

STUDENT/PARENT HANDBOOK

for the

WELLS TOWNSHIP SCHOOL DISTRICT

Welcome to the 2019-2020 school year. All staff members at Wells Township School District are excited to have you as a student. Your experience here will be positive, productive, and successful with the help of our devoted staff.

**P.O. Box 108
38211 Co. Rd. 426
Arnold, Michigan 49819**

(906) 238-4200
Website: <http://www.wellstownshipschool.org>

FACULTY AND STAFF
2019-2020 Board of Education

President.....Celina Sundholm
Vice-President.....Linda Bruce
Treasurer.....Janet Gazan
Secretary.....Sandy Holmes
Trustee.....Keith Lohfink

School board meetings are held on the third Wednesday of each month at 7:00 p.m.
at the Wells Township School.

Administrator/Business Manager..... Luann Lohfink

Classroom Teachers K–8th..... Hope Bruce, Andrea DeCorte, and Kelsey Nordengren

Music Teacher.....Mary Bastian

Special Education.....MARESA

Technology Coordination Team.....Administration & Teaching Staff Team

Title I / Special Education Director.....Luann Lohfink

Transportation / Maintenance Supervisor.....Luann Lohfink

Bus Driver.....Laurie VanDamme

Cook / Food Service.....Patti Manninen

Custodian.....Loretta McCormick

Civil Rights Compliance Officer.....Luann Lohfink, Administrator

School telephone.....(906)238-4200

School fax.....(906)238-4200

School website: <http://www.wellstownshipschool.org>

Daily Schedule

8:50 a.m.....classes begin

11:30 a.m.....recess

12:00-12:20 p.m.....lunch

12:20 p.m.....classes resume

3:35 p.m.....dismissal

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FOREWORD

This student/parent handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions, we encourage parents to contact the appropriate school official with those questions or whenever concerns arise. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

VISION-MISSION-BELIEF STATEMENTS OF THE SCHOOL

The Vision, Mission and Belief statements for Wells Township School District are:

Vision Statement:

The Wells Township School District's vision is to provide quality learning opportunities for all members of Wells Township.

Mission Statement

The Staff at the Wells Township Elementary School, in partnership with the Community, believes that all students can learn and can achieve mastery of basic skills. We believe that our responsibility is to educate all students while fostering growth in social and emotional behavior and attitudes.

Beliefs Statement

The Wells Township School District staff and Board of Education believe:

- All children and adults can learn and grow in a safe, orderly, and positive environment
- All learners are our priority
- Parents, staff, and community work together to form a good education base
- We are visionary leaders and catalysts for education and educational change
- Data driven decisions are made, with collaboration from our stakeholders
- Continuous change is needed for the present and for the future of this school district and the community
- Technology is used to enhance our performance and learning as we move into the future

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:

Luann Lohfink
District Administrator/Compliance Office
(906)238-4200

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students are expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver this information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If for some reason this is not possible, students should seek help from appropriate staff members.

STUDENT WELL-BEING

Student safety is a responsibility of all staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills, and all staff members are familiar with accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have emergency medical information 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.

Students with specific health needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be attended to and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parent permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration for such instruction. Applications must be approved. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. Open enrollment/Limited School of Choice options are available at Wells Township School District.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents/guardians must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency,
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Additional enrollment information is available from the Administration Office.

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s).

TRANSFER OUT OF THE DISTRICT

Parents must notify the administrator about plans to transfer their child to another school. Transfer arrangements include school records, returning all school materials, and payment of any fees or fines due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the administration office for specific details.

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver on file in the school office. 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 office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed or non-prescribed (over-the-counter) medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be brought to the school office.
- D. Medication that is brought to the office will be properly secured.
- E. 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.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving 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.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

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 administration and updated annually.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, a communicable disease, 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 a panel of 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, HIV (Human-immunodeficiency), Hepatitis B, 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.

INDIVIDUALS WITH DISABILITIES

The American's 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.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Luann Lohfink, District Administrator at 906.238.4200 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instruction 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 Luann Lohfink, District Administrator, at 906.238.4200 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. Neither the Board of Education nor its employee's shall permit the release of the social security number of a student, or other individuals except as authorized by law.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Administrator. Written notification must be received within ten (10) days of receipt of this handbook. Directory information includes:

Student's name, address, and phone number.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate, subject to limited exceptions.

“Please be advised that according to FERPA regulations, parents have the right to inspect and review the student's education records; seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and Sec. 99.31 authorize disclosure without consent; and file with the Department a complaint under Secs. 99.63 and 99.64 concerning alleged failures by the education agency or institution to comply with the requirements of the Act and this part.”

