

Woodhaven-Brownstown School District

Pre Kindergarten - Fourth Grade

Elementary School Handbook



Woodhaven-Brownstown School District
24821 Hall Road
Woodhaven, MI 48183
734-783-3300

Central Office Administration

Mark Greathead, Superintendent
Joshua Satterfield, Director of Curriculum
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Bates Elementary School
Cherie Godfrey, Principal
22811 Gudith Road
Woodhaven, MI 48183
734-692-2217



Erving Elementary School
Caterina Berry, Principal
24175 Hall Road
Woodhaven, MI 48183
734-692-2212



Gudith Elementary School
Thomas Martin, Principal
22700 Sibley Road
Brownstown, MI 48173
734-783-5386



Wegienka Elementary School
Michelle Briegel, Principal
23925 Arsenal Road
Brownstown, MI 48134
734-783-3367



Yake Elementary School
Timothy Podlewski, Principal
16400 Carter Road
Woodhaven, MI 48183
734-692-2230

School Hours:

Full Days 9:00am - 3:45pm

Half Days: 9:00am - 12:00pm

Welcome to our Elementary Schools. All the members of the staff are pleased to have you as a member of our learning community. Please read this Student/Parent Handbook. These rules support our efforts to maintain a safe, secure, comfortable learning environment for ALL children.

Elementary School Student/Parent Handbook Woodhaven-Brownstown School District

Welcome to our Elementary School. All the members of the staff and I are pleased to have you as a student and we will do our best to help make your experience as productive and successful as you wish to make it.

Bates Elementary,	Cherie Godfrey, Principal	734 692 2217
Erving Elementary,	Caterina Berry, Principal	734 692 2212
Gudith Elementary,	Thomas Martin, Principal	734 783 5386
Wegienka Elementary,	Michelle Briegel, Principal	734 783 3367
Yake Elementary,	Timothy Podlewski, Principal	734 692 2230

Mark Greathead, Superintendent of Schools 734 783 3300
Woodhaven-Brownstown School District

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT

Parents/Guardians and Students:

To make the school year more productive and more satisfying, it is important to understand the rules and procedures of our Elementary Schools. Please read this Student/Parent Handbook. In this handbook is the Student Code of Conduct. These rules support our efforts to maintain a safe, secure, comfortable learning environment for ALL children.

After reading and reviewing this handbook with your child(ren), please sign this cover sheet and have your son/daughter return this cover page to his/her teacher. Each student must return a copy to their teacher.

By signing below, we acknowledge that both the parent and the student have read (or discussed) this Student/Parent Handbook and understand the appropriate behaviors expected of all students.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Adopted by the Board of Education on _____.

TABLE OF CONTENTS

Foreword.....	1
Mission of the School District.....	1
Equal Education Opportunity Statement.....	1
Parent Involvement.....	1
Individuals with Disabilities.....	1
Limited English Proficiency.....	1
Student Records.....	2
Relations with Parents.....	2
Section I – Student Well-Being.....	3
Control of Casual-Contact Communicable Diseases and Pests.....	3
Control of Non-Casual-Contact Communicable Diseases and Pests.....	3
Emergency Medical Authorization.....	3
Immunizations.....	3
Specific Health Care Needs and use of Medication at School.....	3
Asthma, Inhalers, & Epi-pens.....	4
Section II – General Information.....	4
Articles Prohibited at School.....	4
Cell Phones and Electronic Communication Devices.....	4
Early Dismissal.....	4
Emergency Closings and Delays.....	4
Emergency Preparedness Drills.....	4
Meal Service.....	5
Lost & Found.....	5
Review of Instructional Materials and Activities.....	5
Student Sales.....	5
Use of School Equipment.....	5
Use of Telephones.....	5
Video Surveillance.....	5
Visitors.....	5
Volunteers.....	5
Section III – Academics.....	6
Computer Technology and Networks.....	6
Field Trips.....	6
Grades.....	6
Homework.....	6
Promotion, Placement, and Retention.....	6
Scheduling and Class Assignments.....	7
Student Assessment.....	7
Section IV – Student Conduct.....	7
Attendance.....	7
Student Code of Conduct.....	8
Dress Code.....	8
Types of Student Misconduct.....	9
Discipline and Due Process Rights.....	12
Search and Seizure.....	13
Student Rights of Expression.....	13
Section V – Transportation.....	14
Bus Rules.....	14

