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# Wakefield-Marenisco School District Elementary

~ Forward ~

The purpose of this handbook is to acquaint both students and parents with the rules, regulations and procedures that have been established for the Wakefield-Marenisco School District Elementary School. They are based upon the premise that in order for the school to succeed at its primary task, which is the education of its students, it is necessary that everyone understand what is expected of them. This handbook is designed to help the parents, students, teachers and administration achieve this goal.

## Five Basic School Rules

1. We will show respect for others and their possessions.
2. We will keep hands, feet, and other objects to ourselves.
3. We will use acceptable language.
4. We will follow directions.
5. We will not prevent the teacher from teaching, or other students from learning.

## Wakefield-Marenisco School District Board Of Education

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Mrs. Michelle Sorensen  
Mrs. Marsha Vestich  
Mrs. Margaret Lynott  
Mr. Larry Gabka  
Mr. Brandon Yuchasz  
Mr. Dan Obradovich

President  
Vice President  
Treasurer  
Secretary  
Trustee  
Trustee  
Trustee

## Wakefield-Marenisco School District Administrative Staff

Mrs. Cathy Shamion  
Mrs. Tina Trevarthen  
Mr. Mark Lane  
Mr. Brandon Makela  
Mrs. Melody Saubert

Superintendent  
Business Administrator  
Head Teacher  
Head Teacher  
School Secretary

## Wakefield-Marenisco School District Elementary Staff

Mrs. Susan Spaete  
Mrs. Pamela Bachand  
Mrs. Mary Ann Marzari  
Mrs. Elizabeth Billie  
Mr. Jason Gustafson  
Mrs. Stella Niemi  
Mrs. Kathy Makela  
Mrs. Sue Geldon  
Mr. Brandon Makela  
Ms. Teri Giuliano  
Mr. Mark Lane  
Mrs. Heather Skulan  
Mrs. Mary Ann Boniface  
Ms. Lauren Korpi  
Mrs. Laura Ahonen

GSRP & Kindergarten  
Kindergarten  
1<sup>st</sup> Grade  
2<sup>nd</sup> Grade  
3<sup>rd</sup> Grade  
4<sup>th</sup> Grade  
5<sup>th</sup> Grade  
6<sup>th</sup> Grade  
Title 1  
Title 1  
Counselor/A.D.  
Special Education  
Music  
Physical Education  
Instructional Aide

**Wakefield-Marenisco School District**  
**~ Mission Statement ~**

It is the mission of the Wakefield-Marenisco School District in partnership with the families, students, and the communities, to provide all students with the necessary skills to enable them to be productive and responsible members of a free, democratic society.

**Elementary Daily Time Schedule**

8:00-8:14  
8:00  
11:17-11:57  
11:37-12:17  
3:08

Breakfast\*  
Classes Begin  
Lunch Grades K--3  
Lunch Grades 4--6  
Dismissal/Board buses

**Lunch Schedule**

Kindergarten	<u>Lunch</u>	11:17 – 11:57
1 <sup>st</sup> & 2 <sup>nd</sup> & 3 <sup>rd</sup>	<u>Lunch</u>	11:17 – 11:57
4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup>	<u>Lunch</u>	11:37 - 12:17

**All Students MUST Remain Seated While In The Lunch Room Until Dismissal**

## After School Activities

If a child remains after school for scheduled activities, they must bring a note from home giving permission to do so. If the child plans on leaving school grounds, they must also have a permission slip to do so.

## Appointments

Children will be excused for doctor or dental appointments on written request of parents. Please come to the office before departing for appointments to let us know that you are taking your child out of school. We urge an attempt be made to schedule these appointments when school is not in session. Students will not be excused for appointments such as private music lessons etc.

## Bus Transportation to School

The School provides transportation for students who reside in the Wakefield-Marenisco School District. The transportation schedule and routes are available by contacting the School office at 224-7211. Students may ride only assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than emergency, except as approved by the administration. The administration may approve a change in student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from parent/guardian stating the reason for request and the duration of the requested change.