“An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legal binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.”

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by nonschool professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the school Administrator in writing, stating the records desired. The records will be collected and an appointment will be made within forty-five (45) days of the request with the appropriate persons present to answer any questions there may be.

The Family Policy Compliance Office of the U.S. Department of Education administers both FERPA and PPR. 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 Ave., 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@Gov; and PPR@ED.Gov .

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Administrator prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

BREAKFAST AND LUNCH PROGRAM

A complete Breakfast and Lunch program is provided for students. The cost is \$1.00 for breakfast and \$2.00 for lunch with reduced or free meals for those students who qualify. Milk is available for purchase for \$0.30. 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 all students in the "parent packet" at the beginning of school. If a student does not receive one and believes that s/he is eligible, contact the school office.

The Wells Township School District bills monthly for school meals. For additional information please contact the school office at (906)238-4200.

FIRE, LOCK DOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct five (5) fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills (2) will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a whistle being blown throughout the school building.

We will conduct three (3) lockdown drills per year as required by the State of Michigan. Specific instructions and training is provided to all staff members. All students are trained in how to proceed with safe, prompt and orderly reaction to a lockdown drill or building lockdown.

The alarms for each of these drills are different. Students and staff review these drill procedures throughout the school year. Documentation of fire, tornado, and lockdown drills are posted in the administration office.

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 local radio and television stations. If the decision is made to dismiss school *after* the students and staff have arrived for the day due to inclement weather or other conditions, the school will make every attempt to contact parents/guardians (or an adult indicated on the student emergency information form) prior to dismissing students.

PESTICIDE NOTIFICATION

Parents will be notified before any pesticide application is made on school property.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school building. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Administrator. *All visitors are to report to the office upon arrival.*

TRANSPORTATION ARRANGEMENTS

All students need parental consent to get off the bus at a stop other than his/her regular designated bus stop. A written note, signed by the parent/guardian, or a phone call to the school office before 3:20 p.m. will be acceptable for alternate transportation arrangements.

ANNUAL EDUCATION REPORT

The Annual Education Report is published annually by the Wells Township School District. This document is a report of school activities, functions, student and staff recognition, etc. A copy will be posted to the school website: <http://www.wellstownshipschool.org>, parents have the opportunity to request a printed copy, and staff and Board of Education members each receive a copy of this document. Additional copies are available in the Administration Office upon request.

SCHOOL IMPROVEMENT PLAN

The Wells Township School District *School Improvement Plan* is reviewed annually. The School Improvement Team developed the current plan. Parents, Community Members, Staff, Board of Education members and students can be a part of the School Improvement Team. The current School Improvement Plan is posted to the school website at <http://www.wellstownshipschool.org>. Additional printed copies are available upon request in the Administration Office.

SECTION II - ACADEMICS

BASIC INSTRUCTIONAL PROGRAM

It shall be the policy of the Board of Education to provide a sequentially developed basic curriculum for the intellectual growth of all pupils, kindergarten through eighth grade, including those students with special needs. Learning experiences and achievements may vary according to individual needs; therefore, the program developed shall give all pupils a body of basic understandings, attitudes and knowledge needed for living in a democracy.

It shall be the aim to assure students the opportunity to develop intellectual curiosity, critical thinking, problem solving abilities, and aesthetic appreciation during their school years, which may be used throughout life.

The Board places a high priority on those kinds of learning which serve as a foundation for all educational development. The program of studies at all levels shall meet the requirements of the Michigan Department of Education. The program of instruction in the elementary/middle school includes:

- English Language Arts, including reading, writing, spelling, and oral and written expression
- Social Studies: embracing history, Michigan studies, geography, map skills, economics, civics, and career exploration
- Mathematics
- Science/health
- Physical education

- Music
- Art
- Technology

The teaching procedures employed should include instruction in study and work habits, library usage, safety, conservation, health and hygiene, citizenship, the establishment of purpose, and the development of character and morality.

SPECIAL PROGRAMS

- Title I
- Special Education
- Physical Therapy
- Occupational Therapy
- Speech/Language Pathology Services

INSTRUCTIONAL GOALS

The Board of Education will provide, within the financial limitations set by the community, the best educational opportunities possible to enable all of our children to succeed personally, socially, and academically. The Board and all persons associated with the school district will direct their efforts to this end. The goals of the district will be to permit and assist every child to acquire:

1. The greatest possible understanding of himself/herself and an appreciation of his/her worth as an individual and as a member of society.
2. Satisfying and responsible relationships with persons belonging to social, cultural, and ethnic groups different from his/her own.
3. A mastery of the basic skills in the use of the language arts- -listening, speaking, writing, reading, spelling, grammar, and of mathematics for obtaining information, communicating effectively, thinking critically, reasoning logically, and solving problems.
4. Basic information pertaining to the principles of the natural, physical, biological, and social sciences, the historical record and current events.
5. The desire and the ability to express himself/herself creatively in one or more of the fine and creative arts.
6. Promote the attitudes associated with responsible citizenship.
7. The ability to conceive, perceive, understand and appreciate the interrelationship of all elementary/middle level academic disciplines to enhance and enrich understandings derived in the separate subject areas.
8. The knowledge, habits and attitudes that promote personal health and cleanliness, physical, mental and emotional well-being and cooperation among individuals.
9. The skills necessary for entrance into middle school and, thus, successful completion of high school or an equivalent program of secondary education.
10. An understanding of career roles, the relatedness of learning experiences to real life, and the importance of high school education.

REPORT CARDS

Report cards and Interim reports are issued quarterly. If you have questions regarding grading, please contact your child's classroom teacher.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, 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 up to and including suspension from school or referral to law enforcement authorities. The use of the Network is a **privilege** which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENT

To measure student progress, Wells Township School third, fourth, fifth, sixth, seventh, and eighth grade students are tested online in accordance with State of Michigan standards through the Michigan Student Test of Educational Progress (M-Step). An online tool will be utilized for the fifth year from Northwest Evaluation Association (NWEA) using Measures of Academic Progress (MAP) in math, reading, language, and science to all students. Teachers have ongoing progress assessments in individual subject matter as well. Reading assessments are included with the use of DIBELS (Dynamic Indicators of Basic Early Learning Strategies) from Kindergarten-Sixth Grade. Assessment information is shared with parents.

FIELD TRIPS

As an extension of our curriculum, field trips are scheduled to be academic activities that are held off school grounds. These are usually day trips taken during the regular school day; any plans for overnight trips will be discussed with parents prior to final decisions regarding them. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

MUSIC PROGRAM

The school's music program involves two music concerts during the school year. *Participation* in the program is part of the grade your child receives. If there is an emergency or family related consideration that your child cannot participate, an absence may be excused at the discretion of the Administrator. Please contact the District Administrator regarding this. Band students are required to practice their instruments and will be tested.

NO CHILD LEFT BEHIND ACT OF 2001

The No Child Left Behind Act of 2001, federal law requires that all Title I schools provide notice to parents of their right to know their child's teachers' qualifications, and notify them in a timely manner if the child is assigned or taught by a teacher who is not "highly qualified" for 4 or more consecutive weeks. This law applies to Title I teachers. Wells Township School receives federal funding to operate our Title I program. Our Title I program consists of teacher assistance and professional development for our staff. **All of our teachers currently meet qualifications and are teaching in their "major area" of study and/or certification.**

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Wells Township School provides students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students must meet academic and behavior prerequisites.

Students must maintain a “C” average. If a student falls below a "C" average, instead of attending practices they may stay after school to work on bringing up their grades. Once a student has brought their grades up, they may resume being on the team.

Students must also be in good standing behaviorally. Any student receiving three or more behavior office referrals in one week will not be allowed to participate the following week. Students will then resume eligibility to participate.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the administrator.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy: The State School Code concerning the education of children states that all children ages 6-16 are compelled to attend school. Regular attendance is a **legal** responsibility of the parent. It is understandable that a child will miss school at times and guidelines concerning reasonable absenteeism have been set. Any child absent more than ten (10) school days is considered in violation of the attendance policy of the district. A conference with the parents may be requested to discuss the reason for the frequency of absenteeism. We urge you to encourage good attendance as success in school often goes hand-in-hand with good attendance.

Absences: Should your child be absent due to illness, **a call or email explaining the nature of the illness is mandatory by 9:30 a.m.** If you are planning a trip or vacation and wish your child excused from school, you must contact the classroom teacher so that proper arrangements may be made.

Excused Absences are for: illness, funerals (pre-approved), church related activities (pre-approval), school related business, and vacations (pre-approval).

Unexcused Absences include oversleeping, skipping, and not receiving parent/guardian contact for an absence within one school day.

Tardy: If a child is tardy for more than one hour, he/she will be considered absent for one-half day. If a child leaves school more than one hour prior to dismissal he/she will be considered absent for one-half day.

CODE OF CONDUCT

A major component of the educational program at Wells Township School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected student behaviors include: abide by national, state and local laws, as well as rules of the school; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others in accomplishing a common goal; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; and act at all times in a manner that reflects pride in self, family, and in the school.

