

Shoreline Elementary



Student Handbook

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The ALL IN Experience - Whitehall District Schools – Plan of Action

Vision: *A Vision for Community Learning.* We provide all learners an opportunity to contribute ideas, solve problems, and create products that make a meaningful impact in our community.

Mission: *100% of our Students will be Community Ready.* To be an action minded, knowledge building community recognized as a top performing school district in all of Michigan; becoming a place of learning for other school districts.

Theory of Action: If we design and deliver the optimal learning experience for our students, student engagement will increase resulting in improved performance.

<i>core</i>	<i>non-</i>	<i>committed</i>	<i>100%</i>
<i>academic</i>	<i>academic</i>	<i>community</i>	<i>Community</i>
<i>skills</i>	<i>skills focus</i>	<i>involvement</i>	<i>Ready</i>

SCHOOL COLORS
Red, White, & Black

MASCOT
Viking

SCHOOL SONG
Cheer Cheer for old Whitehall High
And let the echoes resound our cry
Send our volley cheer on high
Shake down the thunder from the sky
What tho the odds be great or small
Old Whitehall High will win overall
While our loyal team goes marching
onward to victory!

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ADMISSION INFORMATION

Children starting kindergarten in Whitehall District Schools must be five years of age on or before September 1 of that school year. A birth certificate and completed enrollment form must be furnished. The State of Michigan also strongly recommends each enrolling student to pass a vision and hearing test prior to initial entrance to school.

All kindergarten students and other students enrolled in a Michigan school for the first time must file a Michigan immunization sheet with the office, signed either by a family doctor or health department. For the protection of your child and the children of other parents, immunization must comply with Michigan law. Immunization requirements are as follows:

Vaccination Required Doses

Polio.....4 doses (3 doses)*
DPT (Td)5 doses (4 doses)*
Measles/Mumps/Rubella2 doses*
Hepatitis A.....2 doses (recommended by CDC)
Hepatitis B.....3 doses
Varicella2 doses

NOTE: In the case of Hepatitis B, 3 doses are now required by the health department for all students entering school.

* In some circumstances a child may be admitted while undergoing necessary immunization schedule.

Children who have not been immunized will not be allowed to attend school. (Unless a waiver is signed, see below.)

If your child cannot be immunized for any reason such as medical problems or religious beliefs, waiver forms must be completed, signed and kept on file at the school. Hearing tests are administered to all kindergarten and second graders. Vision tests are administered to all first graders every year by the Muskegon County Health Department technicians.

ATTENDANCE

Whitehall District Schools believes that a student's presence in the classroom is a critical part of the learning process. When a student is present, it aids in instilling concepts of self-discipline and responsibility, and exposes students to group interactions with teachers and fellow students. Such presence also enables students to hear and participate in class instruction, discussion, and other related learning experiences.

Types of Absences

1. Excused Absences

- a) Absences because of illness, doctor/dentist appointment, death in the family, or an emergency reported to the office by the parent. It is the both the student and parent's responsibility to report to the teacher and to receive assignments missed during an excused absence.
- b) Pre-Excused (vacation requests) - To determine whether the absences are to be excused, application should be made prior to intended absence. Students and parents should check with teachers about missing work prior to absences.

2. Unexcused Absences-Examples of unexcused absences are:

skipping, haircut appointments, baby-sitting, shopping, or activities of a similar nature.

***The school reserves the ultimate right to determine what is excusable.**

Excessive Absences

An excessive degree of absences, excused or otherwise, will be subject to the review and limitation by the principal and teachers. Excessive absences may require a doctor's statement to be excused. Special handling for long-term illness will be granted only at the discretion of the principal. **Excessive absences, without medical release, can also lead to prosecution for truancy.**

Tardies

Students are expected to be on time to all classes. When a student arrives at school after classes have begun, he/she must go to the office and sign-in. The student will be given an unexcused tardy unless a parent/guardian signs him/her in, sends a note, or calls. Tardies will accumulate for each marking period.

Illness

If your child is ill, keep him/her home from school. Be alert to such symptoms as upset stomach, runny nose, fever, or sore throat. Check with your doctor for diagnosis, treatment and the proper time for returning to school. If your child has a fever of 100.0 or greater they should be kept home until fever free without medication for 24 hours. **If your child is too ill to go out for recess, please keep him/her home until he/she is fully recovered.** *Please call the office between 8:00 and 8:30 a.m. if your child will be out of school. You may leave a message on our voicemail before 8:00 a.m.* The parents of children who become ill at school will be contacted by telephone.

