

# **West Iron County Public Schools Stambaugh Elementary Handbook**



2022-2023

700 Washington Avenue  
Iron River, Michigan 49935  
Office Telephone      Office Fax  
(906) 265-6141      (906) 265-9810

[www.westiron.org](http://www.westiron.org)

Heidi Priestley, Principal

*(A copy of this handbook can be found at [www.westiron.org](http://www.westiron.org).)*

# ENTRANCE QUESTIONNAIRE STAMBAUGH ELEMENTARY SCHOOL



Today's Date \_\_\_\_\_

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

Student Name \_\_\_\_\_  
Last First Middle

Name of Parent(s)/Legal Guardian(s) \_\_\_\_\_

Student Local Phone Number or Contact Number(s) \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

## **Ethnicity and Race:** *(Note: Parts A and B must be answered per State of Michigan requirements)*

**Part A** Is this student Hispanic/Latino? (Circle only one)

**No, not Hispanic/Latino**

**Yes, Hispanic/Latino**

a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

*The above question is about ethnicity, not race. No matter which choice you circled above, please continue to answer the following by circling one or more choices to indicate what you consider your student's race to be.*

**Part B** What is the student's race? A person with origins in any of: (circle one or more)

**American Indian  
Or Alaska native**

the original peoples of North and South America, including Central America

**Asian**

the original people of the Far East, Southeast Asia, or the Indian Subcontinent including, for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, Vietnam

**Black or  
African American**

the black racial groups of Africa

**Native Hawaiian or  
Other Pacific Islander**

the original people of Hawaii, Guam, Samoa, or other Pacific Islands

**White**

the original peoples of Europe, the Middle East, or North Africa

NOTE: Parts A and B **must** be completed. If either part is not answered, the US Dept of Ed requires the school district to supply an answer on your behalf.

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Parent/Guardian Signature

**WEST IRON COUNTY PUBLIC SCHOOLS - STAMBAUGH ELEMENTARY**  
**Title I—Parent/Student/Teacher/Principal Compact**

**Parent/Guardian Agreement**

I want \_\_\_\_\_ to achieve. Therefore, I will encourage him/her by doing the following:

- \_\_\_\_\_ See that my child is punctual and attends school regularly.
- \_\_\_\_\_ Support the school in its efforts to maintain proper discipline.
- \_\_\_\_\_ Encourage my child's efforts to do his/her best.
- \_\_\_\_\_ Stay aware of what my child is learning.
- \_\_\_\_\_ Encourage positive attitudes.
- \_\_\_\_\_ Read with my child and let my child see me read.
- \_\_\_\_\_ Read and review all information my child brings home from school.
- \_\_\_\_\_ Establish a time for sharing daily school experiences and/or completing homework.
- \_\_\_\_\_ Provide a quiet place for my child to work.
- \_\_\_\_\_ Attend parent/teacher conferences for my child.
- \_\_\_\_\_ Attend at least two school functions. (Ex: Open House, Family Nights, fairs, etc...)

Parent preferred form of communication;

\_\_\_\_\_ Phone      \_\_\_\_\_ Email      \_\_\_\_\_ Face to Face

Parent/Guardian's Signature \_\_\_\_\_

**Student Agreement**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- \_\_\_\_\_ Come to school ready to learn and on time.
- \_\_\_\_\_ Finish my school work and participate in classroom activities.
- \_\_\_\_\_ Follow all school and home rules.
- \_\_\_\_\_ Respect my parents, classmates, teachers and other people in the community.
- \_\_\_\_\_ Do my part in keeping my school clean and safe.
- \_\_\_\_\_ Set aside a regular time and place each night to complete homework.

Student's Signature \_\_\_\_\_

**Teacher Agreement**

It is important that students achieve. Therefore I will:

- \_\_\_\_\_ Provide a caring learning environment where your child can be responsible for learning.
- \_\_\_\_\_ Provide an enriched and challenging curriculum aligned with the state core curriculum.
- \_\_\_\_\_ Provide appropriate and meaningful homework assignments for students.
- \_\_\_\_\_ Encourage students and parents by providing information about student progress.
- \_\_\_\_\_ Give students strategies to increase competence.

Teacher's signature \_\_\_\_\_

**Principal Agreement**

I support this form of parental involvement. Therefore I will:

- \_\_\_\_\_ Provide a positive atmosphere for learning.
- \_\_\_\_\_ Provide an environment that allows for communication among the teacher, parent and student.

*Developed by the Leadership Team for ALL students. Please complete and return to your classroom teacher.*

## About this Handbook

This handbook will explain some of the services, procedures, and rules of our school. Students and parents are asked to read and discuss the information together.

Parents: Please read this handbook with your son or daughter. Please complete and return the Handbook Signature Page and the Title I Compact to the Stambaugh Elementary Office. Both items are found in the beginning of the handbook. The Title I Compact is for all students and is an important declaration of shared responsibility among parents, students, teachers, and the principal for school success.

We welcome your suggestions or comments that will make the handbook more informative to you. Please contact the Principal with any questions or comments.

### District Phone Numbers

Stambaugh Elementary (K-5)	265-6141
Jr. High/High School (6-12)	265-5184
Superintendent	265-9218
Hot Lunch/Business Office	265-5218
Transportation	265-9218
Stambaugh Bus Garage	265-9047

### Our Mission

We, the Staff of Stambaugh Elementary School in cooperation with the families of our students, are committed to challenge each student to achieve his or her full academic potential, acquire high moral values, and develop a positive self-image in a safe and supportive environment.

### Our Philosophy

Based on our beliefs of how children develop and learn, we at the Stambaugh Elementary School envision an environment that provides positive learning experiences to promote a transition from home to school and to address individual needs by using a variety of teaching methods to ensure school success.



## Visitors & School Security

The following school policy is necessary to protect the safety and welfare of your children. We appreciate your cooperation in this matter. All persons having any reason to enter Stambaugh Elementary School, including the Stambaugh Campus, must **first present at the main office. For the safety of our staff and students, visitors will not be permitted past the secure entrance vestibule.**

If you need to give your child a message, medication, homework, lunch money, supplies, etc..., the office staff will take care of this for you. You will not be permitted to disturb the classroom during class time. These short class interruptions hamper valuable instruction time.

If you are going to pick up your child after school, please wait outside near the Tri Paw Lodge entrance. Students may only be released to their legal parent or guardian or the individuals identified by their legal parent or guardian on their emergency card. In addition, parents or guardians should send a written note to school or call the school when picking up their child.

