

HARTFORD PUBLIC SCHOOLS

Woodside Elementary Student-Parent Handbook 2016-2017



“Every Student Matters. Every Moment Counts”

TABLE OF CONTENTS

Welcome Letter, Mission, Vision and Beliefs ----- 2
 Hartford Public Schools Five Year Strategic Plan--- 3
 Chain of Communication ----- 4
 Daily Class Schedule----- 5
 Staff Directory-Woodside----- 6
 School District Calendar----- 7
 Attendance----- 8
 Absences and Truancy ----- 8
 Acceptable Use Policy for Informational Technology-- 8
 Accidents or Illness ----- 8
 Activities Not Permitted on School Grounds----- 9
 Address Information ----- 9
 Adult Crossing Guards----- 9
 After School Extended Opportunities----- 9
 Americans with Disabilities ----- 9
 Bicycles----- 9
 Books and Equipment----- 9
 Chaperones ----- 9-10
 Classroom Visits----- 10
 Communications----- 10
 Curriculum----- 10
 Criminal Acts----- 10
 Displays of Affection----- 10
 Dress Code ----- 10-11
 Cell Phone Policy----- 11
 Emergency Information----- 11
 Evacuation Information----- 11
 Field Trips----- 12
 Fire Drills and Severe Weather Procedures ----- 12
 Handicapped-Americans with Disabilities----- 12
 Hartford Board of Education----- 12
 Head lice----- 12
 Homework Policy----- 12-13
 Immunizations and Health Services----- 13
 Insurance----- 13
 Lost and Found----- 13
 Lunch and Breakfast Programs----- 13-14
 Medication for Students----- 14
 Parent Rights and Custodial Issues ----- 14
 Parent Teacher Organization/PTO ----- 14
 Parking Facilities ----- 14
 Participation in School Activities----- 14
 Parties for Students----- 14
 Pets at School----- 15
 Playground Supervision----- 15

Posters/Printed Literature----- 15
 Privacy of Records----- 15
 Promotion/Retention Policy----- 15-16
 Recess Periods and Appropriate Dress----- 16
 Report Cards----- 16
 Room Assignment----- 16
 School Materials and Supplies----- 16
 Severe Weather School Closing Policy----- 16
 Special Education Services----- 17
 Support Services-----17
 Tardiness ----- 17
 Telephone ----- 17
 Visitors -----17
 Volunteer Help-----17

Woodside Discipline

Conduct/Discipline----- 18
 Teacher Imposed (Snap) Suspensions----- 19
 Tobacco Products Prohibited ----- 19
 Assaults ----- 19
 Bullying Harassment/Intimidation----- 20
 Sexual Harassment ----- 20
 Hazing----- 20
 Searches----- 20
 Weapons----- 21

Student Code of Conduct

Code of Conduct----- 21-23
 Referral Process ----- 23
 Student Suspension and Expulsion ----- 23-24
 Expulsion----- 24
 Appeals----- 24
 Criminal Sexual Conduct Policy----- 24
 Dismissal of Students----- 24-25
 Due Process ----- 25
 Electronic and Entertainment Devices----- 25
 Hartford Public Schools Grievance Procedures----- 26
 Medical Form----- 27
 Elementary Parent/Student/Teacher Compact ---- 28-29
 Consent Form/Acknowledgment of Handbook----- 30

Dear Families,

Welcome to Woodside Elementary School! On behalf of our school staff, I am pleased to welcome children and their parents to another great year of learning. We are excited about the opportunities that lay ahead and working closely with parents as we prepare our students for success.

Communication and participation are high priorities at Woodside. Your questions and comments are encouraged and welcomed. We know that parents play a key role in the educational success of their children, and without their support our goal to succeed with every child would not be possible. An especially exciting way to become more active in the school is to be a participant in the Elementary Parent-Teacher Organization. This group sponsors many activities which provide rich opportunities to enhance student learning in the elementary schools. Please let us know if there are other ways you would like to become an active member of our school family.

In creating the Woodside Elementary School Parent-Student Handbook, we have outlined the basic procedures and activities that take place. Please take a few minutes to review the contents of the handbook. If you need further clarification or have additional questions, please feel free to call the school office.

Please know that our staff is committed to providing a learning climate that focuses on the achievement of all students. We strongly encourage you to become our partner in this effort...educating our children today to be the leaders of tomorrow.

Sincerely,

Brad Geesaman, Principal

Hartford Public Schools

Mission

Hartford Public Schools is dedicated to fostering a love of learning in an innovative, cooperative, and safe climate which empowers students to be productive, caring, and respectful citizens that are prepared for their future endeavors.

Vision

Create an appealing school district that produces measurable gains in student achievement and helps make a more prideful and pleasant community to live and work.

Beliefs

- We Believe: Each student can learn and is entitled to an educational experience which capitalizes on his/her abilities, needs, and dreams.
- We Believe: Pro-active and effective communication between administration, staff, students, and families will ensure student success.
- We Believe: Persistence, effort, and trusting relationships will result in continuous improvement of student achievement.
- We Believe: Our district will serve as an example of continual improvement and innovation utilizing modern technology.
- We Believe: The educational process is most effective when students, families, and the community collaborate with highly effective educators who know each student and work to ensure their success.
- We Believe: Our schools will be safe, welcoming, challenging, and enjoyable.

Hartford Public Schools Five Year Strategic Plan

Student Achievement

Strategic Goal Statement: Learners will have equitable access to rigorous and diverse instructional programs.

Objectives:

- Develop and implement a plan that has clear essential learning standards/targets in all core subjects for every grade level.
- Develop and implement a process that provides all learners with equitable access to Multi-tiered Systems of Support.
- Develop and implement ongoing advanced technology programming and extended learning opportunities.

Strategic Goal Statement: Ensure all learners are on track to meet college and/or career readiness standards from kindergarten through twelfth grade.

Objectives:

Develop and promote a positive culture of learning for all. Develop and implement a plan to expose all learners to post high school opportunities/careers/vocations.

Communication/Community Engagement

Strategic Goal Statement: To encourage the learning community of Hartford Public Schools to value and support education through effective communications and community partnerships.

Objectives:

- To develop and implement a plan to improve communication and relationship between staff and volunteers at various school entities.
- Develop and implement a plan to improve two-way communications with parents/guardians.
- Develop and implement a plan that increases the involvement with business and community members.

Relationships

Strategic Goal Statement: Unite staff, students and administration through positive relationships to inspire pride in themselves and the district, helping improve the overall effectiveness of the educational experience.

Objectives:

- Develop and disseminate clear and concise process for lines of communication.
- Develop strategies to inspire positive relationships and pride across the district.
- Develop programs that help set Hartford apart from other school districts in a positive way.
- Develop a process of empowering stakeholders by the implementation of ideas and the methods of accountability for improvement within our district.

Professional Development

Strategic Goal Statement: To have a quality professional development system that will support a culture of learning and growth for ALL district employees.

Objectives:

This professional development system will:

- Develop and implement a plan that aligns with The Thoughtful Classroom Teacher Effectiveness Framework.
- Develop and implement a plan that utilizes the expertise of our staff in training each other.
- Develop and implement professional development for all staff that considers our students unique needs.
- Develop and implement a communication plan that shares our professional development process with our stakeholders.

Chain of Communication

Teacher OR Coach → Principal OR Director → Superintendent → Board of Education

Questions/Concerns
Regarding Your Child or
Classroom Instruction:

First Contact



**CLASSROOM
TEACHER OR
COACH**

*To contact teachers
or building
principals, call the
school and schedule a
meeting either in
person or on the
telephone.

Clarification or Additional
Questions/Concerns of School Matters:

Second Contact



**BUILDING
PRINCIPAL OR
DIRECTOR**

<p>Hartford High School (269) 621-7100 Principal: Dave Janicki (269) 621-7101</p>	<p>Hartford Middle School (269) 621-7200 Principal: Joel Messenger (269) 621-7201</p>	<p>Woodside Elementary (269) 621-7300 Principal: Brad Geesaman (269) 621-7301</p>	<p>Red Arrow Elementary (269) 621-7400 Principal: Ed Dickenson (269) 621-7401</p>	<p>Alternative Education (269) 621-7143 Director: Erik Parker (269) 621-7005</p>
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If your questions/concerns have not been satisfied after contacting the teacher and building principal, please contact the representative of the appropriate department for additional information. For general information, please call **Debbie Galvan, Administrative Assistant**, at (269) 621-7000.

<p>Athletic Director Nick Blackmer (269) 621-7132</p>	<p>Federal Programs Director Nancy Spoula (269) 621-7421</p>	<p>Human Resource Director Karen Williams (269) 621-7003</p>	<p>Food Service Director Angela Glover (269) 621-7246</p>
<p>FOIA Superintendent (269) 621-</p>	<p>Transportation Director Mike Chappell (269) 621-7250</p>	<p>Civil Rights Nancy Spoula, Brad Geesaman (269) 621-7421, (269) 621-7301</p>	
<p>504 Compliance Lynn Buchkowski, Joel Messenger (269) 621-7144, (269) 621-7201</p>	<p>Business Manager Mike Hallgren (269) 621-7002</p>	<p>Special Education Coordinator Lynn Buchkowski (269) 621-7144</p>	

If you feel that questions or concerns have not been adequately addressed after contacting all of the appropriate school representatives, please contact the superintendent.