BEHAVIOR EXPECTATIONS

The behavior of students directly affects their ability to learn the subject matter presented. It is expected that students will behave in a manner that will not be disruptive either to themselves or to others.

School supervision is provided by a variety of people who work in various capacities, such as the teacher, the bus driver, the noon-hour supervisors, etc.

It is expected that your child will follow the particular rules or directions of the persons involved with their supervision throughout the day. Please discuss these expectations with your child. While we hope that all children will participate in school activities in an acceptable manner, there are times when this does not occur. In the event that a child's behavior is such that it is disruptive to himself or to others, parents will be contacted, and together with the school authorities, proper action will be taken to correct the situation.

Classroom discipline will be handled by the classroom teacher. If there are serious or continuing behavior problems, you will be contacted by the teacher.

Consequences might include parent contact, loss of recess, in-school suspension/timeout, parent conference, suspension, and others deemed appropriate for the situation.

Positive Behavior Intervention Supports

Shoreline Elementary supports the non-academic growth of our students through a comprehensive PBIS programs. Our students and staff will follow the expectations established within our VIKES model. As a VIKE our students and staff will demonstrate:

V: Value self
I: Integrity
K: Kindness
E: Engage
S: Self Control

CURRICULUM & LEARNING

Core Subject Areas

Students will receive instruction aligned to the Michigan Standards. Your child's teacher can provide you with a scope and sequence of the units and standards taught throughout the year in the core areas of ELA, Math, Science, and Social Studies. You are free to review any curricular materials taught at Shoreline. Non-essential electives are available to all students through the Whitehall District Schools Home School Partnership Program. Classes available are listed in the Whitehall Home School Partnership Student and Family Handbook at www.whitehallschools.net.

Health Education

Michigan Model

Section 166A of the State School Aid Act requires schools to notify parents about the school health, reproductive health, and HIV education programs in which your child may be involved. The content of the classes in our schools is described on the following page.

Parents are welcome to review the specific content of these classes and programs and the materials teachers use. If you would like to do so, please call the office to make an appointment. Parents also have the right to have their child excused from class sessions in which instruction in objectionable topics is provided. If you elect to do so, please complete the appropriate form provided by the school office.

If you have questions or need additional information, please call the schools.

Michigan Model for Comprehensive Health Education in grades K-8 covers safety and first aid, nutrition, family health, community health, growth and development, substance use and abuse (alcohol and drugs), personal health practices, emotional and mental health, disease prevention and control.

Michigan K-12 HIV Lessons include identifying ways AIDS cannot be transmitted, awareness that it is difficult to catch, identifying ways to express caring and compassion for those with AIDS, understanding the immune system and how it is affected by HIV, and identifying ways AIDS can be contracted.

Reproductive Health includes providing students with frameworks for understanding the anatomy of the reproductive system and accurate vocabulary.

Library

The library/media center provides a wide range of materials for students and teachers in support of curriculum needs as well as materials for students' own reading enjoyment. Teachers often schedule time in the LMC for classes or small group projects.

Students are encouraged to treat media center materials responsibly and are responsible for all lost and/or damaged materials.

Trips for extended learning

Study trips may be taken by all grade levels during the school year. A blanket permission

form is on the on-line registration form which will cover all events for the school year. You will, however, be notified in advance each time a trip is planned.

Study trips are provided for grade levels only. Siblings are not invited. Parent chaperones are welcomed and encouraged. Please contact your child's teacher if you are available to join us on study trips and complete the background check form. All students must ride the bus with the group to and from study trips. For purposes of insurance and child safety, parents may not transport their children to and from field trip destinations. Special permission may be granted upon approval with the principal with at least 24 hours notice prior to the trip.

Teachers and administration reserve the right to withhold this privilege from students who display inappropriate behavior. Parents will be notified in advance if their child is to be excluded.

HEALTH INFORMATION

Medication

If it is necessary that your child receive medication during the school day, a written order from you and your doctor, describing the dosage, must be on file in the office. This includes all forms of medication. Student may not have medication in the classroom or locker. All medications must be kept in the office. Students may carry inhalers if there is a medication from on file in the office. Students may not transport medication to and from school.

Immunization requirements are as follows:

VACCINATION REQUIRED SERIES

Polio 3 Doses

DPT (TD) 4 Doses

Measles/Mumps/Rubella 2 Doses

Hepatitis B 3 Doses

Chicken Pox 2 Doses or parent verification of when child had disease

- If your child cannot be immunized for any reason such as medical problems or religious beliefs, waiver forms must be completed, signed and kept on file at the school.
- Hearing tests are administered to all fourth graders.