## Classroom Policy

Policies must be established to insure the safety of each child within the school. Below is a list of rules which students will be expected to adhere to:

1. Students are not permitted to run in the room or hallways.
2. Students will not chew gum.
3. Food and drink will be permitted in the cafeteria only.
4. Students will not engage in activities, which will cause injury or damage to themselves or their classmates.
5. If a student is removed from the classroom because of behavior problems, the student will call their parent/guardian to explain why they have been removed.
6. Homework policies will be determined by the individual classroom teacher.
7. Additional classroom rules will be established by each classroom teacher as necessary.

## Cell Phone Policy

Students must turn their cell phone (or similar electronic communication device) in to their classroom teacher prior to the official start to the school day. The phone must be turned off or set on silent. The student will have one opportunity per day to use their cell phone under teacher supervision. The cell phone will be returned to the student at the end of the student's school day. Students who fail to turn in their cell phone are in direct violation of this policy and will be subject to the following disciplinary consequences.

### 1<sup>st</sup> Violation

Device will be confiscated and kept in the office until a parent/guardian collects it.

### 2<sup>nd</sup> Violation

The student will be assigned an After School Detention. Device will be confiscated and kept in the office until a parent/guardian collects it.

### 3<sup>rd</sup> Violation

The student will be assigned an After School Detention. Device will be confiscated and kept in the office until a parent/guardian collects it.

### 4<sup>th</sup> Violation

The student will be assigned a one (1) day of In-School Suspension. Device will be confiscated and kept in the office until a parent/guardian collects it.

## **Destruction of Property**

The cost of damage resulting from the malicious destruction of property will be paid by the parent/guardian of the children responsible for the damage. Such damage could include writing/scratching on walls, desks or other surfaces. When a book is lost or destroyed, the child responsible will be required to make restitution for the amount as determined by the administration. The amount is determined by the age of the book and the amount of abuse received.

## **Tobacco Free School**

The Wakefield-Marenisco School District prohibits the use, sale, distribution, or possession of any form of tobacco on school grounds or at any school function regardless of the location. This prohibition also applies when riding the school bus and at school bus stops.

## **Dress and Social Policy**

Proper student attire for school is basically the responsibility of the student and his/her parents or guardians. However, students are to wear clothing appropriate for school. Clothing with suggestive or degrading pictures or phrases is not appropriate. Hats are not to be worn in the building by either male or female. Hats are to be removed upon entrance into the building. All shorts and skirts must be longer than the end of your fingertips when arms are extended down. Shirts must have at least a cap sleeve (no spaghetti straps, tanks, or cut offs). No exposing of midriffs or cleavage.

## **Field Trips**

All students must have signed permission slips to participate in field trips. Notices will be sent home with information concerning all scheduled field trips. If parents have questions, they should call the school.

## **Breakfast / Lunch**

The Wakefield-Marenisco School District participates in the National School Lunch Program and makes lunches available to students at a rate of \$10.50/week (elementary) and \$13.00/week (7-12) and breakfasts available to students for a fee of \$3.50/week (all students). Students may also bring their own lunch to school to be eaten in the school's cafeteria. Applications for the School's Free and Reduced-Priced Meal Program are distributed to students. If a student does not receive one and believes that s/he is eligible, s/he should contact the school office.

Grades K-6 will not be allowed to leave school premises during the lunch period without specific written permission granted by the parent/guardian and approval by the school office.

## **Inclement Weather**

In the event of extremely cold or stormy weather, school may either start late, or be canceled for that day. Families will be notified through the emergency contact phone system. Listen to the local radio stations, WJMS/WIMI 99.7, WUPM/WHMF 106.0, or television station WLUC TV6 for details. If the weather worsens after the start of the school day, school may be dismissed early. Students are generally kept indoors for their scheduled recess periods in the event of extreme cold and/ or stormy days.

## **Invitations**

Try to avoid passing party invitations out in school. Parents should make phone calls or mail any invitations. This avoids any hurt feelings by those who may not be invited.

## **Lockers (Grades 1 - 6)**

Lockers assigned to students are the property of the Wakefield-Marenisco School District and at no time does the district give up the control of lockers. If the locker is damaged in any way during the school year, report this damage immediately to the Office. If damage is not reported, the student to whom the locker was assigned will be held accountable. No locks will be provided but students may bring in their own lock provided a key and/or combination for that lock is kept in the office. Locker inspections will be conducted each quarter or could be called at any time. Refrain from using tape and adhesive decals that could damage paint and avoid defacing lockers at any time for any reason. (Magnets will be permitted on lockers)

## Marked Clothes

Please mark your children's belongings, preferably with permanent marker, so that they can be easily identified.