Superintendent
Hartford Public Schools
Andrew Hubbard
(269) 621-7001

HARTFORD PUBLIC SCHOOLS BOARD OF EDUCATION

<p>President Ben Chambers</p>	<p>Vice President Bill Najacht</p>	<p>Treasurer Mike Banic</p>	<p>Secretary Jason Mechum</p>
<p>Trustee Lisa Johnson</p>	<p>Trustee Kurt Kuehnle</p>	<p>Trustee Ginny Wesaw Rice</p>	

DAILY SCHEDULES

School Starts	8:05a.m.
Lunch/Recess	10:55a.m.-12:05p.m.
Afternoon Recess*	3 rd 1:40-2:00p.m. 4 th 2:05-2:25p.m. 5 th 2:35-2:55p.m.
Students Dismissed	3:00p.m.

*afternoon recess is subject to change during the 2016-2017 school year

You may contact a teacher during the times before and after class. If you need more than a few minutes of a teacher's time, please make an appointment at a mutually convenient time. Thank you.

MORNING ARRIVAL— Students who do not ride the bus should not arrive before 7:50 am at Woodside Adult supervision on the playground or for breakfast is not available until that time. Bus students should report to breakfast or move to the playground after departing the bus.



MORNING DROP OFF FOR STUDENTS WHO DO NOT RIDE THE BUS—Parents are reminded to use the curb areas to drop students off only.

At Woodside, the curb areas near the school **are not** parking areas. If you need to leave your vehicle, please park in the marked areas of the parking lot. Vehicles need to be able to pull in, drop off, and pull out.

INCLEMENT WEATHER- When Woodside students arrive in the morning during inclement weather; they need to go directly to their grade level pods until the first bell rings. Only students who are eating breakfast may be in the cafeteria.

DISMISSAL FOR CHILDREN WHO DO NOT RIDE THE BUS--Parents are reminded to be prompt about picking children up. Please follow the procedures to ensure the safety of the students. During inclement weather the students will remain in the building and called out to the next vehicle in line by a staff member.

LATE ARRIVAL TO SCHOOL

In the event a student is late for school, an adult should accompany the student to the office to be checked in for attendance. Please do not just send the students in the building by themselves. Contact with the parent/guardian is needed.

We will continue to follow procedures that have been put in place to keep our children safe and to get vehicles in and out in a safe and efficient manner. With everyone choosing to follow the safety procedures, we eliminate the chances of an accident happening and someone being hurt, plus, vehicles can go through the areas in a timely fashion.

WOODSIDE DIRECTORY



STAFF

Brad Geesaman
Lilia Arreola

Principal 621-7301
Secretary 621-7359

FACULTY

Shaena Lorenz
Katrina Newnum
Caitlin Butler
Deborah Schwartz
Laura Bloom
Cathy Rawson
Courtney Whitman
Amy Klein
Trista Kelly
Gretchen Smith
Kalani Reeves
Megan Palmateer
Steve Zebell
Robyn Larsen
Julie Jacobusse
McKenzie Gelfund
Spencer Carr
Pam Ward
TBA

Third Grade 621-7318
Third Grade 621-7319
Third Grade 621-7317
Third Grade 621-7327
Fourth Grade 621-7329
Fourth Grade 621-7328
Fourth Grade 621-7310
Fourth Grade 621-7309
Fifth Grade 621-7315
Fifth Grade 621-7314
Fifth Grade 621-7313
Fifth Grade 621-7336
Music 621-7325
Physical Education 621-7424
Art 621-7324
Special Education 621-7338
Special Education 621-7339
Title I 621-7330
ESL/Migrant 621-7365

PARAPROFESSIONALS

Jessica Hartline
Karyn Dixon
Paige Suhr
Shirley Wojciehowski
Sandy Simpson
Rachel Westbrook
Nora Aguirre

Behavior Interventionist 621-7320
Computer Lab/Library 621-7308
Title I 621-7333
Title I 621-7333
Student Interventionist 621-7333
Special Education 621-7335
Special Education 621-7316

KITCHEN STAFF 621-7303

Diana Ackerman
Janet Wehmann

MAINTENANCE STAFF 621-7304

Harold Walker III
Ed Riley

2016/2017
DISTRICT SCHOOL CALENDAR
 (Calendar subject to change)



It will also be posted on the website at <http://www.hartford-schools.org> and it will be included in the district newsletter.

New Teacher orientation	August 26, 2016
Professional Development for staff	August 29, 2016
Professional Development for Staff	August 30, 2016
Professional Development for Staff	August 31, 2016
Open House 5:30pm- 7:00pm	September 1, 2016
Office closed	September 2, 2016
Office closed	September 5, 2016
Students' first day	September 6, 2016
Picture Day Woodside	September 15, 2016
Picture retakes at Woodside	October 17, 2016
Parent-Teacher conferences evening (4:00pm-8:00pm)	October 20, 2016
½ day for students; 11:30am Dismissal	October 21, 2016
Parent –Teacher conferences (12:30pm-4:30pm)	October 21, 2016
End of the First Quarter	November 4, 2016
No School	November 23, 2016
Thanksgiving Break	November 24 & 25, 2016
Winter Vacation	December 19, 2016 - January 2, 2017
School Resumes	January 3, 2017
End of Second Quarter	January 27, 2017
½ day for students; 11:30am Dismissal	January 27, 2017
½ day for students; 11:30am Dismissal	February 10, 2017
Parent-Teacher Conferences evening (4:00pm-8:00pm)	March 16, 2017
½ day for students; 11:30am Dismissal	March 17, 2017
Parent –Teacher conferences (12:30pm-4:30pm)	March 17, 2017
End of Third Quarter	March 31, 2017
Spring Break	April 3 – April 7, 2017
School resumes	April 10, 2017
No School Good Friday	April 14, 2017
Spring pictures	April 21, 2017
½ day for students – 11:30am Dismissal	May 26, 2017
Memorial Day – No School	May 29, 2017
Last Student Day ½ day – 11:30am Dismissal	June 13, 2017

ATTENDANCE

Attendance in school is required by state law. Section 731 of the Michigan General School Law reads, “every parent, guardian or other person in the state of Michigan having control and charge of any child between the ages of six and sixteen years of age shall be required to send such a child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such a child is enrolled.”

“Miss School-Miss Out” is the theme we stress as we remind children to make every effort to be in school each day. Regular student attendance at school will increase the student’s academic, social, and emotional development. Parents have the ultimate responsibility for their child’s attendance. Therefore, it is the schools responsibility to make sure students are present and to report those students who are not in school to the proper authorities.

TRUANCY POLICY:

- After a child has accumulated 8 absences a letter of attendance warning will be sent home
- After the 12th absence occurs, the school will send a letter home to the family and a meeting with the principal is required
- If the student accumulates 16 absences, the school will contact the Van Buren Truancy Officer.

ABSENCES & TRUANCY

Parents are requested to call their child’s elementary school by 9:00 a.m. Voice mail is available if you would like to notify us the night before of your child’s absence. If no contact has been made; parents must send a note with the student upon his/her return to school. **Only the following reasons will be recognized as excused absences and not counted towards the Truancy policy:**

1. Family funeral
2. Medical or dental appointments with documentation
3. Presence required at court
4. Suspension
5. Religious observances
6. Other emergency situations approved by administration

Absences for reasons other than those listed above are generally considered unexcused. Parental failure to send a medical excuse note excuse within one school day results in an unexcused absence and may be treated as a possible truancy. Truancy may result in charges being filed with Juvenile Court.

Early dismissal is discouraged. However students may be excused from school for necessary appointments: doctor, dentist, etc. It is important for the child to attend school for every minute possible. **Please report to the office and sign out the child.** The student will be called down to the office for release. Students are not released to anyone who is not designated by the parent. **Student’s leaving before 2:30 pm will be marked absent for the afternoon.** Any student who is not present for 1.5 hours during the morning or afternoon section will be marked absent for that section of the day.

It is also important to send a note that morning so the office and the teacher know your child is leaving. The approximate time and the name of the person picking your child up should be included in the note.

Telephone requests for children to be sent home will be carefully screened. The safety of your child is of extreme importance to you and to us.

ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY

Hartford Public Schools believes that technology must be available and properly used in the school setting for educational growth. All use of technology must be consistent with district policies. All students can and should read the Acceptable Use Policy when they log in to their account. All parents and others wanting a copy should notify their building principal.

ACCIDENT OR ILLNESS (STUDENT)

In the event a student is injured or becomes ill at school, he/she is taken to the school office. We cannot issue aspirin or other medication to a student. TREATMENT IS THE RESPONSIBILITY OF THE PARENT. Emergency information sheets are used to contact parents/guardian or friend in case of illness or injury. In the event of a school related injury needing medical attention, parents will be notified immediately. It is vital that we have up-to-date information on file for emergencies. Notify the teacher, the office, and the bus garage if you move, change phone numbers, or emergency contact phone numbers.

ACTIVITIES NOT PERMITTED ON SCHOOL GROUNDS

These activities are not permitted on school grounds: fighting; wrestling; tackle football; throwing stones; swearing; vulgarity and/or obscenity in words and/or actions; using names offensive to the individual; bouncing balls against the building; making and throwing snowballs is not allowed. Students may not ride or bring skateboards to school, wear or use roller shoes with the wheels inserted, cleats, or rollerblades. No trading or selling of belongings is allowed on school property. Children are required to go home immediately after dismissal unless they are waiting for the school bus. Playing on the playground at this time is not permitted.