- Vision tests are administered to all third and fifth graders every year by the Muskegon County Health Department technicians.

FOOD RELATED ITEMS

Breakfast and Lunch

Breakfast and lunch are served daily in the cafeteria. A computerized account system allows parents to deposit larger amounts of money and a withdrawal will be made each time the student has hot lunch. Scan cards will be issued by the cashier and kept in the student's classrooms until needed at lunchtime.

Birthday Treats

Please do not send birthday treats to school as we are limiting the sharing of food and items due to COVID protocols. Sometimes children bring birthday invitations to school. This is fine as long as no one is excluded i.e. boys invite all the boys in the classroom, girls invite all the girls. Otherwise, please mail the invitations.

GENERAL CONDUCT AND RULES

Clothing

There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and not acceptable. If a student's dress is inappropriate or unsafe, he/she is asked by a teacher or principal to change.

Examples of inappropriate school dress include:

- tank tops with extremely narrow straps
- short-shorts (shorter than fingertip length)
- midriff tops
- Hats (unless approved by teacher)
- clothes that promote inappropriate products, inappropriate slogans or pictures, or gang related apparel.

Due to the possibility of injury on the playground or in other large motor activities, flip flops or other non-protective sandals should not be worn to school without socks.

Electronic Devices

Electronic devices such as Chromebooks, Nooks, IPADS, and tablets, can be utilized as an instructional tool. If the classroom teacher approves the use of the device in their classroom, your child will take full responsibility for appropriate use and care of the device. If the device is lost or stolen, WDS will not be held responsible. Devices that are designed to play games should remain at home unless otherwise approved by the teacher. If a student brings a phone to school it should remain in their backpack for the duration of the school day. If a student is using a cell phone during the school day without permission, it will be confiscated and remain in the office until retrieved by the parent.

Drug Use

Sale, use or possession of controlled substances, or use of look-alike substances shall be dealt with as follows:

Elementary students (grades kindergarten through 6) using, in the possession of, or selling drugs, alcohol, or cigarettes may be dealt with by the principal on an individual basis. Parents will be contacted.

Items from home

Problems arise because children bring articles to school which are hazardous to the safety of themselves and others, or that interfere with school procedures. Such items would include

trading cards, guns (toy or real), knives, or other items deemed inappropriate for school. If an item is confiscated, it may be retrieved by parents at any time. Playground equipment can be brought to school if the student makes arrangements with the teacher.

Lost and Found

Many articles are lost and left. The items not claimed, will be donated to local charities. It is suggested that children's outer clothing and other items be marked inside with their name in order that lost items may be returned.

Money

If you give your child money for specific reasons, please put it in an envelope and write your child's name and the purpose for which the money was sent to school. If money is found on school property it will be turned over to the office and held until the rightful owner claims the money.

Patriotic Exercises

The Board believes that students shall learn the principles of liberty and democracy expressed in the United States Constitution, the Michigan Constitution, the Declaration of Independence, and the Bill of Rights. The Board also believes that the salute to the flag and the daily pledge of allegiance help students learn these principles. No student shall be required to salute, stand, or otherwise participate in the salute to the flag or the Pledge of Allegiance if it is against his/her beliefs. All students are expected to show respect to the flag and to the participation of others in this exercise.

Recess Period

Outside recess forms an important part of our program and children should be adequately dressed in order that they may participate in these activities. If a child is too ill to go out for recess, he/she should stay home until he/she is fully recuperated. **STUDENTS WILL BE GOING OUTSIDE AS LONG AS "WIND CHILL" IS ZERO (0) DEGREES OR ABOVE.**

Weapons

Students in possession of dangerous weapons/firearms in district buildings, at district or school-sponsored events, or on any district transportation vehicle shall be expelled from school in accordance with state and federal laws and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or students shall also be notified of the referral.

WEAPONS are identified into three categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples: firearms, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
2. Articles designed for other purposes but which could easily be used to inflict bodily harm

and/or intimidate.

3. Intimidation or threatening behavior of an individual with the pretense of having a weapon will be treated the same as if an actual weapon were in possession.
4. Look-alike items as described in 1-3 above.