## Arriving at School

Students should arrive at school **after** 7:40 a.m. All students will report to their classroom. They will be expected to hang up belongings and sit in their seats.



## Daily Schedule

Entry Bell		7:55
School Begins		8:00
AM Recess	K and 1 <sup>st</sup>	10:00-10:15
	2 <sup>nd</sup> and 3 <sup>rd</sup>	10:30-10:45
PM Recess	K and 1st	1:00-1:20
	2 <sup>nd</sup> and 3 <sup>rd</sup>	2:00-2:20
	4th and 5th	1:30 - 1:50
School Ends (Dismissal)		3:00

## **Drop Off & Pick Up of Students**

Families who drop off or pickup their children should use the turnaround. Parents in the turnaround should not exit their vehicles. Students should exit the car onto the sidewalk and enter the building. Families are not permitted to enter the school in the morning with students. If you have office business at any time of the day, please use the buzzer system located at the front door. **Please do not drop off or pick up students by the playground area. This represents a dangerous situation in an area with a considerable volume of traffic.**

## **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian or the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or legal guardian(s) or the individuals identified by their legal parent or guardian on their emergency card.

## **Cancellation of School**

When indicated by inclement weather, the Superintendent will close West Iron County Schools, after consulting with the Transportation Director and traffic authorities. Announcements will be made on local radio and television stations. You will also be notified via the Automated Calling System.

WIKB - Iron River (1230 AM)  
WIKB - Iron River (99.1 FM)  
WLUC - Marquette (TV Channel 6)  
Notification by Automated Calling Service

In some cases, school opening may be delayed and/or closed. Listen for these announcements on the local radio stations. Parents should refrain from calling the school unless absolutely necessary so that telephone lines may be kept open. Decisions and announcements are made as early as possible.

***No announcement means school is open!***

## **Delay/Closing of School**

School may be delayed two hours because of weather problems. If this occurs, all busses will run exactly 2 hours later than usual (as announced) and students who walk to school or to a bus stop should arrive 2 hours later than the normal time.

Occasionally, it becomes necessary to send students home early because of weather or other emergencies. Parents should anticipate school closing and/or early closing and arrange to be home or have an alternate plan. In addition, the student should be aware of this plan.

## **No Breakfast Served**

The school breakfast program is **NOT** served when school is delayed. Lunch is served 50 minutes after students arrive on 2-hour delay days.

## Attendance Policy

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever.

Absences are excusable for illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday and such other good cause as may be acceptable to the Superintendent (Board of Education Policy 5200).

### Call-In Procedures for Absences

Parents are requested to call the school by 9:00 AM on each day a student is absent from school.

In the event that phone contact was not made by home or school, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

### Recording Attendance

Attendance is recorded twice each day: once in the morning and then again in the afternoon.

Students are expected to be in their seats ready to begin work five minutes after the morning entry bell. Students are marked tardy if they are not in the classroom within the time specified. If a student arrives after 8:30, that student will be marked absent for the morning.

### Excessive Absences

**Excessive absence from school is defined as six or more days absent (excused or unexcused) and/or six or more tardies in a trimester.**

1. At three days absent and/or three days tardy, parents will receive an initial warning letter indicating the total days absent and the total days tardy. The Principal will confer with parents if necessary to determine the circumstances surrounding the absences or tardies.
2. At six days absent and/or six days tardy, parents will receive a second letter indicating the total days absent and the total tardies recorded. The parent or guardian will be required to attend a meeting with the Principal to initiate a Truancy Intervention Plan.
3. At ten days absent and/or ten days tardy, the Principal will determine to either submit a petition to the Court for resolution or seek an alternate remedy.

### Make-Up-Work

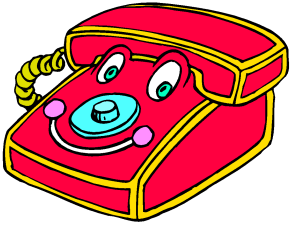
Parents are encouraged to call the school to arrange homework for a student that is staying at home because of illness. Parents may pick up the work or inform the office of another student who is willing to take the work home.

In the event of extended illness, make-up work should be turned in as it is completed rather than saving it at home until the student returns or waiting until all the work has been completed.

Make-Up-Work must be returned to the teacher in a reasonable time, to be determined by the teacher with respect to the particular circumstances leading to the absence.



## Telephone Use



Students will use school telephones with staff permission in cases of an emergency or illness. Students receiving telephone calls will be called out of class or from the school grounds only in the case of an emergency.

**Cell phones are not to be used during school hours. If a student uses his or her cell phone during school hours, the phone will be confiscated and a guardian will have to come in to pick it up.**

## Use of School Equipment and Facilities

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

## Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Toys should be left at home.

## Student Phone Number & Address

Contact the office immediately if there is a change in a student's address or phone number. If parents need phone numbers or other information for such things as birthday parties and visits, please make arrangements with other parents in advance. It is not appropriate to release this information for this purpose.

## Directory Information

### Public Requests for Student Information

The District will make the following information available to the public upon legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within forty-five (45) days from the date of this notification that she or he will not permit distribution of any or all of such information:

Student's name, address, and telephone number, date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; date of graduation and awards received; and any other information the District considers would not be harmful or an undue invasion of privacy, if disclosed.



## **Student Records**

The school district maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

The Principal is the Custodian of Records and is responsible for the supervision of student records at Stambaugh Elementary. The Principal's office is located at 700 Washington Avenue, Iron River, Michigan 49935 or by calling (906) 265-6141.

Each student record will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.

B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.

D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.

F. obtain a copy of the District's policy and administrative guideline on student records (#8330).

The Family Policy Compliance Officer in the U.S. Department of Education administers both the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.

## Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the superintendent. 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.

## Classroom Rules & Consequences

1. Teachers inform students and parents of classroom rules and consequences in writing.
2. Rules are posted in the classroom and reviewed often.
3. Consequences are reviewed as needed.