ADDRESS INFORMATION

Please stop by the elementary office if you change your address, phone number (both home and work numbers), or other pertinent emergency contact information. This information will be used for emergencies as well as our autodialing system for attendance/tardies.

ADULT CROSSING GUARDS

Children **ARE NOT** to stop at the stores to and from school unless accompanied by a parent. For safety and security reasons we ask that this practice be carefully observed.

There will be adults helping children cross the street on MAIN STREET directly in front of Red Arrow, and the corner of CENTER STREET AND SHEPARD STREET. These are the areas of heavy traffic. Please direct your children to cross at these designated spots.

AFTER SCHOOL EXTENDED OPPORTUNITY

Students may be kept after school for academic or behavior reasons. Teachers or the principal are required to give parents one-day advance notice so transportation can be arranged. Students having chronic problems with incomplete work or poor behavior may also be required to attend Saturday morning make-up sessions. If, for good reasons, your child cannot stay after school, parents must call the teacher or principal to arrange another date otherwise the child will be kept after school.

AMERICANS WITH DISABILITIES

The Americans with Disabilities Act is a federal law that protects the rights of Americans who have disabilities. The disabilities may include things such as blindness, deafness, loss of use of limbs, loss of mental abilities and even mild learning disabilities. The Hartford Public Schools has implemented a policy for insuring the district's compliance with this law.

BICYCLES

- Students must be in the third grade or above to be eligible to ride their bicycles to school without supervision.
- For student's safety, only one student should be riding the bike – no passengers.
- Bicycles should be walked across the corners having a crossing guard. Students should be encouraged to obey traffic signs at all times.
- Bicycles are to be parked in the bicycle racks and not on the sidewalks or the lawn.
- Bicycles should be parked as soon as students arrive at school, and are not to be ridden around the playground or building during recess and noon hours.
- For security reasons a lock should always be used by the bicyclists.



BOOKS AND EQUIPMENT

It is the responsibility of each student to take proper care of all materials assigned to them, but belonging to the school district. Students should immediately report the loss or damage of these materials to the staff person who issued them. All students are given the responsibility for returning all school owned books and materials in a neat and clean condition when requested, typically at the end of a semester or school year. Fees will be assessed for damage to school owned materials as deemed appropriate by the building principal or designated person. Students, who have lost books or other materials, will be expected to pay a fee equal to the cost of replacing that item. This includes library materials.

Chaperones

The Superintendent shall direct that appropriate screening processes be implemented to assure that adult chaperones for field trips or excursions have not been convicted of any criminal sexual conduct listed offense, any crimes involving a minor child, or any weapons related offense. Those who have been convicted of any drug related law violation within the past three years will not be permitted to be a chaperone for the District. Such processes may include the requirement for a criminal background check, application forms that require disclosure of any criminal convictions for crimes involving children, gathering of personal references, and other methods to assure that adult chaperones are suitable and acceptable for accompanying children on field trips or excursions.

When serving as a chaperone for District field trips, the parent(s)/guardian(s), or other adult volunteers, including employees of the District, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day's activities for students. Chaperones shall be given a copy of these rules, and sign a letter of understanding verifying they are aware of, and agree to, these District rules before being allowed to accompany students on any field trip or excursion. Any chaperone found to have violated these rules shall not be used again as a chaperone for any District sponsored field trips or excursions and may be excluded from using District sponsored transportation for the remainder of the field trip or excursion and be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

CLASSROOM VISITS

We encourage and welcome parents and the community to come see us in action. For the safety of students and staff, please call the teacher and arrange for an appointment. The teacher will make sure the time you visit will be best for the students with respect to the daily schedule. For the safety of the children, visitors are required to check in at the office. We will guide you or give directions for the building. Visitors or volunteers are asked to wear a badge during their visit. With prior permission from the principal and teacher, arrangements may occasionally be made for a student to bring a guest to school for a part of a day. Instruction and school activities may not be disturbed by this visit.

COMMUNICATIONS

The district has a quarterly newsletter which is sent out to all citizens of Hartford. The Hartford Newsletter is very informative, giving you an overview of our school community. It highlights events at each of the buildings.

Additional and up-to-date information is on the Hartford Public Schools Website at www.hpsmi.org.

In addition, the elementary buildings will send home building newsletter throughout the year with the children. Check for newsletters in your child's Friday Folder.

CURRICULUM

The teachers and the Administration staff do research and study in the preparation of curriculum for each subject areas. After approval by the Board of Education, the curriculum is implemented by the teachers at each grade level. Teachers will be happy to discuss any areas of the curriculum with parents. If there are any questions before conference time, please call for any appointment with the teacher.

CRIMINALS ACTS

As citizens of Michigan, the students of Woodside Elementary are eligible for protection under Michigan law, but they must be held accountable to these same laws and local ordinances. The commission of, or participation in, unlawful activities in the school building, on school property, or at school-sponsored events is prohibited. School authorities may need to remove a student from school who has allegedly broken a law or violated an ordinance, in order to restore order and allow for an objective investigation of the act. Where there is reasonable evidence that a student may have committed a criminal act, the building principal, or delegated person, may request an officer be sent from an appropriate law enforcement agency to conduct an investigation.

DISPLAYS OF AFFECTION

There is a proper time and place for the expression of affection between students. The school is not considered proper, in either time or place, for this type of display. Students are asked to not embarrass themselves, or others, by avoiding these displays in and around the school. Handholding is acceptable. Penalties will range from detention to possible suspension.

DRESS CODE

No student shall wear articles of clothing, jewelry, or accessories, which in the opinion of school administration pose a threat to the physical well-being and safety of the student or others; or interferes with the educational function or orderly operation of the school. The following items are prohibited on campus, school activities, and all athletic events:

1. Anything that promotes or advertises the use or abuse of drugs, alcohol, smoking materials, or other dangerous substances or subjects.
2. Sexually related or obscene symbols, pictures or wording that advocate ethnic or racial prejudice or intolerance.
3. Students shall not wear clothing or articles of clothing related to unauthorized groups or gangs. Gang or group related apparel include but are not limited to the following: bandanas, head bands, chains hanging from belt loops, dangling belts, insignia belts, gang markings (including symbols in hair), hair nets, jewelry with gang symbols, or any combination of clothing, backpacks, or notebooks which law enforcement or school consider gang related.
4. Low cut necklines, skin tight, and sheer or revealing clothes are not allowed.
5. No clothing which reveals undergarments will be allowed.

6. Bikini, spaghetti strap tops, halter tops and are not allowed.
7. Clothing determined to be immodest.
8. No bare midriff tops. All tops must meet the top of the student's pants, shorts, or skirt when hands are raised.
9. Pants with holes or tears located between the top of the knee and the waist are not acceptable.
10. Pants or shorts are to fit properly and be worn at or above the waist (no sagging). Belts are encouraged to be appropriately worn.
11. Shorts, skirts, and dresses must be fingertip length or longer.
12. Appropriate footwear should be worn at all times. Slippers and wheeled-shoes are not allowed.
13. Sunglasses are not allowed to be worn when indoors. (This includes wearing them on the top of the head.)
14. Hats and hoods are to be removed upon entering any building. Bandanas and other material used for head gear are not to be worn for any reason.
15. Shirts shall not be excessively long or baggy. Shirts that hang down in the vicinity of the knees are in violation of the dress code and will be required to be changed or tucked in.
16. Spandex outfits are not allowed.
17. "Pajama pants" and flannel pants are not permitted.
18. Wearing articles that could be used in a harmful manner are prohibited in school (i.e., chains, dog collars, spiked collars).
19. "Rosaries" are not to be worn. If brought to school, they need to remain in the students pocket, purse, or locker.

Final interpretation of this code will be at the discretion of the school administration. Students with inappropriate attire will be required to change. If different clothing must be obtained for home, students will need to contact parents. Students will not be allowed in classes until their attire is acceptable. If there is a waiting period until appropriate clothing arrives, this time will be spent in the office or other location determined by the building principal. The absence from class will be considered as unexcused.

Consequences: A student will have the opportunity to self-correct (change inappropriate article of clothing), call parent for new clothes, receive school-provided clothes, be held in a designated room or office, and possibly receive detention and/or suspension.

IMPORTANT NOTE: *Parents should remove all drawstrings from coats and other clothing. In recent years there have been several accidents in the United States where drawstrings have caught on playground equipment and bus railings causing severe injury and even death. For children's safety, eliminate drawstrings. We also recommend that high-heeled shoes or flip flops not be worn to school or on the playground. Rubber soled shoes must be worn when participating in gym class.*

Attire for Special Occasions

The principal of individual schools may allow exceptions to the standard school attire policy for school-wide activities. Such exceptions would include a particular mode of attire for special occasion days such as School Spirit Week or for particular school-sponsored or school-related activities during the course of the school day.

In addition, principals will have the authority to approve occasional variations from Standard School Attire for particular groups of students. For example, members of athletic teams, clubs, or cheerleaders may wear their sports-top with a shirt, if necessary, underneath. Such attire will be tucked in at the waist whenever practical as determined by the principal. Standard Attire pants, shorts, skirts, Capri pants or skorts must be worn at all times.