DISCIPLINARY ACTION

Administrators or other designated district officials will confiscate any article which, in their professional judgment, qualifies as a weapon, as listed in item 1 above. Such weapons will be submitted to the appropriate law enforcement agency, and the student will be immediately suspended pending an expulsion review by the superintendent. Articles identified in item 2 above that are used in a threatening or intimidating manner will be confiscated and disciplinary action will be taken, up to including expulsion. The appropriate law enforcement agency may be contacted. Students specified in applicable laws and regulations shall be afforded such rights as are specified in the Michigan revised Administrative Rules for Special Education and the State Board of Education position statement on "Suspension and Expulsion of Handicapped Students."

The board authorizes the superintendent or building principal to expel students. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis.

RIGHTS AND RESPONSIBILITIES

Confidentiality

Release of directory information: Notice of Rights to Confidentiality of Education Records *(for parents of students under 18 and for students 18 or older)*

The Whitehall District Schools has compiled records on students for use in the provision of appropriate education programs and services. Federal and state legislation provide you with certain rights regarding the confidentiality of these records. These rights include the following:

1. Your right to access education records, which includes the right to inspect and to review them, to request explanation or interpretation of portions you do not fully understand, and to request copies or portions thereof.
2. Your right to request amendment to records if you think records, or portions thereof are inaccurate and misleading and, therefore, violate their confidentiality, and your rights to a due process hearing.
3. Your right to limit disclosure of education records which includes the right to know persons or agencies that shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed.
4. Your right to request the destruction of education records, if and when the educational agency has decided that records are no longer needed for the educational and/or administrative purposes for which they were collected, including your right to be notified at such times as graduation or other forms of termination of enrollment or when your child reaches age 26.
5. Your right to protest if you think that the administrative procedures of the Whitehall District Schools are not in compliance with the law to:

The Family Education Rights and Privacy Act Office
United States Department of Education
330 Independence Avenue, S.W.
Washington, DC 20201

6. Release of Directory Information

Under the Family Educational Rights and Privacy Act, the following items will be released by the school district officials to anyone requesting the information unless a parent or student age 18 years or older requests otherwise. If you should not wish this information to be released by the school, please contact the principal or the office of the superintendent. This is also located on the on-line registration form.

- a. Name, address, listed telephone number
- b. Date and place of birth
- d. Participation in school activities
- e. Dates of school attendance
- f. Honors and awards

7. During the school year photographs may be taken by school staff or the local newspaper. Should you object to your child's picture being published, please sign the appropriate form in our office. This is also located on the on-line registration form.

Non Discrimination Policy

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participating in, be denied the benefits of, or be subjected to discrimination during any program or activity or in recruitment/employment. Please contact the Principal if you have reason to believe a violation has occurred.

Section 504

The district will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. Direct all inquiries to the building Principal.

Special Education

Whitehall District Schools, in conjunction with the Muskegon Area Intermediate School District, offers a comprehensive Special Education Program to serve children and youth who have special needs from age 0-25 years.

Parents who feel their children would benefit from the services offered should contact the building principal.

Title I Compensatory Education

Our Title I Program is a federally funded compensatory program, which aids students primarily in the areas of reading and mathematics.

For further information, please contact the principal.

Title I – Parent Involvement

As a school, we believe that significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
- B. Providing a mutually supportive school and home environment which encourages learning. Supporting meaningful learning outcomes which enhance the development of responsible members of society.
- C. Providing for the proper health, safety, and well-being for their child.
- D. Supporting the development of English language proficiency skills.

The staff is committed to communicating with parents at a level and in a language they can understand, where practicable.

Shoreline Elementary, through this policy, directs the establishment of a parent involvement plan, which can be communicated to the parent of each child in the school. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through this Handbook and/or other suitable means.

The building Principal and Title I Director shall direct the development of a Parent Involvement Plan for the building, which may include, among others, the following strategies:

- A. Provide parents with their child's individual assessment results, assessment data, reading results, progress reports, report cards and parent conferences.
- B. Provide parents with each school's Code of Conduct and Parent Compact.
- C. Arrange flexibly scheduled parent / teacher conferences and parent requested conferences.
- D. Publish in the Shoreline Elementary school newsletter(s) information regarding the parent involvement plan and parent involvement opportunities.
- E. Schedule meetings and brainstorming sessions periodically to provide parents the opportunity to share concerns and desires, and to improve the school environment and student achievement.