## Playground Rules & Consequences

1. No fighting
2. No throwing rocks or sticks
3. No tackling
4. Use equipment appropriately (i.e. Do not climb up the slides, do not go against traffic on rings)
5. Do not play in the bushes
6. Do not play in the trees
7. Do not hang on or climb on the fence
8. Do not throw objects into the street
9. Do not go beyond the boundary of the sidewalks and fences
10. Do not throw snow or snowballs

## Discipline

Rules are established to maintain a safe and orderly educational environment for everyone. Behaviors that interfere with teaching and learning will not be tolerated in school. Anything that detracts from a quality educational program will be dealt with firmly, yet fairly. Each student deserves a quality education and a safe, comfortable school. **Students are to immediately inform their classroom teacher and/or the Principal if they are threatened or feel unsafe. Bullying (verbal, physical, or emotional) will not be tolerated.**

A true educational success can only be obtained when it exists in a comfortable and supportive environment, sought-out by hard working students and encouraged by supportive parents and guardians.

## **Homework**

The assignment of homework can be expected. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **School-Wide Behavior Expectations**

Students at Stambaugh Elementary School are expected to be SAFE, RESPECTFUL and RESPONSIBLE at all times. The school staff utilizes a school-wide behavior management program that focuses on encouraging students to make appropriate decisions and take responsibility for their actions.

1. Be considerate, courteous and respectful of others, personal property, and school property.
2. Keep hands, feet, and objects to yourself. No physical contact (such as grabbing, hitting, kicking, pushing, shoving, slapping, and tackling).
3. Follow directions the first time they are given.
4. Come prepared to class with books, paper, pencils, and completed homework. Please keep school supplies to a minimum. Toys are best kept at home.
5. Stay in assigned area(s).
6. Line up and move quietly in an orderly fashion.
7. Use appropriate language.
8. Follow the school dress code.
9. No gum or candy, except on special occasions or as determined by the teacher.
10. Office permission is required to leave buildings or school grounds.
11. All caps off when entering the building.
12. Use equipment according to rules.
13. No cards allowed in school (Pokémon, baseball, etc...).
14. No trading of personal property.
15. No littering.
16. Keep all restrooms neat and clean.
17. Keep your work area and lunch area clean. All lunch items (food and beverages) must be eaten in the lunchroom.

## **Disciplinary Infractions**

***Infraction* is the breaking of any discipline rule and results in an automatic referral to the Principal. School staff are acting in *loco parentis*, which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just a teacher assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.**

### **1. Insubordination**

Insubordination is defined as:

- A. The failure to carry out any legitimate request of school personnel.
- B. To deliberately commit acts or actions violating school policies, rules, and regulations.
- C. To talk back, argue excessively, or use obscene or profane language or gestures when reprimanded or disciplined by school personnel.
- D. To deliberately fail to comply with a reasonable request of school personnel.
- E. To withhold his or her name when requested by school personnel.

### **2. Severe Physical Contact/Assault**

The act of quarreling involving bodily contact in or on school property, including any activity under school sponsorship (i.e. athletic event, etc...) or while being transported by the school.

Severe physical contact includes, but is not limited to, pushing, slapping, shoving, punching, kicking, hair pulling, and other forms of unwarranted, destructive physical contact.

### **3. Obscenities and Indecency**

The act of offending against recognized standards of propriety or good taste, including the use of vulgar language and gestures.

### **4. Dangerous Behavior and Unsafe Conditions**

The actions of an individual(s) which may or may not lead to injury and/or create unsafe conditions, which may or may not cause or lead to the harm of oneself or others. Examples of dangerous behavior and unsafe conditions include, but are not limited to the following: throwing of snowballs, stones, rocks, dirt or other objects as well as the act of spitting.

Students are not to carry out any act which leads to unsafe or unsanitary conditions to themselves or to other students or school personnel.

## **5. Bullying and Aggressive Behavior to Students**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive

behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

#### Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

#### Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional

distress;

- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

## **6. Intimidation**

Intimidation is the act of stalking, taunting, or threatening another individual. The use of coercion may also be considered intimidation.

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault, as will profanity directed towards a staff member in a threatening tone.

## **7. Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display.

Displays of affection include, but are not limited to, overt physical familiarity in any form, improper touching, excessive holding, kissing, etc...

**8. Disrespect to all adults (including administrators, teachers, aides, and other school personnel)**

The act of discourteous behavior including, but not limited to, snide remarks, dirty looks, non-cooperation with staff and administrators, insolence, walking away from a staff member or administrator, defiance of authority, and any other behavior that is disrespectful to others.

**9. Incurrigibility**

Incurrigibility is the repeated disobedience to reasonable directions of school personnel.

**10. Forgery/Cheating**

The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Cheating is any intentional act of fraudulent deception with respect to schoolwork (e.g. plagiarism) and any related activities.

**11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

**12. Vandalism**

Vandalism is the act of willful destruction of school property or property belonging to another or others.

**13. Theft**

Theft is the act of stealing school property or property belonging to another or others.

Students are encouraged not to bring unnecessary items of value to school without prior authorization from the Principal. **The school is not responsible for personal property.**

**14. Robbery/Burglary**

Robbery/burglary is entering a school building or any vehicle on school property without permission and for illegal or illicit purposes.

**15. Policy on Drug-Free Schools (Cigarettes, Tobacco, Alcohol, Drugs, Paraphernalia, etc...)**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage; tobacco product; anabolic steroid; dangerous controlled substance as defined by State Statute, or substance that could be considered a 'look-alike' controlled substance; or other substances which produce abnormal behavior. This includes controlled substances and prescription drugs that are not the property of the user or are not intended for distribution in the school community to others.

Drug paraphernalia, or other paraphernalia which could be used for the ingestion of drugs, illicit substances, or alcohol, is not allowed on school property or at school events.



Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

*The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.*

### **Drug Free Zone**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

### **16. False Alarms, False Reports and Bomb Threats**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt.

### **17. Explosives/Arson**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are dangerous and forbidden. Violations of this rule may result in suspension or expulsion.

Arson is the willful and malicious burning of, or attempt to burn, any building, and part of any building, structure or property.

### **18. Criminal Acts**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and law are violated.

### **19. Weapons: Possession and Use of**

Board of Education Policy 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building Principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

## **20. Electronic Devices**

The school supplies most electronic equipment necessary in school. Students are not allowed to bring any electronic devices without the permission of the Principal. The property can be confiscated and disciplinary action can be taken. Violations of this rule could result in suspension or expulsion.

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

## **21. Toys**

No toys are to be brought to school. The school is not responsible for any lost property.