*** This dress code is not meant to restrict the proper use of religious symbols or limit the freedom of our students to appropriately express their religious beliefs.

CELL PHONE POLICY

Students may possess a cellular telephone or other electronic communication devices in school, on school property, at after school activities and school-related functions. **During school hours** cell phones must be turned off and stored in backpacks or purses. The school district will not be responsible for lost or stolen devices. Students found to be using any electronic communication device in violation of board policy, or for any illegal purpose, shall be subject to disciplinary action under the Student Code of Conduct.

EMERGENCY INFORMATION

At the start of each school year, we ask parents to fill out an Emergency Authorization Information form. This form, when completed and current, provides us with names and telephone numbers of persons who can assist the school in properly caring for a sick or injured student. **WHENEVER FAMILIES MOVE OR CHANGE PHONE NUMBER, IT IS URGENT THAT THE SCHOOL BE NOTIFIED.**

EVACUATION INFORMATION

In the event of an emergency such as a gas leak, bomb threat, threat of violence, fire, derailment of a chemical railroad car, truck accident, or an airplane crash in the area, Woodside will be evacuated to a safe location. Students will remain at that location until it is declared safe to return to the building or until it is decided to send them home. If students are sent home, announcements will be made on local radio and TV stations. The district personnel will begin calling student emergency numbers with a message to parents. A message giving parents instructions will also be posted on the district emergency number at 621-7020.

Parents or designated adults of elementary students may pick up the children at the secure location after signing students out. Buses will also take students if so directed by our emergency information. **It is extremely important that parents keep the office up-to-date with any changes in emergency information such as phone numbers.**

FIELD TRIPS

A field trip is an educational experience outside of the classroom or building, involving the use of facilities other than school owned. To participate in a field trip, the student must bring a permission slip signed by the parent to the classroom teacher. This not only gives permission for the students to leave the school property but also informs the parents as to that day's activities including the date, cost, destination, departure and arrival times. All students must ride with their classmates and teacher to the field trip location. Parents wishing to take their children home from that location must provide a written, signed statement to the teacher prior to leaving the site. Because of insurance limitations only the students and parents may ride the buses on field trips. Please arrange child-care for other siblings. Children on field trips represent their school, parents, and themselves. Their attitude and behavior must be represented accordingly.



Our belief is that all students should attend field trips, however on occasion a student may be denied the opportunity to attend a field trip because of chronic and extreme misbehavior. This decision will be made between the classroom teacher and the principal then parents will be notified. The student will be provided with suitable, non-punitive assignments for the day and arrangements will be made for supervision within the building.

Please be aware that smoking is not permitted on field trips and all school related activities.

Volunteer background check forms must be completed by each person who wants to volunteer or chaperone two weeks prior to the event.

FIRE DRILLS AND SEVERE WEATHER PROCEDURES

FIRE DRILLS - Fire drills are held at regular unannounced intervals. Each student should acquaint themselves with the route from each of their classrooms to the appropriate building exit. Building maps with designated routes are posted in each classroom. The drills are of vital importance in helping you to understand the procedure to follow in the case of a real emergency.

SEVERE WEATHER PROCEDURES - In the case of a tornado, tornado alert or other type of severe weather forecast, students will generally remain in the building. Building maps are posted in each classroom designating where students are to go in the event the alarm is sounded. As with the fire procedure, drills will be held at regular intervals in order to acquaint students with proper procedure in the event of a real emergency.

HANDICAPPED--AMERICANS WITH DISABILITIES

The Americans with Disabilities Act is a federal law which protects the rights of Americans who have disabilities. The disabilities may include things such as blindness, deafness, loss of use of limbs, loss of mental abilities and even mild learning disabilities.

The Hartford Public Schools has implemented a policy for insuring the district's compliance with this law. In addition, the district has developed a plan for improving each building within the district to insure that those citizens and students having handicaps have access to our educational system. The plan extends over several years and includes physical changes such as curb cuts, lowered door thresholds, remodeled bathrooms, railings, door handles and listening devices for classrooms and the auditorium.

HARTFORD BOARD OF EDUCATION

The residents of the school district elect members to the office of the Board of Education. Members of the Board of Education make decisions that affect you and your child. The board usually meets twice a month at 7:00 p.m. in the boardroom in Central Office. These meetings are public and you are always welcome to attend.

HEAD LICE

"An ounce of prevention is worth a pound of cure." Frequently, remind your child not to borrow combs and not to wear other's hats and scarves. Check your child's head two or three times a week so you know there are no nits or lice present. Through school head checks, if we spot a problem, we send home a written notice, which includes a form to complete and return to school. This form asks for the name of the head lice shampoo used and the date you used it. School policy permits us to exclude your child from school if this information is not presented to the school or if lice are present when a head check is done.

With mutual cooperation and support, we can handle this problem when it arises. When a case of head lice is evident, the child will be brought to the office with work to do. If the same child continues to have lice and/or nits, parents will be asked to come to school to do a head check with a school employee before the child is re-admitted to class.

HOMEWORK POLICY

Moderate amounts of homework will be given for reinforcement of process, for related and/or supplemental activities, or for the completion of an assignment thoroughly explained and begun during class. No homework will be assigned if it entails a new concept for which no instruction has been offered.

Parents are advised to work with the teacher to make sure assignments are completed on time. Provide a quiet place to study and a set time to complete homework so procrastination may be avoided. Our teachers are fair and try to be very reasonable concerning homework. They make every attempt to make sure homework is useful and worth learning.

IMMUNIZATIONS AND HEALTH SERVICES

State law requires that students have up-to-date immunization records at school. **Students without complete immunization records can be excluded from school until the record is complete. New students enrolling in the district will have 30 days to submit updated records, if they are in progress and some shots have already been given. If records are not complete at that time, the student will be excluded until all records are complete.** An immunization waiver is available for parent signature and with the approval of the health department.

DPT (Diphtheria, Whooping Cough, Tetanus) 4 doses are required. If a dose was not given on or after the 4th birthday, a booster dose of DPT is required. Most children will have 5 doses.

POLIO (Sabin, Oral) 3 doses are required. If the last dose was not given on or after the 4th birthday, a booster dose is required. Most children will have 4 doses.

MEASLES (Red/Hard), Rubella (German & 3 Day) MUMPS (Combined MMR - The 1st does must be given on or after the first birthday. The 2nd dose must be given at least 30 days from the 1st dose and at or after 15 months of age. 2 MMR's are required.

Hepatitis B required (Three doses) as of January 2000

Chicken Pox Vaccine is required for all newly entering students.

- The Health Department is open on Thursdays, on CR. 681 (by the fairgrounds) from 9-11 am and 1-4 pm.

State law requires that students infected with chicken pox, pink eye, impetigo, scabies, mumps, measles, rubella (3 day), ringworm, strep throat, hepatitis, scarlet fever, meningitis must be excluded from school. Because of the serious nature of these illnesses, parents must take the child to the doctor or contact the health department. The number is 621-3143. If your child contracts any of these diseases, please call the school so preventative measures can be taken and reports can be forwarded to the health department.

INSURANCE

All students are covered by a student benefit program, which is a supplement to any insurance which a student's parents/guardians have. This insurance is in effect during the period of time a student is in school or attending a school-sponsored activity. Students/parents must file claims in a manner set-up by the insurance company within thirty (30) days after the injury takes place. Additional information regarding student insurance is available in the school office.

LOST AND FOUND

Use a Sharpie to put your child's name on everything they bring to school

Occasionally, a child loses a possession. A "**Lost and Found**" area is provided for lost clothing, equipment, etc. Valuables (watches, rings, money etc.) are turned into the office. **Parents can help by marking clothing and other personal items.**

LUNCH AND BREAKFAST PROGRAMS

Hot lunch is served in the school lunch room beginning the first day of the school year through the last full day of student attendance in June. Students may carry cold lunches and eat in the lunch room. Names on lunch boxes are very helpful. Milk may be purchased

by students carrying cold lunches. When you send money to school, please send it in a sealed envelope, labeled with the student's name, amount and purpose of the money. Free lunch applications will be distributed at the beginning of every school year and are also available anytime during the school year in the school office. Complete the form, return it to the school and we will forward it to the Central Office for approval. Parents will receive written notice that free lunches or reduced lunches are being granted. **Breakfast is served at Woodside from 7:45-8:05.** Those who qualify for free/reduced lunch also qualify for free/reduced breakfast.

	MILK	BREAKFAST		LUNCH	
		FULL	REDUCED	FULL	REDUCED
STUDENT	.50	1.35	.30	2.55	.40
ADULT	.50	1.80		3.45	

MEDICATION FOR STUDENTS

NOTE: CHANGES IN STATE LAW REQUIRE A CHANGE IN OUR PROCEDURES. IF A CHILD MUST TAKE MEDICATION AT SCHOOL, THESE PROCEDURES MUST BE FOLLOWED:

- Prescription medications to be administered at school require an original copy or faxed of a completed school medication form from the doctor and must include the parent's signature, before school staff are allowed to administer the medication.
- Parents must also provide a completed and signed consent form before over-the-counter medication can be administered at school. We are no longer able to take request to provide medication to a student over the phone, through parent notes and or faxes. The consent forms will be available at the office and copies are sent home with the emergency information sheets at the beginning of the school year.
- Medication will be kept locked in the school office (a small refrigerator has been purchased for medication requiring refrigeration). Asthmatic students may keep their inhalers with them if the doctor has indicated the need in his written instructions.
- Staff member(s) will be present to supervise administration of the medication. It is recommended that medication be brought into school by parents, not sent to school with the child if at all possible.
- Medication left over at the end of the school year that is not picked up by parents will be discarded.
- Prescription and over-the counter medication sent to school must be in the original, labeled, containers. If asked, the pharmacy may provide a second, labeled container for the doses to be administered at school. The pharmacy may also provide exact dosages eliminating the need for parents to divide or cut pills before sending them to school.

