parent/guardian or adult student may appeal the decision of the authority at that level. A decision of a bus driver may be appealed to the transportation supervisor within ten (10) working days. A decision of the transportation supervisor may be appealed to the Superintendent or his/her designee within ten working days. The appellant should be prepared in every instance to both meet with the official involved and submit the specifics of the case in writing if required. The response to such appeals will be rendered within ten working days.

When a student loses his/her riding privilege, he/she is still required by law to attend school.

Curriculum

Classes for the most part are self-contained at Williams Elementary School; that is one teacher is with a group of students most of the day. In these self-contained classrooms, four (4) core subjects are taught. Language Arts, Mathematics, Science and Social Studies are based on the Michigan Curriculum Framework standards and benchmarks.

A program for students with learning disabilities is offered for those students who have special needs in this area. Students who participate in these programs generally remain in their classroom and receive assistance from the learning disabilities teacher.

Students leave their regular classroom teacher to take part in Music, Art, Physical Education, Computer Lab, and Library. Specialists in each field teach these classes.

Williams Elementary also offers Title One support for grades kindergarten through second grade.

Textbooks

Textbooks and calculators are furnished to all students by the school district with the understanding that the students are responsible for loss or damage payment for these books or calculators. Replacement cost is as follows:

- A. The student will be charged the full price of consumable books (workbooks) lost or destroyed during the school year before another is issued.
- B. Textbooks or calculators lost or destroyed during the school year will be charged as follows:
 1. For textbooks or calculators one (1) to three (3) years old, the student will be charged the full price of the textbook or calculator.
 2. For textbooks or calculators older than three (3) years, the student will be charged half price of the textbook or calculator.
- C. All textbooks and calculators that are returned at the end of the year must be in good condition. If an unrealistic wear or slight damage due to carelessness or neglect is evident, there will be a penalty fee of \$5.00 to \$10.00 per book or calculator. If the book or calculator is unsuitable for reuse, the above penalty (Section B) will prevail.
- D. Rebinding of books will be charged according to the current rate of rebinding.

Grading System

Report Cards will represent approximately nine (9) weeks of instruction. There will be three (3) report cards issued per school year. Parents are asked to look over the grades and discuss them with their child. An acknowledgement of receiving the report card should be returned the next day.

Progress Reports will be made available every three (3) weeks of instruction.

Additional Time is an excellent way to provide a child more time to master the concepts taught at a certain grade level. Parents will be notified if their child is in need of additional time in a grade. A final decision will be made two (2) weeks prior to the end of the school year.

Placement may be a decision made by the teacher and the parent if the student would not benefit from another year in the same grade, but the student has not exhibited skills necessary for the next grade.

- ◆ Should the parent and the teacher not agree about the future grade placement of the child, the parent will sign a letter of consent releasing the teacher from educational liability for the child.

Parent Teacher Conferences

Parent Teacher Conferences are encouraged as a means of communication. Parents and teachers must work together to ensure the children are succeeding. One (1) formal Parent Teacher conference will be scheduled for the fall and a Student-Led conference will be scheduled in the spring. The teacher, parent or principal may initiate other conferences as needed.

Student Records

It is very important that all student records have **current** information. Please notify the school office of any changes in address, home or work phone numbers and emergency phone numbers. Teachers will enter grades, test scores and copies of correspondence into the student's file. A good report will start your child out in life with a good record.

Response to Intervention (Rtl)

Our mission at Jonesville Community Schools is to provide an effective education for all children. We know that students do not come to us as “one size fits all” learners, and have different learning styles and rates. Providing an effective education for all children requires ongoing progress monitoring. This way we can spot when children are having difficulty meeting grade level expectations, and make adjustments to our teaching to better meet their needs. In Jonesville, we have a process for monitoring progress and making adjustments, and it is called “Response to Intervention” or “Rtl”. The Rtl approach is included in the No Child Left Behind Act (NCLB) and the Individuals with Disabilities Education Improvement Act (IDEA).