FOREWORD

This student handbook is designed to answer many of the commonly asked questions that students and families have during the school year and to provide information about certain board policies and procedures. Become familiar with the following important information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective for the 2019-20 school year and takes effect immediately.

This handbook reflects the current status of the Board's policies and the school's rules as of September 1, 2019. If any of the policies or administrative guidelines referenced herein are revised after September 1, 2019, the language in the most current policy or administrative guideline prevails. The district's policies may be accessed, on line, through the district's website at <https://www.mywbsd.org/>

MISSION OF THE DISTRICT

Learning and Leading for Tomorrow
Engage, Enlighten, Empower

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Mark Greathead, Superintendent of School
(734) 783-3300

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s).

INDIVIDUALS WITH DISABILITIES

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

LIMITED ENGLISH PROFICIENCY

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

contact the director of Special Education at (734)783-3322 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Directory information may be provided upon request to any individual, other than a forprofit organization, even without the written consent of a parent. Parents may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the district's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Access to all student records is protected by (FERPA) and Michigan law. Except in certain circumstances as defined in State and Federal law, the District may not release confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, or a graduate of the district. The district is not allowed to release a student's social security number. Examples of other confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Parents and eligible students have the right to review, amend, and receive copies of all educational records. Costs for copies of records may be charged to the parent. A written request to amend a record must be made to the building principal. To review student records please provide a written request to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Consistent with the Protection of Pupil Rights Amendment (PPRA) and Board Policy, parents have the right to inspect, upon request, a survey or evaluation created by an outside party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

Relations with Parents

The Board needs parents to assume and exercise responsibility for their children's behavior. During the school hours, the district's administrators recognize the responsibility to monitor students' behavior and the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations per student code of conduct.

SECTION I – STUDENT WELL-BEING

School safety is a responsibility of all members of the learning community. All staff members are familiar with emergency procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Contagious diseases that may require a student to remain at home include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines or by the local health authorities.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

EMERGENCY MEDICAL AUTHORIZATION

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school's secretary or building principal.

SPECIFIC HEALTH CARE NEEDS AND USE OF MEDICATIONS AT SCHOOL

A. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed: The Medical Prescriber/Parent Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. The form is available in the school office.

B. All prescription and non-prescription medications must be brought to the school office directly by the parent in the ORIGINAL container that is appropriately secured. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, backpack, pocket, or by the student in another manner.

C. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

D. The parents shall have sole responsibility to instruct their child as to the time the medication is to be taken, and the child has the responsibility for both presenting himself/herself on time in the office, to receive the prescribed medication.

E. The building principal maintains a log for each prescribed medication, including the adult who gave the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non Prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense nonprescription, over-the-counter (OTC) medication to any student without a physician's authorization on file in the school office.

SECTION II – GENERAL INFORMATION

ARTICLES PROHIBITED AT SCHOOL

Without permission, students should not bring electronic or personal items to school. They are often lost, misplaced, or unintentionally damaged. The school is not responsible for their safekeeping and is not liable for their loss or damage.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICE

A student may possess a cell phone, electronic communication device. During school hours the cell phone, other ECD/ESD or other electronic device including a camera must remain off and out of sight unless expressly permitted by a teacher or building administrator.

The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the school be responsible for preventing theft, loss, or damage to cell phones or ECD/ESD brought onto its property.