For your convenience we have attached a medication form to the back of this handbook.

PARENT RIGHTS AND CUSTODIAL ISSUES

Federal law provides that biological parents have all rights to their children unless there is a specific court order stating otherwise. Often times when parents' divorce or separate, one of the parents will come to school and request that the other parent not be allowed to take the child from school. Because of the law schools cannot honor that request. If there is such a court order, make sure the office has a copy and is fully aware of the court requirements. Parents are encouraged to cooperate in planning for their school involvement.

PARENT-TEACHER ORGANIZATION

Parents of Woodside students are invited and urged to participate in the Parent-Teacher Organization. PTO meeting dates and times are published at the beginning of the school year. This organization will be as good as you help make it. Please join the PTO and support Red Arrow Elementary and Woodside Elementary.

PARKING FACILITIES - WOODSIDE

When leaving your vehicle unattended, please use the marked parking spaces in the provided parking lot. The parking lot allows for parking in an orderly, safe manner. You may have to wait patiently to exit safely after school-wide events.

PARTICIPATION IN SCHOOL ACTIVITIES

When a child comes to school, he/she is expected to participate in all school activities including but not limited to recess and physical education unless he/she has a note from a doctor indicating not to participate. A serious supervision problem exists when we split children between indoors and outdoors.

PARTIES FOR STUDENTS

Generally, the teachers plan class parties at Halloween, Christmas and Valentine's Day. The teachers usually send home notes asking parents for assistance with these parties.

Some parents like to send a birthday treat that can easily be served to the class to celebrate a youngster's birthday. This is a lovely way to teach children about sharing a celebration. Please send a note or call us so the teacher can plan an appropriate time for the

sharing of the treat. NOTE: Unless the entire class is being invited, please do not pass out birthday invitations at school because hurt feelings will be the result.

If the choice is made to have flowers or other items for students delivered to school to acknowledge their birthdays or other holidays, items will be kept in the office until a time that will not disrupt class such as the end of the day.

PETS AT SCHOOL

Pets visiting school can be a delightful, valuable component of a good curriculum and we enjoy this kind of experience. Arrangements need to be carefully planned by the parents and teacher. **Pets are not allowed to be brought to school without prior building administration approval.** Timing, transportation, safety factors relative to students and pets are all areas that require appropriate decisions. Please contact the teacher and plan together so the pet's visit will be happy, valuable and memorable.

PLAYGROUND SUPERVISION

Children who walk to school or who are driven to school in cars and are not eating breakfast at school should not arrive earlier than twenty minutes before the start of school. **Playground supervision begins at 7:50 a.m. for Woodside.** Parents are expected to plan carefully regarding children's arrival time. Our playground is well supervised during recess periods and lunch hour.

The decision to be indoors or outdoors is made based on weather conditions. Decisions are made with great consideration as they affect all who are involved with recess.

The students are brought into the building when it rains and/or when the temperature and wind chill factor combined is below a temperature of +10 degrees. Temperatures are determined using accuweather.com for the Hartford area. This provides necessary supervision and keeps students warm and dry. The playground can go from dry, wet, muddy, frozen, and sloppy from one day to the next. We remind students not to put themselves in areas that might have standing water.

POSTERS - PRINTED LITERATURE

Posters or other printed literature must be approved by the building administration prior to it being posted or distributed. Those items that are approved must be attached to the walls using low stick masking tape. Do not use scotch, duct, or other high stick tape as these products may damage the painted wall surfaces.

PRIVACY OF RECORDS, NOTICE OF RIGHT TO ACCESS

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Hartford Public School District.

These rights include:

- (1) The right to examine the student's records. Requests for inspections shall follow this procedure.
The parent or guardian of the child may request an appointment with the principal to view a student's records, during the school day.
- (2) The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration disagrees.
- (3) The right to have records which personally refer to a student be kept confidential except either by consent of the parent or eligible student, or when being used by school personnel for school business. Certain official agencies may also request records. These are listed in the Board of Education Policy on Privacy of Student Records.
- (4) The following information will be made available for publication in directories, sport programs, and so forth: student name, address, phone number, grade in school and birthday. If a parent or student does not wish this information to be available for publication, notice must be given to the principal by the Friday after Labor Day.
- (5) All rights and protections provided to parents of students under this policy transfer to the student when he or she reaches age of eighteen (18) or enrolls in a post-secondary school.
- (6) The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Superintendent.
- (7) The right to protest to:
Department of Health, Education and Welfare
400 Maryland Avenue, S.W.
Washington, D.C. 20202



PROMOTION/RETENTION POLICY

There are times when it is in a student's best interest to give him/her an extra year to strengthen skills before promotion to the next grade. This decision is preceded by discussions with the parents. When a decision is mutually agreed upon, the possibility of a successful year for the student is greatly enhanced. Every effort will be made to reach a decision acceptable to both parties. The school policy does give the school the right to make the final decision.

In grade retention is a serious decision and as such the process will be characterized by careful evaluation, discussion and sensitivity to the needs of everyone involved. Students need to feel the support and caring of both parents and school staff. Our goal is to assist students in becoming confident, successful people. Retention is never intended to be a punitive action, nor is it a sign of failure. Children develop at different rates and we need to be flexible to meet their individual needs.

RECESS PERIODS AND APPROPRIATE DRESS

Students in third through fifth grade have a 20-minute outdoor play period connected to lunch and another similar period each afternoon. The fresh air and exercise are important to the child and his physical needs. In most cases, if a child is well enough to attend school, he is well enough to profit from going outdoors. When a child has health needs that prohibit participation in these outdoor play periods, we require a written statement from a doctor, explaining the reason for the request and the duration of the need.

We urge parents to ensure the child is dressed properly for outdoor play: rain gear, boots, mittens, scarves, hats, sweaters, warm jacket, snowsuits or snowmobile suits. Putting your child's name on these items of clothing can prevent many unhappy, tearful moments here at school. Please provide sturdy shoes for your child. Recess supervision will be under the direction of the aides. For inclement weather, the indoor supervision of children will be a joint responsibility between the classroom teacher and recess aide.

REPORT CARDS

Report cards are given four times a year: November, February, April and June. For the November, February and April report card, the envelope containing your child's report card must be signed and returned to the school with your child.

ROOM ASSIGNMENTS

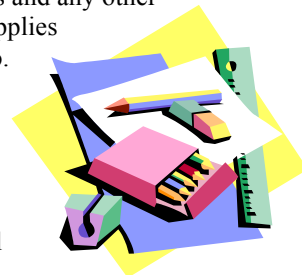
Children are assigned to their classroom teacher after the following factors have been considered:

- Class sizes
- Academic levels
- Equal number of boys and girls
- Placement of siblings or other relatives
- Teacher recommendations
- Volatility of certain student combinations

Parents desiring to share information regarding their child may complete a Parent Input Form and turn it in to the principal by **May 1st**. These forms are read carefully and considered by the classroom teacher and principal when determining classroom assignments. We need to assure a balance of all classes based on the factors listed above.

SCHOOL MATERIALS AND SUPPLIES

Personal responsibility includes taking care of school property; textbooks, school furniture, equipment and books properly. Library books are to be returned on time, and in good condition. We provide students with textbooks, paper, pencils and any other supplies we expect them to use. Please try to help us impress upon your child that he/she must use these supplies with reasonable care. Students may also bring their own pencil, paper, rulers, etc., if they so desire to do so. These should be labeled clearly with the child's name to avoid problems.



SEVERE WEATHER-SCHOOL CLOSING POLICY

On very stormy days, please listen to Benton Harbor Radio Station **WHFB**, Grand Rapids Radio Station **WOOD**, or Kalamazoo Radio Station for information on school closings. It is also flashed on **Channel 8** Grand Rapids TV Station at 7:00 a.m. and **Channel 3** Kalamazoo WWM at 7:00 a.m. This information will generally be available after 6:30 a.m. OR:

CALL 621-7020 FOR INFORMATION ON SCHOOL CLOSINGS

Early Dismissal Because of Weather:

If you think school might be dismissed before normal end of the day, because of a severe storm or weather warning, please tune in to WHFB, WOOD, or WWM. The arrangements indicated on the School Closing form will be followed for your child/children.

SPECIAL EDUCATION SERVICES

Students who qualify for special education services attend the special education classes provided at Woodside Elementary. Those with more severe problems may attend school at the center based program provided by the Van Buren Intermediate School District. In addition the intermediate school provides services of a school psychologist, social worker, speech therapist and the occupational therapist.

SUPPORT SERVICES

We have support staff members who serve children, parents and teachers in these areas:

ART: All students receive instruction in PE on a regular basis: presently, once weekly. The intent of Art is to increase the student's overall appreciation and development of skills in art.