***Consequences for Disciplinary Infractions which are considered gross misconduct or gross disobedience may not follow the progression outlined below. The consequences will be determined by the nature and severity of the offense on a case-by-case basis, with a review of the student's disciplinary history and according to relevant Board of Education Policy and State law.***

Gross Disobedience or misconduct occurs when school authorities believe that student's behavior is causing, or might cause, a major disruption or interfere with school activities or the learning environment. This includes activities in the school, or within 1,000 feet of school property, on a school bus, or any school sponsored function.

Types of behavior considered gross disobedience or misconduct include, but are not limited to:

- Repeated or willful behavior which shows disregard for school rules and regulations
- Insubordination to any school personnel
- Acts which endanger or harm the health, safety, and welfare of others
- Behavior in which the student tries to harass, intimidate or frighten directly or indirectly, and student or school employee
- Possession, use, sale or distribution of any alcoholic beverage, "look-alike" alcoholic beverage, illegal drug, "look-alike" drug or narcotic, or container exhibiting the odor of alcoholic beverages
- Possession of any dangerous weapon or look-alike weapon
- Theft or destruction of property belonging to other students, school or staff
- Fighting or assaulting any person
- Hazing
- Use of profane or obscene language
- Sexual harassment of any student or school personnel

<b>Stambaugh Elementary Progressive Discipline Plan</b>	<b>Pre-Administrati on: Teacher Classroom Progressive Strategies</b>	<b>Student Incident 1</b>	<b>Student Incident 2</b>	<b>Student Incident 3</b>	
<b>MINOR INFRACTIONS</b>					
<b>Electronic Devices: cell phones, MP3's, etc.</b>	Do not require a mandatory office referral	Begin with incident 1	Teacher confiscates device and brings to the office. Parent or Guardian (P/G)notified by teacher	Teacher confiscates device and brings to the office. P/G notified by teacher	Teacher confiscates device—P/G is notified and will need to pick up device from school office—1-3 days after school detention
<b>Cheating</b>	Begin with Incident 1	Teacher notifies P/G immediately—work is confiscated, 1-3 days after school detention with reflection writing	Mandatory P/G contact from administration—stu dent re completes work—3-5 days after school detention	1-3 days ISS—Mandatory P/G conference—apolog y letter written to teacher and parents	
<b>Dishonesty</b>	Use <i>Teacher Classroom Progressive Strategies</i>	Warning from teacher—Student writes down incident for documentation—P/G called by teacher	1-3 days after school detention—P/G Conference with teacher and administrator—writ ing piece on infraction to re-teach behavior	Behavior Contract created—possible 1-3 days ISS—P/G notified	
<b>Rough Play/Horseplay</b>	Use <i>Teacher Classroom Progressive Strategies</i>	P/G contacted by teacher	1-3 days loss of recesses—P/G notified	1-3 days after school detention—P/G conference with teacher and administrator—Beh avior contract created-potential for loss of recess for undetermined time	
<b>Toys</b>	Use <i>Teacher Classroom Progressive Strategies</i>	Toy is confiscated by teacher—student is responsible for retrieving toy at the end of the day—Teacher notifies P/G	Toy is confiscated—P/G is notified by administrator—P/G is responsible for retrieving toy from the office	Toy is confiscated—1-3 days after school detention. Parent is responsible for picking up toy from the office	

# MAJOR INFRACTIONS

<b>Harassment/Intimidation</b>	Complete District Incident Report Form and Office Referral	1-5 days after school detention or 1-3 days ISS, social skills intervention, teacher notifies administrator and P/G	1-5 days ISS/OSS, social skills intervention, written behavior reflection, administrator notifies P/G	4-10 days ISS/OSS, social skills intervention, written behavior reflection, Behavior Contract, P/G conference with teacher and administrator
<b>Bullying/Cyber-Bullying</b>	Complete District Incident Report Form and Office Referral	1-5 days after school detention or 1-3 days ISS, social skills intervention, oral or written behavior reflection, teacher notifies administrator and P/G	1-5 days OSS—social skills intervention—written behavior reflection—administrator notifies P/G	4-10 days OSS—social skills intervention—P/G conference with teacher and administrator—Behavior Contract created
<b>Sexual Harassment</b>	Complete District Incident Report Form and Office Referral	1-5 days after school detention or 1-3 days ISS, social skills intervention, oral or written behavior reflection, teacher notifies administrator and P/G	1-5 days OSS—social skills intervention—written behavior reflection—administrator notifies P/G	4-10 days OSS—social skills intervention—P/G conference with teacher and administrator—Behavior Contract created
<b>Disruptive Behavior/Insubordination/Defiance</b>	Use <i>Teacher Classroom Progressive Strategies</i>	Teacher notifies P/G—statement of written behavior/insubordination by student—apology letter written to parents and teacher	1-3 days after school detention—P/G Conference with teacher and administrator and Behavior Contract used—daily/weekly monitoring of student	1-3 days ISS if Behavior Contract is breached—P/G is notified by administrator—student writing piece on infraction and positive steps to change behavior
<b>False Fire Alarm</b>	Begin with Incident 1 Complete Office Referral	Contact Iron County Sheriff's Department—P/G conference with teacher and administrator 3 days after school detention	Contact Iron County Sheriff's Department—3 days OSS, P/G conference with teacher and administrator for Behavior Contract—possible expulsion	Contact Iron County Sheriff's Department—citation issued, Possible expulsion pending School Board decision
<b>Physical Aggression/Fighting/Inciting</b>	Complete Office Referral	1-3 days after school detention—P/G contacted by administrator	3-5 days ISS—P/G notified by administrator—Social Skills intervention with writing piece	5-10 days ISS/OSS—Behavior Contract—P/G conference—possible expulsion
<b>Verbal Aggression</b>	Use <i>Teacher Classroom Progressive Strategies</i>	1-3 days after school detention—P/G notified by teacher—written	5 days after school detention—P/G notified by	5-10 days after school detention or lunch/recess