- F. Encourage home reading programs. Students will have access to books to read at home.
- G. Maintain a consistent building wide effort to communicate regularly with parents.
- H. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- I. Encourage parental involvement in ongoing reading tutorial program throughout the school year.
- J. Encourage the development of after school academic clubs or activities to provide students additional opportunities to develop skills.
- K. Have older students provide tutoring / mentoring services to younger students.
- L. Have students perform for parents and community.
- M. Encourage parents to serve as chaperones for class field trips and other school activities.
- N. Recognize parents and volunteers who have helped throughout the year.
- O. Have school administration and staff provide test data and interpretation conferences allowing parents to ask questions.
- P. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially.
- Q. Include parent input in programmatic evaluations and make such evaluation program information available.

Title I-School and Home Partnership

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

- A. Participating in school functions, organizations, and committees;
- B. Supporting the teachers and the schools in providing a safe and orderly learning environment;
- C. Requiring their child to observe all school rules and regulations;
- D. Supporting or enforcing consequences for their child's willful misbehavior in school;
- E. Sending their children to school with proper attention to his/her health, personal

cleanliness, and dress;

F. Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;

G. Reading all communications from the schools, signing, and returning them promptly when required;

H. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school. Adapted 1/29/10

TITLE II, ADA

(See: Non-Discrimination Policy)

TITLE IX, Section 106.9

SEX DISCRIMINATION ACT/SEX EQUALITY/DISCRIMINATION GUIDANCE

TITLE IX SEX DISCRIMINATION ACT

On July 21, 1975, President Ford signed Title IX of the Educational Amendments of 1972. The opening statement reads: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance..."

Specific Areas for Compliance of Title IX

1. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular research, occupational training, or any other educational program or activity operated by a recipient.
2. All educational agencies or activities receiving federal funds must comply with the employment provisions of Title IX regulations which include, but are not limited to, recruitment, pre-employment inquiries, employment procedures, assignments, salaries, fringe benefits, and...any other term, condition, or privilege of employment.
3. Equal opportunity for members of both sexes must be provided in interscholastic, intercollegiate, club, or intramural athletics operated or sponsored by a recipient.
4. No person, shall, on the basis of sex, be denied admission or be subject to discrimination in admission by any recipient subject to the admissions provision of Title IX.

Whitehall District Schools Title IX Designate is:

Superintendent
Whitehall District Schools
541 Slocum Street
Whitehall, MI 49461

All alleged violations shall be brought to the immediate attention of the Title IX Designate.

Title IX Discrimination Grievance

On July 21, 1975, President Ford signed Title IX of the Educational Amendments of 1972. The opening statement reads: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance..."

If for some reason assistance is needed outside the school, the aggrieved party may seek help from any school staff person or the regional Civil Rights Office, which is located at 300 S. Wacker Drive, Chicago, Illinois 60606. Telephone - area code (312) 353-7742.

SCHOOL CANCELLATION

In the event that school is cancelled because of inclement weather, or other conditions, television stations will broadcast this information, as well as our website: whitehallschools.net. You will also receive a call from our automated system informing you of school cancellations if you are registered with our system.

In the event that school is cancelled during the course of the regular day and children dismissed early, parents will be notified via robo text.

Please instruct your child as to where he or she should go and what he or she should do in the event you are not home and an early dismissal occurs.

In the event of a tornado watch, students will stay in session. Should a tornado warning be issued, students will proceed to designated areas within the school building.

The school buildings have been inspected and approved by Muskegon County Civil Defense.

TRANSPORTATION

School Bus

The school district provides free transportation for all students living in the district except those living within $\frac{3}{4}$ of a mile of the school. We expect the bus rider's cooperation in making school transportation as safe as possible by following the rules. A REMINDER THAT WHEN A STUDENT LOSES HIS/HER RIDING PRIVILEGES, HE/SHE IS STILL REQUIRED BY LAW TO ATTEND SCHOOL.

1. The driver has the same authority on the bus as the teacher has in the classroom. Cooperation is expected at all times with the driver.
2. Students are to observe classroom conduct (except for ordinary conversation) while getting on or off, and while riding the bus.
3. Students are to occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
4. It is the student's responsibility to be at the designated pick-up location five minutes prior to the scheduled time and at the bus loop on-time in the afternoon. The driver is responsible for maintenance of this schedule and cannot wait for tardy students.
5. All students shall enter and leave the bus only at the front door, after the bus has come to a stop, except in case of emergency.
6. Students are not allowed to ride any other bus without written consent from the high school office.
7. No creatures of any kind (dead or alive) shall be brought on board a bus. 8. No firearms or any other weapons (cased or uncased) or ammunition may be brought on board a bus.
9. Arrangements for visitors to ride a school bus must be made 24 hours in advance, through the principal's office.
10. Windows are to be used for ventilation and visibility only. Arms and head must never be extended, even partially, out a window. There is to be no

shouting through windows or throwing items out of the windows.