Except in an emergency, students will not be called to the office to receive a telephone call. Please handle all pick up or other arrangements with your child before they arrives at school. Please do NOT call your child on their cellular

telephone during the school day. Students' cellular phones are to be off and out of sight; emergencies should be called into the building office.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without consent of a parent, guardian, or emergency contact. Students will only be released upon verification of a photo ID. If a student must leave the building because of illness or any other emergency, a parent or designee (the designee must be listed on the student's emergency card) must sign out the student in the Main Office. Failure to follow the proper procedure will be considered skipping. **In an effort to maintain an effective functioning school, students may not be released from school within thirty (30) minutes of the end of the day, except for emergency purposes.**

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify media outlets, automated telephone messages, and social media platforms. Parents and students are responsible for knowing about emergency closings and delays. Please be sure any change in telephone number is immediately registered in the building office. Additionally, you can keep current by texting "WBSD" to 888777.

EMERGENCY PREPAREDNESS DRILLS

Emergency Preparedness drills at regular intervals are required by law and are an important safety precaution. The teacher in each classroom will train the students for each emergency situation:-

MEAL SERVICE

Cafeteria Rules are as follows:

- 1) Lunch bags and boxes should be labeled with the student's name.
- 2) Students will walk quietly to the lunch room.
- 3) Students will sit at their assigned tables and remain in their seat while eating lunch.
- 4) Indoor voices will be used at all times in the cafeteria.
- 5) Students are responsible for cleaning their eating area.
- 6) Lunch bags and boxes should be labeled with the student's name.
- 7) Students will walk quietly to the lunch room.
- 8) Students will sit at their assigned tables and remain in their seat while eating lunch.
- 9) Indoor voices will be used at all times in the cafeteria.
- 10) Students are responsible for cleaning their eating area.

Applications for the school's Free and Reduced-Priced Meal program are available in the office and on the district's website. Please contact the building secretary if you believe your family is eligible.

LOST AND FOUND

Students who have lost items should check the lost and found and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year. Please mark your child's belongings with their first and last names.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Any parent who wishes to review materials or observe instruction must contact the principal. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

STUDENT SALES

No student is permitted to sell any item in school unless it is related to a school function and approval is granted by the building administrator.

USE OF SCHOOL EQUIPMENT

Students must receive the permission of the teacher before using any equipment or materials in the classroom. Students will be held responsible for the proper use and protection of any equipment they are permitted to use.

VIDEO SURVEILLANCE

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, law enforcement personnel may view the footage. Videos may not be released or seen without administrative permission.

VISITORS/UNAUTHORIZED PERSONS

Visitors, especially parents and guardians, are welcome at the school. Visitors and volunteers will be required to bring in state issued identification that will be digitally scanned to create visitor passes. IF a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

An unauthorized person is one found in the building without a visitor pass, who does not have lawful business to pursue at school, or who acts in a manner that disturbs the normal education function of the school. The school administration has the right to seek the immediate removal of unauthorized persons from the school property. This includes students who are under suspension or expulsion.

VOLUNTEERS

We recognize that certain programs and activities (including lunch visits with your student) can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities. In order to properly monitor the safety of students and staff, volunteers will submit to an ICHAT(electronic) background **check two weeks** prior to volunteering in the School. For out-of-state and overnight trips requires additional background screening.

SECTION III - ACADEMICS

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed every school year.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. Attendance and school rules apply during all field trips.

REPORT CARDS

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Students will receive a report card at the end of each marking period indicating their grades for that time period. When a student appears to be at risk of failure, teachers will notify parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made. Policy 5410 establishes criteria for promotion, placement, and retention.

DEFINITIONS

A. Promoted:

Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

B. Placed:

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the professional staff recommends and the building administrator concurs and the parent agrees, that it is in the student's best interest to move to the next grade.

C. Retained:

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the professional staff with the concurrence of the building administrator and the parent.