DRESS CODE

Students must wear shoes in school at all times and **must have indoor and outdoor shoes**. No hats will be worn in the school building. Tennis shoes with non-marking soles are necessary for participation in Physical Education classes. Students should be dressed appropriately for the weather.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

DISCIPLINE CODE

Discipline should be corrective and help provide an orderly environment in which teaching and learning can take place. Further, it should serve to encourage appropriate behavior and self-control. Students should know behavior expectations and what consequences are used to reinforce appropriate behavior.

During the course of the school day students are expected to:

1. consume food or drink in designated areas such as the cafeteria or the classroom during teacher-approved activities.
2. not wear hats in the school building.
3. move about the building in an orderly fashion by walking.
4. dress appropriately, avoiding bare midriffs, short shorts, etc,
5. show respect for self and others, respect personal and public property.
6. keep their hands and feet to themselves, name-calling, throwing objects including snowballs and rocks, and fighting is not acceptable.
7. leave dangerous items at home, pocket knives, matches, etc,
8. follow directions by school personnel.
9. refrain from possessing or using any illegal substances such as alcohol, tobacco, or mind-altering substances.
10. not steal or cheat.

Wells Township School District Progressive Discipline Rubric

Level	Example Behaviors	First Offense	Second Offense	Third Offense
1	<ul style="list-style-type: none"> ● Incomplete assignment ● Insubordination ● Disrespect person/property ● Interference of normal school functioning 	One Walking Recess	Two Walking Recesses Written warning	Three Walking Recesses Student/Teacher call home
2	<ul style="list-style-type: none"> ● Persistent classroom misbehavior from above ● Inappropriate language ● Classroom disruption ● Exclusion/Taunting 	Three Walking Recesses Reflection Student/Teacher call home	Four Walking Recesses Reflection Student/Teacher call home	Five Walking Recesses Reflection Student/Teacher call home Parent Conference
3	<ul style="list-style-type: none"> ● Abusive Language ● Verbal/Physical Aggression ● Defiance/Disrespect ● Bullying ● Technology Violation ● Property Damage ● Lying/Cheating/Stealing 	Five Walking Recesses Reflection Student/Teacher call home Parent Conference	One Day in School Suspension Reflection Principal will call parent	Two Days in School Suspension Reflection Principal will call parent
4	<ul style="list-style-type: none"> ● Threats/Harassment ● Forgery/Stealing ● Fighting/Violence 	One Day in School Suspension Principal will call parent	Two Days in School Suspension Principal will call parent	Three Days in School Suspension Principal will call parent
5	<ul style="list-style-type: none"> ● Possession of Weapons (i.e. knives, guns, etc.) or using common items as a weapon to threaten or harm someone 	One Day Suspension Principal will call parent	Three Days Suspension Principal will call parent Criminal Charges (optional)	Referral to Board for Expulsion Principal will call parent Criminal Charges (optional)

The consequences contained in this rubric may be increased or decreased based upon the severity of the infraction, the frequency of the misbehavior, the relevant board policy violated, and /or the necessity to involve law enforcement. Teachers hold the discretion as to when the Level 1 behavior is elevated from a warning to a recorded First Offense.

Discipline of Students with Disabilities: Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

SECTION V - TRANSPORTATION

The Wells Township School offers transportation as a convenience to parents. This is a **privilege** not a right. This means that your child is eligible to ride provided he/she adheres to the safety rules. In the interest of safety for all students riding on the buses, a student will be reported in writing to the Administrator for continued and or willful disobedience of the safety regulations outlined below. Students shall maintain appropriate behavior on the bus by abiding by the following guidelines:

1. Shall keep hands to oneself; no scuffles/fighting
2. Shall not use obscene language or gestures toward driver or other students.
3. Shall not carry any weapons onto the bus.
4. Shall not carry or use any alcohol, drugs, or tobacco products on the bus.
5. Shall not damage or deface the bus in any manner.
6. Shall not stand or change seats while bus is moving.
7. Shall not yell out windows; avoid being noisy, and rowdy.
8. Shall load and unload in orderly fashion, no pushing.
9. Shall be courteous to each other and the driver.
10. Shall not distract the driver.
11. Shall wait in seat until bus stops at your destination.
12. Shall not open doors or windows, unless the driver authorizes it.
13. Shall keep hands, body and all other objects inside the bus.
14. Shall obey the driver at all times.
15. Shall be prompt to board the bus.

First offense-----warning

Second offense----1-day suspension

Third offense-----3-day suspension

Fourth offense-----minimum 5-day suspension

Parents are urged to discuss these rules carefully with their children. Contact the school if a student will be absent for an extended period of time. If the student does not ride the bus **in the morning** for three (3) consecutive days the bus will **not** stop again until the parent/guardian call to re-establish transportation.