		behavior reflection on infraction	administrator—possible conference with P/G, teacher and administrator	detention—Behavior Contract created—P/G conference
<b>Stolen Property/Possession</b>	Refer immediately to administration with completed Office Referral	P/G phone call with conference—1-3 days ISS—written behavior piece—apology to student/teacher and parents	P/G phone call by administrator—3-5 days ISS—apology to student/teacher and parents—Iron County Sheriff’s Department will be contacted on Infraction 3	Sheriff’s Department will be contacted by administration—5-10 days OSS—possible expulsion—P/G contacted by administrator
<b>Vandalism/Destruction of Property</b>	Refer immediately to administration with completed Office Referral	P/G phone call with conference—1-3 days ISS—written behavior piece—apology to student/teacher and parents	P/G phone call by administrator—3-5 days OSS—apology to student/teacher and parents—Iron County Sheriff’s Department will be contacted on Infraction 3	Sheriff’s Department will be contacted by administration—5-10 days OSS—possible expulsion—P/G contacted by administrator
<b>Weapons</b>	Refer immediately to administration with completed Office Referral	Up to 3 days OSS—P/G contact and conference	5-10 days OSS—P/G notified—Iron County Sheriff’s Department contacted	10 days OSS—possible expulsion pending School Board hearing—Iron County Sheriff’s Department contacted
<b>Leaving School Grounds</b>	Refer immediately to administration with completed Office Referral	P/G phone call with conference—1-3 days ISS—written behavior piece—apology to student/teacher and parents	P/G phone call by administrator—3-5 days ISS—apology to student/teacher and parents—Iron County Sheriff’s Department will be contacted on Infraction 3	Sheriff’s Department will be contacted by administration—5-10 days OSS—possible expulsion—P/G contacted by administrator

### West Iron County Dress Code

The following guidelines serve as our policies, rules, and regulations on student dress in the West Iron County Public Schools:

1. Students are expected to be neat and clean at all times.
2. Students shall only wear clothing bearing printing, slogans, mottoes, and advertisements that are in good taste.
3. Dress must comply with the health and safety codes of the State of Michigan.

4. Headwear, scarves, headbands, hair rollers, and hoods shall not be worn as headwear in the building.
5. Bare midriffs, see-through garments, bare backs, halter-tops, low cut blouses, crop tops, and “tank tops that are not in good taste” are prohibited.
6. Jackets and coats designed for wear, out-of-doors, are prohibited in the building during school hours unless authorized by the teacher. Coordinated outfits will be allowed at the discretion of the administration.
7. Printing, buttons, insignias, etc... depicting any alcoholic beverage, tobacco, tavern, or illicit substance will not be permitted on clothing or personal artifacts while students are on school grounds.
8. Students and visitors are prohibited from wearing, possessing, or displaying any item/article (including but not limited to: apparel, jewelry, accessory, backpack, notebook), or engaging in any manner of grooming which by virtue of its color, arrangement, trademark, orientation, or any other attribute, denotes membership in a gang/cult/non-sanctioned organization; or making, possessing, or displaying any paraphernalia, signs, or communications (written, verbal, gesture) which symbolizes gang/cult/non-sanctioned organization membership, recognition, affiliation, or support.
9. Body markings, (including tattoos) which are distracting to the educational environment will not be allowed on school grounds.
10. Shoes, for safety reasons, shall be worn at all times unless otherwise authorized by the administration.
11. Articles of clothing, backpacks, or accessories with sexually suggestive or tasteless messages will not be allowed in school.
12. Appropriate foundation garments and underclothing must be worn at all times and should not be visible to onlookers.
13. All pants must be fastened at and worn around the waist and should not restrict and/or obstruct movement.
14. Chains fastened to wallets and articles of clothing will be allowed only under the discretion of the building Principal.
15. Shorts and skirts should be of reasonable length so that they are deemed in “good taste” by the administration, faculty, and staff. A good rule of thumb is that the bottoms of the shorts and skirts should be at least below the fingertips of students who are extending their arms downward along the sides of their bodies.
16. Clothing that appears too tight and/or suggestive should be avoided in school.
17. Parents are encouraged and expected to provide their children with clothing conducive to the weather outside for purposes of traveling to and from school, as well as for participation in recess and other curricular/extra-curricular activities.
18. Students who are representing West Iron County at official functions or public events may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, bands, orchestras, and other such groups.

*School authorities reserve the right to determine when dress and grooming styles are unsafe, are not in good taste, or when they create a disruption of the learning process. A student may be sent home or given disciplinary measures for violating the dress code. Any absence for such a violation is unexcused. Repeated violations of the dress code will be considered as defiance of authority, and will be dealt with accordingly.*

This dress code was constructed by a district-wide committee of teachers, parents, students, Board members, and administrators in September of 1997. It was approved by the Board of Education shortly thereafter.

## Behavior at School Events

Athletic events, plays, and concerts are tremendous opportunities for a family to participate together. Parents are encouraged to attend with their child at these events. Problems occur when children are permitted to attend events without parental supervision.

1. Be prepared to sit and watch the game, play, or concert.
2. Keep off the playing field/playing floor at all times.
3. Do not leave your seat during concerts. This is very disturbing to the rest of the audience, as well as to the musicians and directors.
4. Be courteous to performers and do not talk during a concert.
5. Listen to directions and applaud only when appropriate.
6. Treat game officials with respect.
7. Be a good sport, win or lose.



## School Bus Regulations

Responsibilities of Students:

1. Students waiting for the bus must stay off the roadway at all times.
2. Students wishing to ride must be at the designated stop on time. The bus has a schedule to keep and cannot wait for you.
3. Only regularly assigned students may ride the bus. Exceptions are made for emergency situations with written consent of parent and Principal. *Exceptions are not granted to ride a different bus to a friend's house to play or other non-emergency reasons.*
4. Passengers are required to sit in their assigned seats and should not stand or walk around while the bus is in motion. Do not attempt to get on or off the bus while it is moving.
5. Students should practice appropriate conduct while on the bus or at the bus stop.
6. All body parts and materials should be kept inside the bus at all times.
7. Students are expected to keep their area on the bus neat and clean. Please dispose of all trash in the garbage containers.
8. Always cross the highway in front of the bus. Never cross behind the bus. Wait for a signal from the driver before crossing the road.

9. If necessary, students may be expected to walk one and one-half (1 ½) mile to the bus stop. Kindergarten students will be picked up as close to home as is practical and safe.
10. Any damage to the bus should be reported immediately to the bus driver. Students responsible for vandalism will be disciplined through due process administered by the Supervisor of Transportation.

Responsibilities of Parents:

1. To ascertain and ensure that their children arrive at the bus stop on time in the morning. It is recommended that children arrive five (5) minutes before departure.
2. To provide necessary protection of their children when going to and from the bus stop.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. Please call the bus garage at 265-9047 if your child will not be riding the bus. This allows efficiency of operation and saves time and fuel.

The school administrator may deny the privilege of riding a school bus to any student that violates school bus regulations.