## Parent/Teacher Conferences

Our Elementary School holds teacher conferences each school year. The parent-teacher conference is scheduled in the first marking period, at which time the teachers and parents review the student's academic progress. The purpose of these parent/teacher conferences is to have the opportunity for communication between the school and home.

## Personal Belongings

Personal items such as cell phones, mp3 players, toys, electronic games, tape/CD players, etc are not permitted in school unless the student's teacher or the principal grants permission.

## Recess

Students generally benefit from a recess period. We expect every student to go to recess unless a health condition prohibits. A doctor's note is needed to excuse a student from participating in recess. Proper behavior during recess is expected of students.

## School Attendance

Every effort should be made by parents to see that their child is in school each day that school is in session. It is important to a child's success in school that habits of regular attendance begin in the kindergarten and continue throughout their school years. Our instructional program includes a series of skills in kindergarten and is built on at each grade level thereafter. It is very difficult to satisfactorily make up a days work missed since a great many of the skills are learned in large or small groups with active participation and discussion between students and teachers. Therefore, we expect that students will be in school every day that's possible with, of course, the exception of illness, recovery from an accident, professional appointments, observation or celebration of a bona fide religious holiday, or good cause which may be accepted by the administration. If absenteeism becomes a chronic problem, a conference to set up a school success plan will be held. If absenteeism continues to be a problem the truancy officer will be notified. If your child has been late for school, or absent, the following procedures must be followed:

**PLEASE NOTE... A written excuse is to be sent to the child's teacher at the time that the child returns to school. This excuse must be written and signed by a parent or guardian.**

Students who arrive late to school should report directly to the school office upon arrival.

If a child becomes ill at school, he or she will be sent home only after contacting the parent or person listed on their emergency procedure form.

## Supplies

Textbooks, workbooks, and some supplies will be provided for the children by the school district. Students may be asked to help provide some supplies such as crayons, markers, paper, pencils, etc.

## Vacations

If, at some time during the school year, you plan on taking your child out of school for a vacation, please notify the school in advance so that the teacher can arrange proper arrangements for work to be made up.

## Vending Machines

Vending machines are off limits to all elementary students during the school day

## Telephone Use

Students will be permitted to use the telephone to make calls for school related business only. Approval must first be granted by the classroom teacher or other authorized personnel.

## Discipline Philosophy

***It is the belief of the district that discipline is an important part of what students should learn at home and in school. There are two purposes for discipline -***

1. To make school a pleasant, neat, orderly and safe place for students to learn
2. To help students learn what behavior is expected of them at school and in the community

Students, parents, legal guardians and school officials are responsible for the conduct of students at school. It shall be the responsibility of the school, in cooperation with the home, to work in such a way that students conduct themselves in a socially acceptable manner.

## **General School Rules**

1. Listen to and obey all adults.
2. Walk quietly everywhere in the building. Running is allowed only in the gym or outdoors.
3. Always carry objects in a safe manner.
4. Safely remove and neatly hang all personal belongings in assigned areas. Leave other children's property alone.
5. Speak politely at all times. Loud voices are to be used outdoors only. Unacceptable language is not permitted in the school buildings or on the school grounds.
6. Take good care of all school property and equipment.
7. Leave all dangerous and inappropriate things at home. Such items include knives, lighters, tobacco, matches, guns, fireworks etc.
8. Considerate behavior, fair play, and good sportsmanship of all students is required.
9. During school hours, children must remain on school grounds at all times. Any student who needs to leave must make prior arrangements with the principal.
10. Everyone must remove their cap upon entrance into the school.
11. Street shoes will not be permitted on the gymnasium floors. Students should have an old pair of sneakers to keep at the school, which will be used specifically for gym class. *NON-MARKING SHOES(Add in here)*

## **Bathroom Rules**

1. Flush the toilet when you have finished, and wash your hands before leaving.
3. Don't stand around in the bathroom after you've finished using it.
4. Don't stand on the bathroom fixtures.
5. Keep your hands off of the light switch.
6. Absolutely no graffiti.