VOCAL MUSIC: All students receive instruction in Music on a regular basis: presently, once weekly. The intent of vocal music is to increase the student's overall appreciation and development of skills in music.

TITLE 1 READING and MATH: The reading consultant and teaching assistants work with remedial students on a daily basis to bring up their basic reading skills. The paraprofessionals also help students with math in some cases. Student progress is monitored closely throughout the year and parents are kept informed of this progress.

PHYSICAL EDUCATION: All students receive instruction in PE on a regular basis: presently, once weekly. Participation and good sportsmanship are stressed, as opposed to a spirit of competition.

CLASSROOM TECHNOLOGY: Advanced technology is important to our children's education and in light of that need, we have a one to one technology initiative implemented. Students have either an iPad or Chromebook device assigned to them to use in his/her individual room. In addition, we have a Technology/Science lab where the students can bring their device to work in an alternative setting.

TARDINESS

Students are not counted tardy if their bus is late. Students are expected to be in their rooms by the start of the school day. If a student accumulates 8 or more tardies per year a referral may be sent to the Van Buren Truancy Office. Students arriving after the start of the day must check-in at the office. Any student who enters the building after 8:10 a.m. but before 9:00 a.m. will be considered tardy.

After 9:00 a.m. the student will be marked absent for the morning. Tardy students should be signed in by an adult. Parents are not permitted to escort their tardy students to class. For the afternoon students who arrive at school between 12:00pm and 1:00pm will be marked tardy for the pm and absent for the afternoon starting at 1:01.

TELEPHONE

A telephone is provided in each classroom and can be used for school business or an emergency.

VISITORS

As a general rule, visitors to our school are welcome. All visitors **must** report to the office after being admitted to the building and secure a visitors pass.

PARENTS/GUARDIANS - Parents/guardians are always welcome to visit this building. It is required that parents/guardians will report to the office and/or the teacher to make their presence known 24 hours prior to visiting a classroom. It must be understood that the teacher's time in a classroom is devoted to providing instruction. If a parent wishes a conference, this time should be scheduled during the teacher's conference period or during other non-teaching time periods.

VOLUNTEER HELP

The Woodside Staff desires a close working relationship between parents, teacher and students. We welcome your interest and we welcome your help. Contact your child's teacher or telephone the school office if you would like to volunteer help at school. We will be happy to match your time to our needs.

Volunteer background check forms must be completed by each person who wants to volunteer or chaperone.

WOODSIDE DISCIPLINE

CONDUCT/DISCIPLINE

We believe that all students can choose to behave appropriately while at school. We will not allow students to stop teachers from teaching or prevent other students from learning.

Each classroom establishes expectations and rules. There are also expectations and rules for out of class behavior: in the halls, media center, computer lab, bathrooms, and cafeteria and on the playground and sidewalks. Consequences are a result of choices that students make. The choice of behavior is the student's.

There are two reasons to have rules and laws concerning people's conduct—getting along with each other and safety. To help us get along, for example, we discourage name-calling because it hurts feelings and leads to arguing and fighting. To create a safe environment for children we discourage behaviors that endanger themselves or others. For example students are not allowed to jump from moving swings because of the potential for serious injury. All rules have been carefully considered and discussed at length with the entire staff. Our goal is to have a safe and caring environment for the children of Hartford Public Schools.

If a student chooses to create an unsafe environment, disrupt learning, and/or show disrespect, one or more of the following may be implemented:

- *Intervention to help stop behavior
- *Conference with the student to create a plan
- *Contact with parents
- *Student receives a Behavior Referral Form (A citation may be issued with a consequence listed. If a citation is issued, a parent must sign it before the student is allowed to return to class.)

The staff is committed to respectful, trustful relationships with each other and with our students. This respect and trust helps determine our methods and techniques of dealing with each other.

Respect, responsibility, consideration and safety form the basis of all the school rules.

RESPECT

- The feelings, rights and property of other students and adults.
- Help keep school property clean and safe.
- The leadership and authority of all staff members.

RESPONSIBILITY

- Stay in assigned areas.
- Keep hands, feet, and objects to yourself.
- Refrain from fighting, hurting others, and using profane language.

CONSIDERATION

- Use appropriate language.
- Walk quietly and use a quiet voice in the school building (loud talking disturbs class activities).
- Be kind; do not hurt others.
- Be attentive, quiet and courteous during special programs.
- Threats, intimidation and/or extortion are never appropriate or acceptable.

SAFETY

- Follow the established safety rules to keep everyone safe.

Throughout this handbook, reference for discipline action is made to this section. The following guidelines will be used as a basis for assigning consequences for infractions of building and/or school district regulations, or for infractions of local, State or Federal laws. It is each student's responsibility to be familiar with the various guidelines and regulations for appropriate behavior as well as the consequences for infractions. The consequence for infractions of the Woodside Elementary School discipline code may include, but are not limited to, the following:

DETENTION - Time spent before, during or after school (ASD-After School Detention)

OUT-OF-SCHOOL SUSPENSION (OSS) - Students are not to be on school property for the duration of the suspension

SNAP SUSPENSION – Immediate removal of a student from a classroom by a teacher

TEACHER IMPOSED (SNAP) SUSPENSIONS

Any Woodside Elementary teacher that is under contract (including any permanent long-term substitute teacher), is authorized to immediately remove and suspend a student from a class, subject or activity for up to one school day, when the student's behavior materially interferes with the teacher's ability to effectively teach or manage the class, subject or activity.

A student receiving a teacher-imposed (snap) suspension shall not be allowed to return to the class, subject, or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.

At the discretion of the principal or designee, the student receiving a "snap suspension" from a class, subject, or activity may be permitted to attend other classes, subjects, or activities if the student's conduct does not otherwise qualify for a multiple day suspension or expulsion in accordance with the Discipline Code.

If a student remains at school, the student shall be appropriately supervised while suspended from the class, subject, or activity.

All "snap suspensions" shall be applied in a manner consistent with applicable student discipline procedures, as well as all federal and state laws for students determined to be eligible for special education programs/services or reasonable accommodation of their disability.

TOBACCO PRODUCTS AND SMOKING PROHIBITED ON/IN DISTRICT PREMISES

The superintendent shall be responsible for posting and publishing this prohibition against tobacco products and smoking. "No smoking and Tobacco Free" signs shall be posted at all school buildings and on school grounds. Publication to inform students, employees and visitors of the prohibition of tobacco products and smoking shall be made in various media and handbooks.

Visitors to the schools who violate this policy will be asked to leave the premises if they do not freely comply, after being directed to discontinue smoking or use of tobacco.

Any district administrator, law enforcement officer or persons supervising students at any function or activity, or a person supervising admission to district functions or activities may enforce this prohibition.

ASSAULTS (School Board Policy 8198)

The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6 or above who engage in physical assault or verbal assault:

- Physical assault of a school employee, volunteer, or contractor shall be permanent expulsion.
- Physical assault of another student shall be suspension and/or expulsion up to 180 days.
- Verbal assault of a school employee, volunteer, or contractor shall be expulsion up to 180 school days.

For purposes of this law and the Student Code of Conduct the following definitions will apply to these terms:

Physical Assault - intentionally causing or attempting to cause physical harm to another through force or violence or intentionally inflicting harm on any school employee or volunteer during a fight.

Verbal Assault – any statement, act, oral or written, which is considered a threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. Bomb threats and similar threats directed at a school building, school property, or a school-related event are included as verbal assaults.

Locations - Providing for the safety and welfare of pupils while at school or at a school sponsored activity or while en-route to or from school or a school sponsored activity. These rules apply to any student who is on school premises, on a school-related vehicle, at a sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, or within close proximity of the school after and before school.

The Superintendent shall ensure that all incidents of assault be reported as required by law. All disciplinary consequences under this policy shall be applied in a manner consistent with applicable student discipline procedures, as well as all federal and state laws for students determined to be eligible for special education programs/services or reasonable accommodation of their disability.

For the purposes of this policy all expulsions will be the responsibility of the Hartford Board of Education. The Superintendent is granted the authority to monitor the performance regarding the conditions set and to make determinations thereof on behalf of the Board of Education and is granted the authority to make an immediate and permanent expulsion from all Hartford Public Schools programs along with the recommendation from the building administrator.

BULLYING/HARASSMENT/INTIMIDATION

Hartford Public Schools expects all students to learn to treat each other with respect and dignity. The District adopted a policy that is in compliance with state law, and the entire policy can be obtained from Central Office (Policy #8260). Not all aggressive behavior is bullying.

The Principal or other administrator as designated shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

SEXUAL HARASSMENT

Sexual harassment is a matter of human respect and dignity and will not be tolerated in the Hartford Public Schools; on its school grounds; on its buses; or at any school sponsored events. Such offenses will be treated seriously and cases will be pressed to the fullest extent of the law.

Sexual harassment examples (not limited to):

- Touching or grabbing in a sexual way.
- Spreading sexual rumors.
- Showing sexual messages, cartoons, pictures or graffiti.
- Flashing, mooning or pulling down someone's pants.
- Displaying birth control devices offensively.
- Forcing unwanted physical attention.

Incidents of alleged bullying/harassment/intimidation or sexual harassment must be brought to the immediate attention of the school administration. The administration will thoroughly investigate the matter and follow through with consequences appropriate for the seriousness of the offense.