Rtl has two purposes:

1. Early identification of children needing help in the core curriculum (reading, writing, and math), and early intervention for those children needing additional instruction with frequent monitoring of their progress.
2. Identification of children who, even when they receive extra help, do not respond to interventions in the classroom. Then we provide more frequent and more intense small group or individualized instruction as necessary with frequent monitoring of their progress.

All students will take part in universal screening procedures. Grade level teams will review testing scores and, based on that data, they will determine which students are doing well in the standard classroom instruction and which students may need supplemental instruction within the classroom.

Parents are essential to children’s success in school. When a child needs supplemental instruction, we will describe that instruction to you. We will also ask you to tell us about anything you think might affect your child’s learning. For example, it is important for us to know if a child has missed a lot of school, experienced a traumatic event, or is having problems with friends at school. These types of problems may affect a student’s progress, and if we know about them, we can design an intervention more effectively.

The Rtl approach is a collaborative, systematic approach for identifying and addressing student needs. In addition, it maximizes the use of all resources and staff in the school. The focus is on meeting the many and diverse needs of children.

Accidents and Insurance

The school accepts responsibility only for immediate first aid to an injured student. The Board of Education does not pay any medical or hospital bills incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. In the case of an accident, no matter how minor, the student must report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given, and the parents will be notified. It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval. The school does not insure students for athletic or accidental injuries. Voluntary insurance is made available for purchase through an appointed agent.

Medication

Teachers cannot keep any medication in their rooms. Students cannot keep any medication in their possession and are to bring all medications to the nurse's office upon arrival at school. The only exception to this is allowing students to carry inhalers to treat asthma. The school must have a letter from the physician for this to occur. Please contact the nurse for the necessary paperwork. Any student found sharing an inhaler or using it inappropriately will lose this privilege. Whenever possible, all medications will be administered by the school nurse. All medications are to be sent in the current prescription container with the child's name and the medication order (including name of drug, dosage, route of administration and times to be given) clearly written on the bottle. Most pharmacies, when asked, will provide a bottle for home and school. Parents must complete an "Authorization for Routine/Short Term Medication Administration" form before the medication will be administered. Other non-prescription medication (Tylenol, Advil, Motrin, Benadryl, Tums, Orajel, triple antibiotic ointment, Calamine lotion) will be provided by the school and administered as long as an "Authorization for Treatment and Over-the Counter (OTC) Medication Use" form is signed by the parents and on file at the school. Any other OTC medications must be sent to the school in the original container, accompanied by a note, indicating precisely how you wish to have it dispensed, and appropriate for children (i.e., not aspirin). Although we know this is not always possible, it is strongly encouraged that parents personally bring medication into the school rather than send it with the child.

Sick Children

When a child is sick or injured, we call the parents and request that the child be picked up. When parents both work, it is important that arrangements are made in advance so the child will have a place to go. Please do not send children to school when they are ill. It is unfair to spread illness and disease to the other children. Children having a temperature over 99.5 F and/or vomiting will need to be picked up. Children will only be sent home with those people authorized by the parents either verbally or on the child's emergency card. Please sign the children out before they leave.

Personal Belongings

All personal belongings brought to school should be well marked for identification. We have a large student body and it is extremely difficult to locate lost articles when they do not have a student's name in or on them. The school recommends that students **do not** loan items to other students. Borrowed or exchanged personal items are the sole responsibility of the student.

Visitors

1. Adult Visitors - In order to maintain a safe educational atmosphere, we request all adult visitors to sign in at the Principal's office and pick up a visitor's pass.
2. Student Visitors - Student visitors are allowed only when permission has been obtained from the teacher in advance. The visitor must also be of the same age as the class visited.

Telephone

Children may not use the telephone without a pass from the teacher and permission from the office personnel.

Video/Audio

At various times, classrooms and programs at our school may be recorded using video and audio equipment. These medias may be used for public viewing (i.e., Channel 19-Community Access), as well as student and staff development.