## **Library Rules**

1. Make sure your hands are clean before going to the Library
2. Speak quietly while inside the library
3. Return unwanted books to their proper place
4. Check your books out properly as instructed by the librarian
5. Don't be afraid to ask the librarian for help if you need it
6. Return any books or magazines that you have checked out by their due date
7. You are responsible for what you check out of the library
8. Replacement value will be assessed for damaged books. Quarterly report cards will be held by the administration if you haven't either returned your overdue books, or paid the replacement value for them

## **Lunch Room Rules**

1. Students are reminded to WALK to the serving line. Running down the halls for any reason will not be tolerated.
2. Students may not "cut" into the serving line. No student who has already gotten into the serving line is permitted to give "cuts" to another student.
3. Students are permitted to talk quietly in the cafeteria during their lunchtime. No loud conversations or shouting will be tolerated.
4. Students will remain at the table that they choose to sit at. No switching tables during lunch once you've sat down.
5. ABSOLUTELY NOTHING is to be thrown around in the cafeteria. NO food or beverage will be permitted to be taken out of the cafeteria and into the hallways, gym, classrooms, bathrooms, or outside of the building.
6. Students will respond positively to any reasonable request made by the cafeteria supervisor on duty. Supervisors are there to make the lunch area a comfortable and safe environment for all students. Students can do their part by following the rules and being cooperative and respectful.
7. Students are not permitted in their classroom areas during their lunch period unless a teacher supervises them.
8. The cooks and maintenance crew appreciate students who keep their areas clean."
9. Due to the fact that our district is a "Closed Campus", no students will be permitted to leave the school property at any time during the school day, which includes the lunch period.

10. Students will remain inside of the cafeteria, seated on their bench until they are called at their dismissal time.
11. Disregard of ANY of the above rules will result in the student being removed from the lunchroom for a specified period of time.

### Recess Rules

1. DO NOT, at any time, for any reason, climb on the playground fencing
2. Play safely on all playground equipment or you will be restricted from using it.
3. Help to keep the play area clean.
4. Stay inside the designated play areas.
5. Take turns and share the equipment with other students fairly.
6. ABSOLUTELY no throwing any play equipment such as balls against the building at any time.
7. Sand, snow, snowballs; woodchips, pinecones, apples and rocks belong on the ground, NOT in the air.
8. Line up quietly when the whistle blows. No running, pushing, shoving, or tripping others as you get in line.

### Wakefield-Marenisco School District – Bus Rules

**IMPORTANT REMINDER!** Transportation to and from the school by the bus system is a privilege, not a given right. The school administration is authorized to deny that privilege to any student if they feel that their conduct justifies this action. The following rules and regulations for bus riders in the Wakefield-Marenisco School District have been established by the school's Board Of Education.

1. Students waiting for the bus must stay off the roadway at all times.
2. Students wishing to ride the bus must be at the designated stop **ON TIME**. The driver has a strict schedule to follow and cannot wait for anyone.
3. Expect to walk from ½ mile and up to as much as 1 mile to a bus stop if the school district should deem it necessary. (State Of Michigan Regulation)
4. Do not move toward the bus at the loading zone until the busses have been brought to a complete stop.
5. Special arrangements can be made in advance for children who attend daycare and would need to ride on another bus other than their own, provided the parent contacts the school office by written or verbal notice.
6. Students are required to sit in their assigned seats and are not permitted to stand or walk around in the bus while the bus is in motion.
7. Assist in keeping the bus safe and sanitary at all times. Don't be a litterbug! Food and beverages should not be consumed on the bus at any time without the permission of the bus driver on duty.
8. Keep your hands and head inside of the bus at all times!!
9. Never tamper with the bus or any of its equipment
10. Be certain to remove all of your belongings from the bus when you get off
11. DO NOT throw anything out of the bus window!
12. Be courteous and polite to fellow passengers as well as the driver on duty
13. Remain absolutely quiet when the bus is approaching and stopping at a railroad crossing
14. It is strictly prohibited to smoke, or use any other tobacco product on the bus by the passengers **OR** the driver on duty
15. Parents will be notified by the Office if there is continuous misconduct on a bus. The student causing the problem may be denied the privilege of riding the bus
16. The driver is responsible for controlling the students riding their bus. Students **MUST** obey the driver promptly and courteously. Abusive language or conduct directed towards the bus driver will result in disciplinary action
17. When it's necessary that you walk in front of the bus to cross the road, **ALWAYS** do so at least **10 FEET IN FRONT OF THE BUS** so that you remain in the clear view of the bus driver
18. Help the bus driver to assure the safety of the smaller students who may be riding the bus with you
19. Passengers must get off at their regular stop **ONLY!** Exceptions to this rule will be made with the expressed written permission of the administration after he/she has witnessed the written consent for the student to do so from the student's parent/guardian
20. Always keep in mind, transportation to and from school **IS A PRIVILEGE** for Wakefield-Marenisco students who live a distance from the school and **IS NOT A GIVEN RIGHT!!** The Wakefield-Marenisco School District Administration is authorized to deny this privilege to any student who they feel displayed conduct that would justify the action. Severe cases of misbehavior may result in the immediate temporary suspension of bus privileges. The bus driver and the school administration in the presence of the student will make decisions jointly. Upon suspension of bus privileges, a student **MAY NOT** ride any bus in the school system