CONSEQUENCES FOR HARASSMENT

Students found to have engaged in acts of harassment will be assigned consequences ranging from detention through possible expulsion. Allegations which violate state or federal laws will be referred to appropriate law enforcement agencies and to the prosecuting attorney for legal action.

HAZING – (P.A. 328 - 750.411t) – A student shall not engage in or participate in the hazing of an individual. “Hazing” means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Hazing includes any of the following that is done for such a purpose:

1. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
3. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
4. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Students found to have been engaged in or participating in the hazing of an individual shall be suspended, or expelled from school, and referred to law enforcement.

SEARCHES

School authorities may make periodic and unannounced searches of school property, as is deemed appropriate for the orderly operation of the school. These searches may be conducted with or without the knowledge of specific students. The use of law enforcement dogs may be used periodically in these searches. Student property (book bags, purses, pockets, cars, and etc.) may be searched when there is reasonable suspicion of violation of school regulations or State and local laws. A second adult will serve as a witness when a search is conducted. Body searches will not be conducted by any school-employed personnel. If this action is deemed necessary, law enforcement officials will be notified along with the student's parent(s)/guardian(s).

Cell phone rule

- 1st offense detention and phone call home
- 2nd offense detention and cell phone must be picked up by the parent
- 3rd offense up to three (3) days ASD (After School Detention) and cell phone must be picked up by the parent
- Subsequent Offenses up to a five (5) days ASD and cell phone must be picked up by the parent

Inappropriate use of technology

- 1st offense 1 day off technology & 1 detention
- 2nd offense 5 days off technology and possible ASD
- 3rd offense off technology for the marking period, possible ASD/OSS

Possession or use of tobacco products (notification will be made to law enforcement officials as mandated by the probate court)

- 1st offense up to 3 days OSS
- 2nd offenses up to 5 days OSS
- All Others

Theft or vandalism of school or personal property

- 1st offense up to 5 days detention, notification of law enforcement officials, and reimbursement of property or cost of property
- 2nd offense up to 5 days OSS, notification of law enforcement officials, and reimbursement of property or cost of property
- 3rd offense up to 10 days OSS, notification of law enforcement officials, and reimbursement of property or cost of property, possible recommendation for expulsion

Cheating and/or submission of plagiarized (copied) material

- 1st offense loss of credit for the assignment
- 2nd offense loss of credit for the assignment, and up to 5 days detention
- 3rd offense loss of credit for the assignment, and up to 5 ASD

Inappropriate Public Display of Affection

- 1st offense warning
- 2nd offense up to 5 days of detention
- 3rd offense up to 1 day OSS

Under the Influence, Possession, or Distribution of Alcohol or Look Alike Alcohol on school grounds or at school sponsored activities.

1st Offense 1 to 10 day suspension up to possible expulsion
Notification of law enforcement

2nd Offense Recommendation for expulsion
Notification of law enforcement

Under the Influence of Drugs on school grounds or at school sponsored activities.

1st Offense 10 day suspension up to possible expulsion
Notification of law enforcement

2nd Offense Recommendation for expulsion
Notification of law enforcement

Possession or Distribution of Drugs or Look Alike Drugs on school grounds or at school sponsored activities.

Recommendation for expulsion
Notification of law enforcement

Other misconduct

The above list of infractions is not deemed to be all-inclusive. Students at Woodside Elementary School are expected to conduct themselves in a manner that promotes the health, safety, and educational well-being of themselves and others. Failure to do so will be interpreted as "Other misconduct" and may result in disciplinary action taken with consequences ranging from detention to expulsion.

In the event that Woodside Elementary School adds to, or changes the rules, policies or procedures contained in this handbook, parents and students will be notified in writing through the US Mail.

REFERRAL PROCESS

Staff member refers disciplinary incidents with students to an administrator. The Administrator reviews the case and assigns appropriate consequence. Every reasonable effort will be made, either by a phone call or letter, to notify the parent prior to the day an out-of-school (OSS) suspension will be served. It is imperative that the suspension begins immediately following the offense; therefore, it is possible that some suspensions might begin before the information reaches the parent. Teachers are notified of the student's assignment to OSS.

A student accumulating three (3) referrals resulting in days assigned as OSS time for a school year (any time served in OSS will count as one day), may qualify for the following solutions:

1. referral to an alternative education program
2. suspension pending professional counseling
3. recommendation to the Superintendent and Board for expulsion

AM/PM detention - Time and place will be as set by the administration. Students must be on time and use the time for studying. Detention may be doubled for not meeting the student's behavioral responsibilities.

Students that are serving OSS may not practice, participate in contests, be on school property, or attend school activities.

The participation of students in a school or extra-curricular activity, who have been involved in illegal misdemeanor or felonious activities, will be decided on an individual basis dependent on circumstances unique with each situation.

Student Suspension and Expulsion

Suspension

No short-term suspension shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing. The notice may be oral or written and the hearing may be held immediately. The hearing may be conducted informally but shall include the following procedural due process requirements: (a) the rights of the student to be present at the hearing; (b) the right of the student to be informed of the charges; (c) the right of the student to be informed of the basis for the accusation, and (d) the right of the student to make statements in defense of the charges or accusations.

A notice of any suspension and the reasons for the suspension shall be given verbally within 24 hours, and a written notice of any suspension and the reasons for the suspension shall be mailed to the student involved and to the parents or guardians of the student within 3 school days after the suspension has been imposed. In the event the student has not been afforded a hearing prior to any suspension, an informal hearing shall be provided as soon as practicable but in no event later than 72 hours after such short-term suspension has been imposed.

Expulsion

A written notice of any proposal to expel and the charges upon which the expulsion is based shall be given to the student and the student's parents or guardians. The notice of the proposal to expel shall state the time, date and place that the student will be afforded an opportunity for a formal hearing. The hearing shall not be held later than 10 school days after the date of the notice. A copy of the Board policy and the administrative procedures shall be given with the notice.

Upon the conclusion of any formal hearing which results in a recommendation for expulsion, building administrator who conducts the hearing shall make a written report of the finding of the hearing. The report shall be given to the Board and shall be open to the

inspection of the student who is being recommended for expulsion, and if the student has not attained 18 years of age, to the student's parents or guardians and counsel or other advisor of the student. If the student is 18 years of age or older, the report shall be open to inspection by the parents or guardians and counsel or other advisor of the student only upon written consent of the student.

Whenever any formal hearing results in a recommendation for expulsion, the building administrator conducting the hearing may recommend that the student return to classes, pending any appeal or during the period allowed for notice of appeal, when it is reasonably anticipated that the student not cause continuing repeated material disorder, disruption or interference with the operation of

the school or substantial and material impingement upon or invasion of the rights of others. In this case, the student may return to regular classes until the period for filing a notice of appeal has expired with no notice filed, or until the determination of any appeal if a notice of appeal is filed.

Whenever the building administrator conducting a hearing fails to make a recommendation that the student may return to regular classes, the report of the hearing shall provide that an expulsion continue until an appeal is determined or until the period of expulsion has expired, whichever is sooner.

Written Notice - Written notice of the result of any hearing resulting in a recommendation for expulsion shall be given to the student and to his/her parents or guardians within 24 hours after the determination.

Formal Hearing Procedure: Suspension and Expulsion

The formal hearing provided for in Board policy shall be conducted in accordance with the following procedures:

1. The right of the student to have counsel of their own choice present and to receive the advice of counsel or other person the student may select;
2. The right of the student's parents or guardians to be present at the hearing;
3. The right of the student and his/her counsel or advisor to hear or read a full report of testimony of witnesses against the student;
4. The right of the student and his/her counsel to confront and cross-examine witnesses who appear in person at the hearing;
5. The right of the student to present his/her own witnesses;
6. The right of the student to testify in his/her own behalf and give reasons for his/her conduct;
7. The right of the student to have an orderly hearing; and
8. The right of the student to a fair and impartial decision based on substantial evidence.

In these procedures, counsel means any person a student selects to represent and advise him/her at all proceedings conducted according to these procedures.

EXPULSION

Expulsion constitutes exclusion from school for a period of time at the discretion of the superintendent or the Board. The building principal or his designee may recommend expulsion proceedings against a student whenever, in his judgment, the documented behavior pattern of the individual or, the seriousness of the offense is detrimental to the normal functioning of school in the Hartford Public Schools. After the recommendation is made by the building principal, the superintendent will notify the parents (or student, if emancipated) of further possible proceedings. Other action would follow as per the district expulsion policy.

APPEALS

- | | |
|---------|--|
| Step I | In writing to the Elementary Principal within 5 days of the rendered decision. |
| Step II | In writing to Superintendent of Schools within 5 days of the Principal's decision. |

CRIMINAL SEXUAL CONDUCT POLICY

The Board of Education of Hartford Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals committing or attempting to commit criminal sexual conduct. Accordingly, the Board of Education of Hartford Public Schools shall permanently expel a pupil from attending school in the school district, if the pupil is found to have committed or attempted to commit criminal sexual conduct.

DISMISSAL of STUDENTS

Please help our office maintain a current list of people to whom your child may be released to throughout the school year. Your child will be released via a note, or phone call to the office from a parent or legal guardian, and only to those you have named as having your permission to take your child. Anyone picking up a child will be required to show identification and proof that they have permission from the parent.