11. Smoking or using any device that creates a spark or flame is prohibited.

12. Take care of the bus, as they each cost our community \$80,000 to purchase. Pick up after yourself; use the trash can at the front of the bus.

13. Cross the road ONLY in front of the bus and ONLY on signal from the driver. 14. Wait for the bus only on the side of the road on which it stops. Fatalities show the crucial need for strict attention to the regulation.

15. Eating and drinking on the bus is not allowed, with the exception of a bottle of water.

Students will be allowed to have one designated pick-up address and one designated drop off address. This address can be home or day-care and can be changed with one-week written notice to the transportation office. Please contact the Transportation office if there is a need for multiple bus stops for your child. We will decide these requests on a case-by-case basis. Please remember, if your child needs to go home with a friend to do homework, you will need to make arrangements to transport him/her. Students will not be allowed to ride to any location other than the one-stop designated by his/her parent.

Discipline Procedures for Riding the Bus

Responsibility for behavior on the bus is vested in the driver. Accordingly, and because it is clear that responsibility cannot be effective without proper investment of authority, the following clarifications for bus driver authority are made:

1. When a bus driver is having a problem with a rider, the driver must use the following procedure:

First Offense

A. Verbally resolves problem with student

B. May or may not call parent

C. Need not inform principal

D. Student takes conduct report with first notice checked on form, (white copy goes home, is signed and returned)

Second Offense

A. Hands out conduct report and attaches a copy of the rules for riding the bus B. Bus driver will call parent

C. Gives copy to principal/supervisor

Third Offense

A. Driver must inform supervisor then contact the principal

B. Driver with supervisor/principal suspends riding privileges

C. Transportation office must post: student name, duration of suspension, and the bus number.

2. If a suspended student returns to the bus and again misbehaves that student must be suspended again immediately. The proper notification procedures must then be started. (Step 3)

3. If a driver is having many problems with students or if the run is usually a “problem” run, then seats are to be assigned.

4. When children are misbehaving on the bus OR when there are threats of, or actual fighting on the bus, the driver should attempt to control the situation. Maintaining behavior is more important than the schedule.

5. Fighting will result in automatic bus suspension for three days.

6. With the exception of fighting, suspension from riding the bus will be 1, 2, 3, 5, and 10 days in progression of infractions (subject to severity).

Bus Monitoring Cameras

Monitor cameras on W.D.S. buses will only be used to assist the safety and behavioral management needs of the pupil transportation program.

Cameras will be positioned on school buses randomly or as assigned by the Transportation Supervisor.

All data recorded on school buses will be treated with the utmost confidentiality by all transportation staff. All data recorded are the property of Whitehall District Schools.

Recordings will only be viewed by authorized transportation staff, administration and/or students and parents who are authorized by the Transportation Supervisor. Recordings are not for public review.

Security of all recordings will be the responsibility of the Transportation Supervisor.

Bicycling and walking to school

Students may ride bicycles or choose to walk to school, but they must be very careful in bus, car and pedestrian traffic when arriving at or leaving school. Bikes will be walked near the bus loading area. Bikes must be placed in the appropriate racks immediately and left there for the entire school day. Bikes should be securely locked at all times when students are in school. **It is suggested that all bicycles be registered at the Whitehall Police Department.** Bikes are not to be ridden during the school day.

Pickup prior to end of the school day

Students may be released to parents or authorized adults during the school day. Please report to the office to sign your child out and obtain a release form to take to your child's teacher. The classroom teacher will then release your child to you. This procedure must be followed for the safety and security of every child. Children will not be permitted to leave the building with persons other than their parent or guardian unless a note or a phone call has been received stating the identity of the person designated. **For the safety of your child please, notify the office of any changes in routine prior to 2:00 p.m.** The person who picks up your child must sign your child out in the office during the school day.

VISITORS & VOLUNTEERS

Animals & pets

If a pet is brought to school, it must be transported by the parent and returned home by the parent as soon as the class has had an opportunity to see it. Arrangements should be made with your child's teacher before bringing any animal to school. At no time may animals, dead or alive, be transported on the school bus.

Volunteer Program

Shoreline has a very active volunteer program which enhances the educational experience in a variety of ways. A volunteer sign up and handbook are available in the office for parents and community members who are willing to help. Please fill out the appropriate background check form.

Research on effective schools contains evidence that parental involvement in the educational process provides positive influences on a child's success in school.