~ *Wakefield-Marenisco School District's  
Board of Education*

## Roles / Responsibilities

## Parent(s)/Guardian(s) Responsibilities

1. Parents will be expected to go to the Office to pick their child up during the school day when necessary.
2. Parents/guardians are required to make sure their children are dressed properly before coming to school. This includes both adequate clothing as well as footwear. It is encouraged that students bring boots to school during the early Spring, late Fall and Winter months while being told by their parent/guardian that they are expected to, and will be required to wear them. Please write the students full name in all personal property.
3. Parents/guardians who expect to have their child remain inside the building during their recess or lunch periods, should obtain a note from their child's doctor stating that they must be kept inside.
4. Parents/guardians will see that students attend school regularly and on time. Parents must write an excuse for their child after he/she has been absent or tardy from school for any amount of time, stating the reason why.
5. It is very important that you keep your child at home if they have a fever or any illness in order to prevent the other children in class from becoming ill.
6. For treatment of any type of a communicable disease, please contact your family doctor or the Health Department.
7. **IMMUNIZATIONS** ~ Prior to entering school, all children **MUST** be properly immunized or they can be denied entry into school. Check with your doctor, school administrator or the Western U.P. Health Department @ 906-884-4485 to be certain that the child is up to date on all immunizations.
8. Parents must work with school personnel and community agencies in solving school behavior problems.
9. Review and discuss the various School District and classroom rules with every child in the family who will be attending school.
10. Make any and all inquiries regarding school related matters during regular school hours when at all possible. (exceptions can be made in emergencies)
11. Return signed emergency cards during the first week of school.

## Student Responsibilities

1. Conduct themselves properly in class, on school grounds, on the school bus, both to and from school daily, as well as during any school related activity
2. Attend school regularly, arrive on time, be prepared to learn, and be ready to hand in all assigned work on time.
3. Respect the rights and feelings of all fellow students, parents, school personnel and all others that you may encounter during the school day.
4. Know and follow the rules and regulations of the district, school and classroom.
5. Participate in formulating rules and procedures in your individual classroom.

## Teacher Responsibilities

1. Provide a good atmosphere for teaching as well as for learning.
2. Help students realize that as individuals they are all important, and that as a group, they should act in a responsible manner.
3. Seek conferences with parents and other school personnel in an effort to understand and resolve behavior problems.
4. Know and enforce consistently and fairly, the rules and regulations of the district, school, and classroom.
5. Formulate and implement rules and procedures in school and in the classroom.
6. Post your own individual classroom rules and consequences.

## Distribution/Training

Parents, teachers, and non-instructional staff will receive a copy of the Elementary Parent-Student Handbook and are responsible for becoming familiar with it. School personnel, in cooperation with parents, will review the content of the Elementary Parent-Student Handbook with the students at the beginning of the school year.