Students may be excused from school early for appointments (doctor, dentist, etc), however, it is important for children to attend school for every minute possible. For the safety of our students, children who leave school at a time other than regular dismissal times will only be released to parents, guardians or those who have parental permission through the elementary school office. Telephone requests for children to be sent home will be carefully screened due to the danger of persons other than parents or legal guardians making these requests. The safety of your child is extremely important to you and to us.

1. Parents/Guardians or designees must come to the office and sign students out. The parent/guardian or designee and the student will then leave the building together.
2. Students dismissed from the classroom for appointments must be signed back in at the office by the parent/guardian/designee upon their return.

3. If there is going to be a change in your child's normal end-of-day routine, we need a note or phone call from you before 2:45 explaining the new procedure. Your child will follow his/her regular procedures if we do not have a note or call, even if the child insists he/she is to go somewhere else.
4. If your child is already on the bus when you arrive to pick him/her up, you must go to the elementary school office to have your child released from the bus. Your child will meet you at the office. Please do not go to the bus and try to remove your child. For security reasons, the drivers are directed not to allow that.
5. Parents may not remove children from the playground during recess. The supervisors are directed to send the parents to the office. The office will radio the supervisors who will then send the child to the office where he/she can be released to the parents or designee.

We would like to keep students in school for as much of the day as possible. The child is certainly welcome to return to school at the conclusion of an appointment.

DUE PROCESS

All students shall be afforded due process regarding suspension and/or expulsions for misconduct. This shall include being notified of the charges, and having the right to respond to the charges, and having the right to appeal the decision. Due process safeguards shall be implemented as follows:

Notification of Policy and Regulation

Students will be given copies at the time of enrollment. Other rules and regulations concerning students will be announced as needed.

Notification of Charge

Before imposing any disciplinary action involving suspension, a student will be verbally informed of that nature of the misconduct and the disciplinary action being considered. Written notice will be given to the student and his/her parent(s).

Notification of Parent(s)

Parent(s) will be notified as soon as possible by telephone and by written correspondence when a student has been suspended.

In the case where an immediate suspension is not deemed necessary, but where it is determined by the principal that discipline should take the form of a suspension, a reasonable effort will be made by the administration to verbally contact the parents prior to the suspension. In cases where the parent(s) cannot be contacted, the suspension shall begin the second day following the decision to suspend.

It is understood that the parent(s) or guardian(s) shall have the right to copies of the charge(s) and the right to request a conference with the principal to exercise all other rights of due process on behalf of the students where the student is a minor child. A student or parent/guardian dissatisfied with a suspension decision may appeal by following the procedure below: Notify the administrator involved and a review of the decision will be conducted.

Appeal the decision to the next administrative level (superintendent) for review.

Appeal to the board of education for review.

ELECTRONIC AND ENTERTAINMENT DEVICES

Students are asked to leave i-Pods, MP3 players, radios, Game-boys, CD/tape players, pagers, games, cameras, trading cards, etc. at home. If such devices are brought to school, they are to remain in the student's backpack for the duration of the school day. If the items are out during the school day, these items will be held until dismissal and students will be reminded not to bring the item(s) to school again. If the above listed items must be brought to school, they will be held in the office for safekeeping. The school cannot be responsible for items that are kept in a student's backpack or other locations.

With our changing technology culture, we understand that some students may use electronic readers for the purpose of Accelerated Reader or classroom pleasure reading. These specific devices are to be used only for legitimate reading purposes and only during specified periods of the day. The devices are subject to the above consequences if used differently.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies.

HARTFORD PUBLIC SCHOOLS GRIEVANCE PROCEDURES

Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Section 504 of the Rehabilitation Act of 1973

Notice of Non-Discrimination

It is the policy of the Hartford School District that no person shall, on the basis of race, color, national origin, sex or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Any person believing that the Hartford Public School District or any part of the school organization has inadequately applied the principles and/or regulations of: (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators or the ADA/504 Coordinators at the following address:

Civil Rights Coordinators

Nancy Larsson, Government Programs Director	or	Brad Geesaman, Principal
Hartford Public Schools		Hartford Public Schools
115 School Street		115 School Street
Hartford, Michigan 49057		Hartford, Michigan 49057
(269) 621-7421		(269) 621-7301

ADA/504 Coordinators

Lynn Buchkowski, Special Education Director	or	Joel Messenger, Principal
Hartford Public Schools		Hartford Public Schools
115 School Street		115 School Street
Hartford, Michigan 49057		Hartford, Michigan 49057
(269) 621-7144		(269) 621-7201

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant 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 local 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) days.

Step 2 - A complainant wishing to appeal the decision of the local Civil Rights Coordinator 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.

Step 3 - If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4 - If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington D.C. 20201.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Hartford Public Schools

Woodside Elementary (269) 621-7300

Fax (269) 621-7360

Date form received by the school: _____

Student: _____

Date of Birth: _____ Grade: _____ Teacher: _____

To be completed by the physicians or authorized prescriber

Name of medication: _____

Reason for medication (optional): _____

Form of medication:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other

Instructions (**Include ☺ Time and doses to be at school:**)

Start: date form received other dates _____

Stop: end of school year other date/duration _____

for episodic/emergency events only

Restrictions and/or important side effects: none anticipated Yes, Please describe:

Special storage requirements: none refrigerate other

This student is both capable and responsible for self-administering this medication:

NO Yes-supervised Yes-unsupervised

This student may carry this medication No Yes

Please indicate if you have provided additional information:

On the back side of this form as an attachment

Date: _____ Signature: _____

Physician's Name

Address:

Phone Number:

To be completed by parent/guardian

I request that _____ receive the above medication at school according to standard school policy.

I request that _____ be allowed to self-administer the above medication at school according to the school policy.

Date: _____ Signature: _____ Relationship: _____

W:\forms\medication

Woodside Elementary Parent & Student & Teacher Agreement

Dear Parents,

Research has shown that cooperation and communication between home and school increases a child's chances of being successful in his/her learning. This agreement clarifies the roles and responsibilities of everyone involved. Each person signs the agreement to indicate an understanding of and a commitment to his/her responsibilities.

Please read the agreement carefully and sign the consent form in the back of the student handbook. We are also asking you to read and discuss the student section with your child and then they should sign the consent form. When completed please return the agreement to your child's teacher.

Thank you for your support. The Woodside Elementary staff looks forward to building a strong partnership with you in the growth and development of your child.

Sincerely,
The Woodside Elementary Staff

PARENT

I want my child to succeed. Therefore, as a Woodside Elementary parent, I will:

- Send my child to school well rested, nourished, prepared, and on time every day.
- Praise learning progress, no matter how big or small.
- Encourage my child to solve problems in a positive way.
- Read and sign the parent volunteer agreement.
- Supervise completion of homework.
- Communicate with the teacher.
- Attend parent teacher conferences and special events.
- Read to/with my child at least 10 minutes a day.
- Support my child's efforts to improve and do quality work.

TEACHER

It is important that students achieve. Therefore, as a Woodside Elementary teacher, I will:

- Provide a safe, warm, caring and supportive environment.
- Provide quality instruction.
- Assess and provide support for the academic, social, emotional and physical needs of your child.
- Keep you informed of your child's progress through consistent communication.

- Welcome your participation in the classroom and in achieving educational goals.
- Explain and model the behaviors and procedures expected of students at school.
- Be a life long learner and apply new knowledge in my classroom.
- Teach and practice the Life Skills.
- Build positive relationships with students, parents, and staff.

STUDENT

It is important that I work to the best of my ability. Therefore, as a Woodside Elementary student, I will:

- Take responsibility for my learning.
- Come to school with a positive attitude.
- Come to school well rested and will nourished.
- Bring to class the tools I need for learning (books, pencils, other supplies, completed homework).
- Participate in lessons.
- Complete my work neatly, accurately, and on time.
- Self-evaluate for improvement.
- Respect the rights of others so that our school is a warm, caring environment.
- Accept responsibility for my actions.
- Know and practice the Life Skills.

Woodside Elementary Parent & Student & Teacher Agreement Acknowledgment

Quality School Agreement

I have received and agree to the Parent/Teacher/Student Agreement.

By signing, I am committing to be active in my child's education.

Our signatures indicate that we are committed to
 "Preparing today's students for tomorrow's challenges."

Note: The signed acknowledgement page that follows are separate from the main document. Parents keep a copy of the agreement and handbook. The signature pages are placed on file by classrooms in the principal's office.

**Consent Form
Acknowledgment of Handbook
Quality School Compact
2016-2017**

I have received a copy of the Hartford Woodside Elementary School Handbook for the 2016-2017 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

Name of Student: _____

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

(PLEASE RETURN TO YOUR TEACHER)

Release of Directory Information

In following “Rights and Privacy Guidelines” the Hartford Public Schools may release certain “directory information” contained in the educational record of a student that would not generally be considered harmful or invasion of privacy. Parents of a student less than 18 years of age desiring to object to disclosure of any certain categories of directory information should request the form (Denial of Permission to Release Certain Directory Information without Prior Consent) from the superintendent’s office.

Quality School Compact

I have received and agree to the Parent/Teacher/Student Compact. By signing, I am committing to be active in my child’s education. Our signatures indicate that we are committed to learning and being successful.

Name of Student: _____

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Teacher’s Signature: _____