Criteria for Consideration

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

Timeline for Elementary Grade Placement Changes

1. Before Parent/Teacher Conference: Principal will review grade placement procedures with teachers.
2. October-January: Teacher should inform parents of student progress.
3. Early March: Teacher will notify principal, if an alternative grade placement or retention is being considered. The Student Intervention Team will be convened by the principal.
4. Early April: If placement or retention is still being considered, parents should be notified by this time and commitment to the decision secured.
5. May-June: Decision on placement or retention is made and student Grade Placement Recommendation is completed.

SCHEDULING AND CLASS ASSIGNMENTS

The principal will assign each student to the appropriate classroom to ensure a balanced program.

STUDENT ASSESSMENT

To measure student progress, students take classroom assessments periodically in each subject during the school year. These tests monitor progress and determine mastery levels as well as determine instructional needs and assign grades. Teachers select and prepare these tests. Students also take state and district mandated tests periodically during the school year.

SECTION IV- Attendance

The administration and faculty believe that classroom experience and teacher-student interaction are essential components of learning. The promotion of lifelong habits of self-discipline, good attendance, and punctuality is important in the development of a productive student and citizen.

The attendance policy is based on the State Law of Michigan which requires, "every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and sixteen (16) years, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the School District in which the child is enrolled."

DEFINITIONS

A. Absence

An absence is any day that a student misses school. Absence is anytime a student misses 30 minutes or more in any half day period (am or pm).

B. Excused Absence

Any medically documented absence, funeral days, or other absence approved by the attendance office will not be counted against the student in the ten (10) day limitation.

C. **Suspended Absence**

A suspended absence is an absence from class as a result of a violation of the Student Code of Conduct. Suspended absences will not accumulate in the ten (10) day limitation. A student on suspension may not attend or participate in any extra-curricular or school activities.

Parent/Guardian Responsibility

If a student is unable to attend school or any part of the school day, it is the parent's responsibility to notify the school office by phone or through parent portal prior to the day of the student's absence. In those cases, when the call is recorded, the recording will be used to verify receipt of the phone call.

Excessive Absences

- If a child accumulates **10** absences in a school year the building administrator will **send a letter** to inform the parent/guardian of this and of our concerns.
- If the child reaches **15** absences in a school year the building administrator will **inform the local police department of a potential truancy issue**. The police department will then contact or visit the child's home to discuss the truancy with the parents.
- If the absences reach **20** in a school year, **referrals must be made** to the Local Police Department and possibly, the **Wayne County Prosecutor's Office**.

Parents are encouraged to make vacation plans when school is NOT in session.

Dress Code:

The primary function of a school is to develop a student academically, socially, and emotionally. Student dress should not come into competition or conflict with this goal. Studies have shown that behavior is influenced by how students are dressed. Proper dress promotes a positive self-image. Please dress your student appropriately for school. The following guidelines will be used in all Woodhaven-Brownstown School District Elementary Schools.

- * **Hats, caps and bandanas** are not worn in school at any time.
- * **Shorts** must be at least 5" from the crease in the back of the knee.
- * **Shirts**- No Spaghetti straps, no see-through, mesh, or mid-torso length shirts.
- * **Shoes and Boots**: Tennis shoes are required for gym classes. They should be white soled, as the black soled tennis shoes mark up the gym floor. Turf shoes and spiked shoes are not allowed. Socks must be worn to school. Sandals must have back ankle straps, and be worn with socks. Boots are encouraged for rainy and snowy days, but shoes must be brought to school for classroom use. Shoes with wheels inserted in them should not be worn to school.

General Guidelines for Clothing Attire:

Students should wear school appropriate attire that is safe, and refrains from suggestive or inappropriate wording or pictures, such as clothing advocating or advertising drugs, alcohol, tobacco, or violent acts.

Gang Apparel

Clothing carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student are not allowed. Students will be disciplined if they wear such clothing.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, **heelys**, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT CODE OF CONDUCT

****See WBSD District Code of Conduct.**

Updated August 2023