### **Bus Disciplinary Action**

Bus drivers are to the bus as teachers are to the classroom. It is their responsibility to maintain order. Therefore, the bus driver has the authority to discipline students, as needed—that includes suspending riding privileges. The procedure that will be used, if it is necessary for disciplinary action, is as follows:



1. The bus driver will issue a Bus Discipline Violation Notice (BDVN) to the student about his or her misconduct or violation of bus regulations. The parent or guardian and student will sign their copy of the BDVN and return it to the bus driver before the student is allowed back on the school bus.
2. If a BDVN is not returned to the bus driver with the parent's and student's signature, a registered letter containing a copy of the BDVN will be sent to the parents for their signature to be returned to the School District.
3. The bus driver, Principal and Transportation Supervisor will keep a copy of each BDVN.
4. It is the Transportation Supervisor's responsibility to attempt to notify parents and the building Principal, by telephone, the day the actions take place.
5. Their building Principal or designee will see students who receive a BDVN. If the building Principal or designee deems a conference with the student, parent and the bus driver is necessary, the building Principal or designee will schedule the conference as soon as possible.
6. Infractions or violations of a serious nature, as determined by the Transportation Supervisor and the Superintendent of Schools, may result in an immediate suspension of riding privileges. The immediate suspension will supersede the steps outlined in the BDVN.



## **Transfer Out of the District**

Parents must notify the Principal about plans to transfer their child to another school, *including home schooling*. If a student plans to transfer from Stambaugh Elementary, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fee or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **Student Registration**

A child, to be eligible to enter school shall be five years of age on or before September 1 of that child's kindergarten school year.

When registering a child for school, parents must provide the following:

1. A certified birth certificate (obtainable from the courthouse in the county of the child's birth.)
2. A record of required immunizations:
  - a. D.T.P. (4 doses)
  - b. Polio (3 doses)
  - c. M.M.R. (2 doses)
  - d. Hepatitis B (3 doses)
  - e. Varicella (1 dose or current lab immunity or reliable history of disease)
3. By law, all students are required to have all immunizations by November 1<sup>st</sup> or have an authorized waiver from the State immunization requirements. Students not meeting these requirements are not allowed back in school until they receive their immunizations.
4. Evidence of vision and hearing test. The Dickinson-Iron Health Department (265-9913) can assist parents with immunizations, vision and hearing screening, and other health questions.

## Stambaugh Elementary PTO

A parent-teacher organization which meets monthly on the third Tuesday at 6:30. Many activities are planned for students in Stambaugh Elementary from monthly fun days to the spring Daddy-Daughter dance.

### Special Education

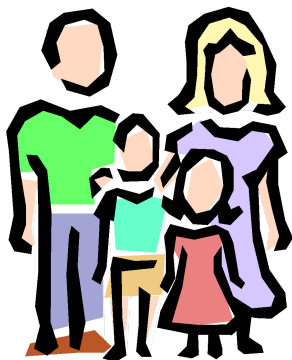
Our school offers classes and services to students with identified special needs through special education. Examples of services and programs include: speech therapy, resource room programming, appropriate instructional accommodations, and other special services and programs.

In most cases, a referral from a teacher or parent is needed to begin the procedure to determine if a student is eligible for services and/or programs through special education. Please contact the Principal for more information or to make a referral.

### 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 Principal by calling (906) 265-6141 to inquire about evaluation procedures and programs offered by the District.

### Child Find For Special Services



We have a responsibility to identify individuals from birth to 26 years of age that are in need of special education services.

Referrals of such individuals may be made to the Principal. Parents may also directly refer their son or daughter to the Principal if special needs are suspected. We encourage parents to inform the Principal of any special needs as soon as possible.

### Services of Intermediate School District

The Dickinson-Iron Intermediate School District in cooperation with West Iron County Public Schools provides many services for the students and parents of our schools, including:

- Testing Services-to help determine placement in special services or programs
- School Psychologist
- Social Worker
- Physical & Occupational Therapists
- Services for hearing, vision, emotionally and educationally impaired



For more information on these and other services of the D.I.I.S.D., parents may contact their school Principal or the ISD Special Education Director (906) 779-2692.

### **The Title I Program**

is a federally funded program, administered by our school, and designed to help students achieve success in the core curriculum.

Our goals for all Title 1 students are:

1. To help students succeed in the district's regular academic program.
2. To learn the skills and knowledge appropriate for their grade.
3. To improve student mastery of basic and more advanced skills.

Our Title I program is a classroom tutoring program run by highly qualified teachers and paraprofessionals. Students with a demonstrated need are provided assistance to promote their success in language arts, mathematics, science and social studies.

A needs assessment identification process based on the Model Content Standards for Curriculum is used to identify students for the Title I program. The need assessment includes teacher and parent recommendations; student skill checklists; performance on tests, class work, grades, and homework; as well as the student's attendance record. The needs assessment process is reviewed quarterly; however, a student may be added at any time if they are not serviced through a Special Education program in that subject area. The Title I population is in constant motion. Students move in and out of the program based on their needs.

Once students are identified as failing or at risk of failing to achieve the Model Content Standards for Curriculum, Title I services are provided. Our Title I program is our primary strategy serving that population. We address student needs by providing one-on-one and small group assistance in the classroom. We reinforce and review difficult concepts and we try to build skills with different techniques other than paper and pencil, such as games, computer applications, modeling, and demonstrations.

Additional learning opportunities are provided daily during school hours. This extended time allows students to complete school work, projects, review for tests, and to build skills.

Parents are encouraged to participate in their child's learning process through conferences and family nights. The parent's involvement is an important factor of the educational process. Only through a team approach, with school and home working together, can success be attained.

## **Student Assessment (Testing)**

At Stambaugh Elementary instructional assessment is ongoing and is measured through a variety of instruments: standardized testing using norm-referenced and criterion referenced tests, local based assessments, and teacher-made assessments. All students in Grades K-5 will be tested.

Parents are welcome to discuss all test results and their children's progress with teachers and other school professionals.

### **Test Preparation for Standardized Testing**

- ✓ *Get plenty of rest the night before each test session and eat a good breakfast.*
- ✓ *Listen carefully to the direction the teacher reads and ask questions.*
- ✓ *Read the written directions carefully.*
- ✓ *Make sure to mark or write answers in the correct areas on the answer documents.*
- ✓ *Try to answer each question.*
- ✓ *Stay calm.*

**State of Michigan standardized testing (M-STEP) takes place in the spring of each school year.**

## **Americans with Disabilities Act & Section 504**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requires the school to ensure 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.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the Principal by calling (906) 265-6141.