## Sick/Injured Children

1. Children will receive basic first aid only (bandaids & icepacks). Supplies are located in the Office
2. Medical Emergency cards will be sent home the first day of school and need to be returned within the first week of school. These cards will be kept on file in the school office. This form will be used in the case that your child/children may be sick or injured during the school year. Please be certain to fill the form out as completely as possible so that we are able to use it to quickly take care of the child's illness or injury.
3. If a child is seriously ill or injured, the following procedure will take place:  
First aid will be administered and the parent/guardians will be notified. If the parent cannot be reached, the alternate number will be called. If neither can be reached and the situation is serious, an ambulance will be called. Under **NO** circumstances will a child be sent home during school hours until an adult is at home to assume responsibility for them.
4. If your child has been diagnosed as having a communicable disease, he/she is to be sent home and is to remain at home until

recovered, and no longer infectious. In the case of Scabies and Impetigo, a doctor's slip **MUST** be submitted to the Principal's Office before the child will be allowed back in school.

5. In case of absence, a written excuse including the child's name, nature of illness or injury, and length of absence must be given to the classroom teacher. When a medical appointment is attended during school hours, a medical slip from the doctor should be turned into the office.
6. The parents are requested to notify the school principal whenever there is a case of suspicious communicable disease.
7. Parents must send a letter giving the school administrator permission to pass out medication of any type. (included in handbook)
8. Whenever a child receives a head injury calling for first aid (Ice, bleeding, etc) this information will be shared with parents so that they may be watchful for any suspicious symptoms.
9. If a student is identified with having lice or nits parents will be notified and asked to treat their child. The school will recheck that student everyday until he/she is completely lice or nit free. If it is a severe case or continual case, the student will not be permitted into school until they are nit free.

### **\*\*\*PRESCRIPTION MEDICATIONS IN SCHOOL**

If it becomes necessary for a student to take any form of medication while at school, a signed note from a parent/guardian must be presented to the school office. All medication must be kept in a prescription labeled container and be dispensed through the office. Use of non-prescription drugs also requires written parental permission. It is the responsibility of the student to remember to come to the office to receive their medication.

## **Wakefield-Marenisco School District Policy Notification Statement of Compliance With Title IX Prohibiting Sex Discrimination in School**

It is the policy of the Wakefield-Marenisco School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Mrs. Catherine Shamion, Superintendent of the Wakefield Marenisco School District, 715 Putnam Street, Wakefield, Michigan 49968 Telephone (906)224.9421. Compliance Information can also be obtained by writing to the Director Of The Office Of Civil Rights, Department of Health, Education and Welfare, Washington DC.

### **Federal Law Compliance Policy**

It shall be the policy of the Wakefield-Marenisco School District not to discriminate on the basis of religion, race, national origin, sex or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extracurricular activities and services.

It shall continue to be the policy of this school district to make all employment decisions in a non-discriminatory manner. No decisions as to hiring, assignment, promotion, transfer; layoff, termination or reinstatement shall be made on the basis of religion, race, nationality, sex or handicap. Equal pay shall be given for the performance of jobs requiring equal skill, effort and responsibilities.

## **Wakefield-Marenisco School District Policy for Drug Free Schools**

The Wakefield-Marenisco School District Board Of Education is concerned with and for the safety of its employees and students. The Board understands the necessity of a healthy work environment in order to successfully accomplish its mandate to provide education to the students of the school district and the need to maintain employee productivity. Accordingly, it is the policy of the board of Education to maintain a "Drug and/or Alcohol" free work place for all employees and students.

It is further the policy of the School District that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol is prohibited on all premises on which School District programs or related activities are conducted or located or at which any employee of the School District is performing his/her responsibilities.

The Wakefield-Marenisco School District Board Of Education hereby established a Substance Abuse Prevention Program for the District's employees and students inclusive. The board will create, maintain, and enhance (when applicable) a Student Assistance Program and Employee Assistance Plan in full compliance with PL100-890 and PL 101-226. Further, the Superintendent of the district may employ the services of a professional organization to establish and operate the aforementioned services.

## Responsibility

The Board Of Education hereby delegates to its Superintendent the responsibility to effectuate, oversee and implement the requirements of this policy. The Superintendent is charged with the responsibility of making a good faith effort to maintain a "Drug and/or Alcohol" free workplace through the implementation of this policy.