Internet Policy

All students must have a signed **Acceptable Use Policy for Computer Networks** form signed by a parent or guardian, on file, **before** they will be allowed to use the network system.

Weather Note

If school is **canceled or delayed** due to the weather, the following radio and television stations are notified by the school district:

You will be contacted by **Honeywell Instant Alert** (our automated phone system) **if** you have signed up for this program.

Radio

WCSR 92.1 FM—Hillsdale

WCSR 1340 AM – Hillsdale

WNWN 98.5 FM – Coldwater

Television

WILX Channel 10

WLNS Channel 6

If school is delayed or canceled, we need the phone lines open to adjust programs. Therefore, please listen to the radio and do not call the school.

Nondiscrimination Policy

Jonesville Community Schools shall comply with all federal laws, regulations, and guidelines prohibiting discrimination, and with all requirements and regulations of the U.S. Department of Education. It is the policy of Jonesville Community Schools that no staff member, individual, or student shall on the basis of race, color, religion, national origin, creed or ancestry, age, sex, height, weight, marital status, disability or handicap, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or any program or activity for which Jonesville Community Schools is responsible, or for which it receives financial assistance from the U.S. Department of Education.

Compliance

It is the intention of the Williams Elementary Staff to provide a safe, fight free and drug free environment in which all students can pursue their education. The behavior guidelines set forth in this handbook will be strictly adhered to in order to provide such an environment.

Please review the contents of this handbook with your child. Encourage your child to display the qualities of a good citizen. Explain the consequence of inappropriate words as well as inappropriate behaviors.

I have read and discussed the Williams Elementary Handbook with my child. We understand and support Williams Elementary School's rules and guidelines.

Parent signature Date _____

Student signature Date _____

Homeroom

**Jonesville Community Schools-Williams Elementary School
Home/School Compact**

In order to help our students achieve to their fullest potential while meeting Michigan’s high content and performance standards, this agreement was formulated. This agreement contains voluntary commitments by individuals to themselves and to others.

HOME:

- Attend school regularly and be on time daily
- Be prepared for class by working to the best of my ability in completing assignments and projects.
- Accept responsibility for my own words and actions.
- Read together.
- Openly communicate.

Student signature

Parent signature

Date _____

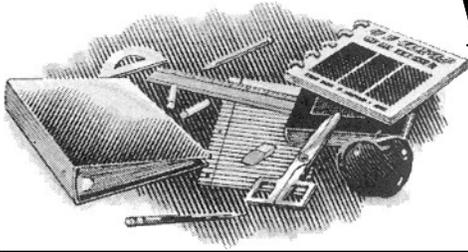
SCHOOL:

- Teach using differentiated, researched-based instruction that matches each child’s learning style.
- Provide families with assistance to support students’ proficiencies.
- Provide a safe learning environment.
- Communicate openly with families to support learning.
- Respect and care for all students.

Teacher signature

Principal signature

Date _____



WILLIAMS ELEMENTARY SCHOOL

Working Together For Success

Johanna Curson
Principal

440 Adrian Road
Jonesville, MI 49250
Phone: (517) 849-9175
Fax: (517) 849-7306

Pesticide Application Advisory

Dear Parent/Guardian,

As part of the Jonesville School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and/or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit it to:

Principal
Williams Elementary School
1-517-849-9175

You may also contact the school office at 1-517-849-9175 if you have any questions regarding this letter.

PESTICIDE PRIOR NOTIFICATION REQUEST

Parent/Guardian Name: _____

Student's Name: _____

Street Address: _____

City: _____ Zip Code: _____

Telephone Numbers: Daytime: _____ Evening: _____

Please check one:

- I wish to be notified prior to a scheduled pesticide treatment inside the building.
- I wish to be notified prior to a scheduled pesticide treatment outside the building.
- Both of the above.

Parent/Guardian signature: _____

Date: _____