### **Notice of Nondiscrimination**

*(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)*

#### ***Nondiscrimination***

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

## **Equal Education Opportunity**



No person in the United States, shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. To be treated on the basis of sex under most education programs or activities receiving Federal assistance is prohibited.

The West Iron County School Board of Education wholeheartedly supports equal rights for all persons. The Board shall direct all administrators to insure equal opportunity for all students and employees.

## **Grievance Procedures**

### ***Complaint Procedure***

#### **Section I**

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator:

Superintendent  
West Iron County Public Schools  
601 Garfield Ave  
Iron River, MI. 49935  
(906) 265-9218

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, and Cleveland, Ohio 44114-2611.

#### **Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with a verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

##### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

## Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in

### **Search and Seizure**

Search of a student and his/her possessions, including locker areas, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student purchased locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary actions.

### **Locker and Desk Search Policy**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with Policy 5771.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Students shall have no expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

## 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. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions, buttons, badges, or other insignia, clothing, insignia, and banners, and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - i. Is obscene to minors, libelous, indecent and pervasively or vulgar;
  - ii. Advertises any product or service not permitted to minors by law;
  - iii. Intends to be insulting or harassing;
  - iv. Intends to incite fighting or presents a likelihood of disruption school or a school event; and
  - v. 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 Concerns, Suggestions, and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal of the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## Lost And Found



Items found in and around the school should be turned in to the main office. Owners may claim their property by identifying it.

Parents are requested to **label their children's jackets, boots, book bags, lunchboxes, and other items to help us return them to their owners.**

At the end of each month, all unclaimed items are donated to the St. Vincent DePaul store in Iron River.

## Parties

Teachers hold classroom parties as a special observation of Fall Celebrations, Christmas, and Valentine's Day.

If a parent wishes to provide cupcakes or some other treat to celebrate their child's birthday, they are requested to notify the teacher at least one day in advance.

Please be mindful of children's feelings when passing out invitations to birthday parties. We would prefer invitations be mailed from home, however if they are being passed in school it should be done with the help of the teacher. The teacher and your child can place invitations in backpacks privately.

## Selling Merchandise

Students are **not to sell any merchandise at school** except with permission from the Principal. This would include, but not limited to the following: Scout sales, 4-H, bike-a-thon, etc...

## Fund Raising

All fundraising programs and projects require the approval of the building Principal and, in some cases, approval by the Board of Education. A Fundraising Approval Form must be completed and submitted to the Principal for approval.

## Health and Safety

The health and safety of our students is foremost among our concerns and we need the help of parents and guardians to prevent the spread and infection of contagious diseases and parasites.

If your son or daughter has a contagious/infectious disease or parasite, please inform either the school office or the Dickinson-Iron Health Department at (906) 265-9913 as soon as possible. In addition, the school district is obligated to report cases of communicable diseases to the Health Department each week.

The following is not a complete list, but a few examples of contagious/infectious diseases and parasites: Measles, Rubella, Mumps, Hepatitis, Scarlet Fever, Strep Throat, Scabies, Pertussis (whooping cough), Hemophilia, Influenza type B, Encephalitis, and Meningitis.

Stambaugh Elementary school personnel take great care and discretion with health information to maintain confidentiality and privacy. Specific and identifiable health information is shared only with those employed adults that have direct contact with the student. At times it is necessary to inform all parents of a general health problem to implement necessary precautions and to identify and contain the spread of the disease or parasite.

### 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.

Any removal will only be for the contagious period as specified in the School's administrative guidelines. Some common conditions are listed with prescribed times:





### **Chicken Pox**

Students may return when all lesions are dry, usually 5 to 7 days after a rash appears.

### **Impetigo**

Students may return when rash is dry and crusts are off, unless receiving antibiotic treatment from a physician, in which case a note from the attending physician should accompany an earlier return.

### **Lice**

A case-by-case basis with students returning to school after an on-site head check reveals no presence of the parasite (about 2 days after initial treatment).

From time to time, our school district conducts lice screenings for the children in our elementary school. The first screening takes place during the first two weeks of school. Other screenings are done as need arises.

The screenings are done under the direction of the head-check coordinator with the help of trained parent volunteers. If lice or nits (eggs) are found on a student at school, parents will be required to follow the necessary treatment procedures. Treatment literature will be sent home with infected children and/or you may contact your family physician.

Students may return to school after removal of all lice and nits. The time out of school varies and is determined on a case-by-case basis. The coordinator will recheck students on the day they return to school following treatment. A child is not to ride the bus to school until rechecked. A parent or guardian must accompany the child to school. Your cooperation in this matter is appreciated. If you have any questions on how to check for head lice or environmental controls, you can contact the school, your family physician, or local office of the Health Department (265-9913).

### **Fever**

If a student has a temperature of 100.4 F or higher, he or she should be kept home. If a fever develops during the school day, that student will need to be picked up from school by a parent or guardian. Students should be **fever-free** for a 72-hour period **without medication** before returning to school.

### **Pink Eye (Conjunctivitis)**

Students may return to school when redness and drainage is gone (about 2 to 3 days) unless treatment by a physician permits early return. A note from the attending physician is required for an early return.

### **Scabies & Pin Worm**

Students may return to school upon completion of initial treatment.

### **Strep Throat-Scarlet Fever**

Students may return to school when the rash is gone and sore throat and fever are gone. If the student is treated with antibiotics, the student may return after 24 hours of treatment.

## **Injuries and Illness**

Students and parents must report any injuries on school premises to the person on duty or to the Principal's office.



All parents registering a child for the first time are requested to fill out an emergency medical form, giving necessary information, including permission to treat at the hospital, if necessary.

If a student becomes ill, the parents will be contacted. If a parent or designated person is not available, the Principal or another staff member will take responsibility for injured students by seeking professional help.

**Generally, if a child is too sick to go outdoors for recess, he or she should be kept home.**

### **Notification to Parents on Blood-Borne Pathogens**

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from their spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

### **Medications**

If it is necessary for students to take medication at school, parents must complete a *Medication Dispensing Form* and submit it to the Principal's office.

All medication will be kept in and dispensed through the office, unless other arrangements are made with the teacher and approved by the Principal.

**Children are NOT allowed to carry any medication to school.** A parent or guardian must transport all medication to and from the school office.

The school will not provide any over the counter medication for students. This includes cough drops.