## Sexual Harassment

The Wakefield-Marenisco School District will not tolerate sexual harassment in any form, neither by employee to employer, student to student, employee to student, or student to employee.

A complete policy on sexual harassment is available in the Superintendent's Office upon request. Any suspect sexual harassment would be reported immediately to an administrator in the school system.

## Weapons

### In order to provide a safe learning environment for all children, our school must be weapon-free.

A. Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

B. As a matter of School District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray, etc.

School officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

## Possession, Sale, or Use of Alcohol or Drugs

The use, possession and/or sale of alcohol or drugs are not permitted by a student at anytime, anywhere on school premises (including a student's car in the school parking lot) or at school-sponsored activities. Consequences for rule violation will include detention, in-school suspension and possible out of school suspension or expulsion. The student is also suspended from any extra curricular activity held during the suspension period. The student must agree to a drug-alcohol assessment and recommended counseling as determined by the assessment and initial interview by a certified drug and alcohol counselor before returning to school after any suspension. Any possession of alcohol or drugs will be confiscated as a violation of the school code and State Law. School officials have the obligation to inform law enforcement authorities which may lead to the arrest of a student in violation of State Law. Any student attending school sponsored functions, whether it is classes, dances or other events, either on or off school property, while under the influence of alcohol or drugs, shall be suspended from school and all school activities. The above rules apply to all students regardless of age.

## ***ANTI-BULLYING/INTIMIDATION POLICY***

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

### ***What Is Bullying?***

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the "target" of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to the following types of conduct:

- Verbal:** Name-calling, teasing, threatening, taunting and gossiping
- Emotional:** Shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors and exerting coercive peer pressure
- Physical:** Any sort of aggressive physical contact, including punching, poking, shoving, kicking, choking, pulling hair, beating, biting and tickling

### **Prevention**

The district shall provide to students learning activities regarding the nature and seriousness of bullying; knowledge, attitudes and skills necessary to discourage bullying; standards of acceptable behavior, and ways in which students can be actively involved in creating a safe school environment.

### **Intervention**

1. Allegations of bullying shall be promptly investigated. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person. Reports of bullying must be brought to the attention of the administration or a teacher immediately.
2. Victims or witnesses of bullying should complete an Incident Report Form – which are located in the Principal's Office and Guidance Office.
3. Bullying/intimidation will lead to the following disciplinary consequences, including, but not limited to: reprimand, suspension, expulsion, and conflict resolution with the counselor.

### **Discipline Consequence Options**

A student may be assigned one of the following consequence options if he or she violates rules established by teaching staff, school administration, or board policy.

- Lunch Detention
- Recess Detention
- After-School Detention
- 1, 2, 3, or 5 day Out-of-School Suspension
- Pre-Expulsion Contract
- Expulsion

The consequence options listed above are provided for guidance. Administration and teaching staff may determine the appropriate course of action based on the situation and board policy. Administration and teaching staff reserve the right to incorporate additional consequence options when the situation calls for a reasonable alternative. Repeated violations of any school rule may result in a suspension up to ten (10) days and parent conference. All discipline will follow due process procedure.

## **Wakefield-Marenisco School District Authorization for Administration of Medication**

The undersigned parent/guardian authorizes the Wakefield-Marenisco School District, through its administrators, secretaries, or teachers, to administer medication to, or supervise the taking of medication by my child named below

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

It is understood that the undersigned parent/guardian shall immediately notify the school district in writing in the event that the prescription shall be discontinued or modified.

The medication must be brought to the school office in a container that is appropriately labeled by the physical or pharmacy. Daily carrying of medication is NOT ALLOWED. Refill of the prescription shall be the responsibility of the parent or guardian.

Further, the undersigned person or persons release the school district, and shall indemnify said school district from any and all liability for damage to the student which could be a result of administration of said medication prescribed by the student's physician.