### **Staying Inside For Recess**

Students returning to school from an illness may remain inside for recess for one day to work on missed assignments. **Students too ill to participate in outside recess beyond this time frame are advised to remain home.**

### **Before School and Inside Recess**



It is recognized that outside recess and the large play area of the Stambaugh playground provide the best opportunity for children to play and interact with their peers. This time is valuable as a learning tool for social development and personal growth in children.

In the case of inclement weather, excessive rain and temperatures below 0 degrees Fahrenheit in the winter, students will remain inside during recess and prior to the start of the school day. The decision for inside recess rests with the Principal and his or her designee and such factors as the Wind Chill are also taken into consideration.

Inside recess occurs infrequently and children should arrive at school dressed for the day's weather. In the winter children need boots, snow pants, mittens or gloves, a winter hat. These are necessary articles of clothing to ensure that your child is comfortable and safe from the harsh winter weather. For safety reasons, all students must wear winter clothing at the end of each day when going home on the bus.

### **Fire, Lock Down and Tornado Drills**

The school complies with all fire safety laws and will conduct 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. The alarm signal for fire drills consists of one continuous beep.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of intermittent beeps.

Lock Down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of instructions by the principal over the Public Address System.

### **Fire Drills**

Several fire and other emergency drills such as school lockdown drills, are conducted throughout the school year. Students are required to follow these rules for fire drills:

- Walk quickly and quietly to the designated exits.
- Go to the assigned area and line up.
- Remain quiet at all times so instructions from your teacher can be heard immediately.
- Re-enter school only when indicated by the Principal or teacher. Never re-enter if you hear a bell. (This is in case there actually is a fire and bells are malfunctioning.)



### **Tornado Drills**

Students are required to follow these rules for tornado drills:

- Walk quickly and quietly to your assigned area in the school.
- Remain quiet at all times so that instructions from your teacher can be heard.

### **Report Cards**

#### **Kindergarten-- Fifth Grades**

Report cards are issued at the end of each trimester. If the teacher feels it necessary, he or she will contact you before the reporting period to discuss your child's progress.



## Conferences

Parent/Teacher conferences are held in the fall of the year. Parents are encouraged to call their child's teacher whenever they wish to discuss their child's progress. Our school welcomes a parent to contact their child's teacher with any matter, questions, comment, or concern.

Please do not put teachers in the uncomfortable position of suggesting a teacher for the following school year. All of our teachers are *highly qualified* by Michigan standards.

## Acceptable Use of Networked Resources

Introduction-Philosophy-Acceptable Use-Privileges-Etiquette-Warranty- Security-Vandalism-Restrictions

- (1) Introduction:
  - (1.1) Filtered Internet access is available to students and staff in the West Iron County Public School District. We are very pleased to bring this access to West Iron County and believe the Internet offers vast, diverse, and unique resources to both students and teachers. *Our goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.*
- (2) Philosophy:
  - (2.1) The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (West Iron County) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.
- (3) Acceptable Use:
  - (3.1) Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a WIC student or staff member violates any of these provisions, his or her privilege to access the Internet at school will be immediately terminated and future access could possibly be denied. A violation of this policy is considered insubordination and subject to the discipline code.
  - (3.2) *The use of the Internet must be in support of education and research and consistent with the educational objectives of West Iron County Public Schools.* Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- (4) Privileges:
  - (4.1) The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The student's teacher will deem what is inappropriate use, in relation to WIC educational goals, and their decision is to be sent in writing to the Superintendent. Also, a teacher may suspend a student's privileges to use the Internet at any time as required. The administration, faculty, and staff of WIC may request teachers to deny, revoke, or suspend a specific student's privilege to access the Internet.
- (5) Network Etiquette:

- (5.1) You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- (5.2) Be polite. Do not get abusive in your messages to others.
- (5.3) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- (5.4) Do not reveal any personal information (phone number, social security number, address, etc...) or any personal information of students or colleagues.
- (5.5) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
- (5.6) Do not use the network in such a way that you would disrupt the use of the network by other users.
- (6) Warranty:
- (6.1) West Iron County Public Schools and its Internet provider, Merit.edu for Michigan, make no warranties of any kind, whether expressed or implied, for the service it is providing. WIC will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. WIC specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- (7) Security:
- (7.1) Do not use a teacher's computer or lab computer without permission from that teacher, the lab coordinator, or librarian. Attempts to gain access to the Internet without permission of the teacher, lab coordinator, or librarian will result in cancellation of an individual's privilege to access the Internet. Any user identified as a security risk or having a history of problems with other computers may be denied access to the Internet.
- (8) Vandalism:
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but not limited to, the creation, uploading, downloading, or spreading of computer viruses.
- (9) Restrictions:
- (9.1) When on the World Wide Web, if you happen to encounter a page that is not acceptable, simply click the back arrow or the back button and leave that page immediately. Do not wait for the page to load. Immediately contact a teacher, lab coordinator, or librarian and report the incident.
- (9.2) E-mail is only allowed under direct teacher approval and supervision. All other use of email is strictly prohibited. When receiving email, if the correspondence becomes unacceptable, such as the use of profanity or racial epithets (slurs), simply close the email message. Do not answer or reply to anyone using unacceptable language or terms. Any improper e-mail message needs to be brought to the immediate attention of a teacher, lab coordinator, or librarian.
- (9.3) No Internet material, including but not limited to: programs, movie clips, sound bites, graphics, or other data may not be DOWNLOADED or PRINTED without the explicit permission of teacher, lab coordinator, or librarian. Such data may contain viruses and would then be considered vandalism.
- (9.4) Chat groups, chat rooms or any form of chat is only allowed under direct teacher approval and supervision. All other use of chat is strictly prohibited.
- (9.5) Any Internet material, including music lyrics, may be viewed only if it is free from questionable language, inappropriate behavior or any other offensive content.
- (9.6) Students and staff are provided a storage place on the network referred to as a "home directory." Since storage space on the network is limited, home directories will be limited in size. Music files, audio players, game files, video files, e-mail

attachments and generally all files of a large capacity (defined here as a file over 2 MB) should not be saved in the home directory without the explicit permission of teacher, lab coordinator, or librarian. Home directories shall be purged at a minimum of twice a year—at the end of each semester and as needed to ensure the proper working of the network. Home directories are used in Mr. Rometti's room and Mr. Barry's room. Otherwise, GoogleDrive is the preferred storage platform for ChromeBooks and students.