Signature Of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**To Be Completed By The Physician Or Authorized Prescriber:**

Name Of Medication To Be Administered \_\_\_\_\_

Dosage \_\_\_\_\_

Reason for Medicatio (optional) \_\_\_\_\_

Time Medication Is To Be Administered \_\_\_\_\_

Form of Medication \_\_\_Tablet/Capsule \_\_\_Liquid \_\_\_Injection \_\_\_Nebulizer \_\_\_Inhaler \_\_\_Other

Start Medication \_\_\_Date Form Received \_\_\_Other Date\_\_\_\_\_

Stop Medication \_\_\_End of School Year \_\_\_Other Date/Duration\_\_\_\_\_ \_\_\_For Episodic/Emergency Events Only

Storage \_\_\_None \_\_\_Refrigerate

This student is both capable and responsible for self-administering this mediation \_\_\_No \_\_\_Yes, Supervised \_\_\_Yes, Unsupervised

This student may carry this medication if school policies will adhere \_\_\_Yes \_\_\_No

Please note any instructions and comments regarding this prescription. Please include adverse reactions to be aware of, precautions, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Physician's Name  
Physician's Address

\_\_\_\_\_  
Physician's Telephone Number

NOTES \_\_\_\_\_  
\_\_\_\_\_

# Communicable Diseases Information

Medical Name	Incubation Period	Contagious Period	Site Of Rash	Characteristics	Symptoms	Duration
<b>Measles (Rubella)</b>	From beginning of symptoms to 4 days after rash erupts	8-13 days	first on face & neck, then on trunk and legs	Dusky red blotches	Fever, red eyes, runny nose, light hurts the eyes, White spots on inner mouth, blotchy red rash	4-6 days
<b>German Measles (Rubella)</b>	1 week before the rash, until 4 days after	14-21 days	First on the face & neck, spreading to the trunk & limbs	Pinkish Rash	Fever, headache, red eyes. All of these are usually mild	1-3 days
<b>Chicken Pox (Varicella)</b>	5 days before the rash until 6 days after the rash develops	2-3 weeks	First on the trunk, later on the face & neck	Raised spots, red spots blister like elevations	Fever, headache, weakness, then a rash	5-6 days
<b>Mumps (Infectious Parotitis)</b>	2 days before swelling/up to 9 days after	12-26 days	Swelling in front of the ears		Fever, swelling of the glands	
<b>Scabies (Itch Mites)</b>	Immediately spread by itch mites	5-7 days	Skin, usually on warm places covered by clothes	White scaly areas	Itching, very contagious. Transmitted by skin and contact with clothes	Lasts until all the mites are gone
<b>Pin worms</b>	Inhabit upper part of large intestines. Usually found in stool. Hand washing is important to prevent spreading.		Itching in and around the anal area		Infection transmitted by eggs on the toilet seat, bedding or clothing. Can be spread by improper hand washing	Medication is necessary to get rid of it
<b>Impetigo (Staph or Strep)</b>	Spread by direct contact with moist discharge of lesion. Highly contagious		Usually around the mouth area	Infected, weeping sores	Starts as a raised spot and quickly becomes open, spreads and forms a yellow crust	Medication is necessary to get rid of it
<b>Pink Eye (Conjunctivitis)</b>	Immediately very contagious		In and around the eye		The white of the eye is red. Itching & burning in the eye	Medication is immediately necessary
<b>Reyes Syndrome</b>	Affects children and infants up to about 19 years of age. Seems to appear more in Jan, Feb, And March			Affects all organs of the body	Continuous vomiting, listlessness, loss of energy. Stage 2/personality change, confusion, delirium, convulsions	Contact your doctor if you suspect Reyes Syndrome! Avoid any product that contains aspirin.

## Freedom of Information Act

From time to time, requests are made to the school under the Freedom of Information Act. The Wakefield-Marenisco School District Board Of Education Policy states that certain "Directory Information" can be disclosed under the Family Educational Rights And Privacy Act. (FERPA) The following information is designated under the law as "Directory Information":

1. *Student's Name*
2. *Participation in officially recognized activities and sports*
3. *Height and weight*
4. *If a member of an athletic team*
5. *Date of graduation*
6. *Awards received*
7. *Honor rolls*
8. *Scholarships*

Parents and adult students may refuse to allow the District to disclose any or all of such "Directory Information" upon written notification to the District within 14 days after receipt of this handbook.

*~ Closing ~*

Let us remember that our school will be as effective as we make it. Your cooperation in communicating with the teachers and working together with them to help achieve our objectives with your child will be greatly appreciated.

