

WINN ELEMENTARY SCHOOL

STUDENT & PARENT HANDBOOK

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1. Introduction

“Winn Elementary – Everything a Kid Needs”

Dear Parents, Students, and Friends,

Welcome to Winn Elementary School. We are committed to providing quality education for all of our students. We **believe** that every child has the potential to learn. We are committed to helping our students **achieve** to the utmost of their abilities. We know that by working together as a school community they will **succeed**.

The purpose of this handbook is to communicate with you the beliefs, policies, and programs of Winn Elementary School. Together we will build a successful partnership between the home, the students, and the school. It is the responsibility of the child and parent to review and to be aware of this handbook and its contents (you will be asked to sign an acknowledgment of this on the last page). Your questions and comments are important to us. As you read, please consider how we can all help our children to **believe, achieve, and succeed**.

Sincerely,

Kim Stegman, Principal
Winn Elementary School

2009-2010 Winn Elementary Staff

Kim Stegman Principal	Sandy Pulaski Kindergarten Teacher	Amy Martin Resource Room Teacher
Shirley Kalis Secretary	Marcia Tuma 1 st Grade Teacher	Marcia Pufpaff Speech Pathologist
Val Thompson Support Staff	Nancy Long 2 nd Grade Teacher	Deb Kanine Technology Teacher
Beverly Cole Title I Assistant	Jenny Davis 3 rd Grade Teacher	Deb McLoughlin Physical Education Teacher
Sue Hall Support Staff	Dan Watters 4 th Grade Teacher	Tamara Seger Art Teacher
Bill Keiser Custodian	Katina Gluch 5 th Grade Teacher	Kim Voigt Music Teacher
Lori Bigelow Cafeteria	Shannon Brown Cafeteria	Bus Drivers Jack Thering & Jim Degase

2. SHEPHERD PUBLIC SCHOOLS MISSION STATEMENT

Shepherd Public Schools will educate all students to be productive and responsible citizens.



WINN ELEMENTARY MOTTO

“Winn Elementary – Everything a Kid Needs”

WINN ELEMENTARY SCHOOL MISSION STATEMENT

Winn Elementary School, in partnership with parents and community, will educate all students to be productive, responsible, life long learners.

Winn Elementary School, in partnership with parents and community, will educate and challenge all students to be **S.T.A.R.S.**

Solvers of Problems
Thinkers
Achievers
Responsible Citizens
Self-Motivated Learners

3. The School Day

Beginning of the Day - Students may arrive as early as 7:40, during which time they are supervised by our paraprofessionals. At this time students may take advantage of our Breakfast Program or visit with their friends. If a child arrives before 7:40, they are to be enrolled in the Winn Area Activity Center (WAAC) before school program. This is a free program during the morning hours that provides the needed supervision from 6:30 a.m. until the school day begins. WAAC is a program that is held on days that school is in session.

The School Day begins at 8:00 a.m. Parents are to bring their child/children into the school office and sign them in when arriving after 8:00 a.m. Time is an important factor of achievement. Students that are not ready for the school day do themselves a disservice, and will be considered tardy. Students arriving after 9:30 a.m. will be considered absent for the morning. Students leaving prior to 1:30 p.m. will be marked absent for the afternoon. Students that have a pattern of tardiness will be referred to the Truancy Officer.

During the Day - In the event that you must pick up your child early, **all students must be checked out of school through the office.** Anyone picking up a child during the school day must be prepared to show legal identification (drivers' license, state id. etc.) This person must be over 18 years old, and listed on the child's emergency card, or have a note from the parent giving permission (a fax will be accepted, 989-886-2740). Please come directly to the office to sign the child out and we will contact the room to send the child to the office. Students returning from appointments should be checked back in through the office.

Please do not go to the room at any time during the day without signing in at the office. We love to have parents helping in the school, but the teachers plan to teach right up to the last minute of the day, and it is not fair to distract the students when they are being taught. If you plan ahead with the teacher, everyone will benefit from your time with us.

After School Changes-It is the policy of Winn Elementary School not to accept telephone calls to change after school plans for children. If you want to change your child's after school routine, **YOU MUST SEND A NOTE.** Our Parent's Club provides forms to do this. You may also fax your permission before 11:00 a.m., and follow up with a phone call to be sure the fax was received. Your child will follow their normal after school routine if we do not have your request for change in writing. The reason for the policy is for the protection of your child. **Changes over the phone will only be honored in an emergency.**

Dismissal- School is dismissed at 3:10 p.m. If you are picking up your child at the end of the day please wait in the school office.

We request that you try to avoid taking your child out of school early unless absolutely necessary. Please try to schedule doctor, dentist, and other appointments so as not to interfere with their learning time. In the event that you must pick up your child early, **all students must be checked out of the school through the office.** Their teachers' plan for every teachable moment, and you wouldn't want them to miss out on anything.

4. Attendance Policy

Time at school is an important part of school success. Excusable reasons for absence include personal illness, observance of religious holidays, professional appointments (a note from the provider may be requested), and death in the

family. If your child is absent, **please alert the school by phone or written explanation within one school day.** You are encouraged to call the office before 11:00 a.m. on the day of your child's absence. If a consistent pattern of absence or tardiness is noticed, the Attendance Officer will contact the parents with recommendations to correct attendance. If disruptive attendance continues, the Truancy Officer will be contacted.

Please note that attendance records are maintained for purposes of pupil accounting. Some of the unexcused reasons for absence are: oversleeping, shopping, recreational activities, etc.

5. Appropriate Dress

Students are to be appropriately dressed in a manner that is not distracting to the elementary school educational setting. This would include instructional time as well as outside recess. Please dress for seasonal and daily weather conditions.

- Appropriate footwear is required at all times. For safety reasons, open toe shoes are discouraged. Students who wear open toe shoes will not be allowed to climb on playground equipment or participate in some outdoor games.
- Clothing which is distracting, offensive, or obscene will not be considered acceptable. (Examples: short shorts and skirts, midriff-baring tops, undergarments showing) Clothing which promotes tobacco, alcohol, and other drugs will not be allowed. Clothing which advocates violence is unacceptable. Pants/shorts must be worn about the natural waistline. For some students this may require the use of a belt. Hats and hoods are not to be worn in the classroom. Avoid any apparel that might get caught on the playground equipment and potentially cause injury.
- Students should have two pairs of shoes/boots available for inclement weather days during the school year when our playground is wet or snowy.
- The following items are not acceptable school attire: bedroom slippers, pajama pants, bandanas, jackets (in the classroom), any kind of "gang related" jewelry, clothing, or types of grooming.

6. Bicycles

Bicycles are permitted with the assumption of responsibility on the part of the student. Students riding bicycles to school may not ride them during school hours, and must walk them when buses are present. Bicycles are to be placed in the rack provided and locked. The school is not responsible for lost, stolen, or damaged bicycles. Roller blades, skateboards, shoes that convert to roller blades, are not to be brought to school.

7. Distracting/ Valuable Items

Distracting and valuable items are to be left at home. The school is not responsible for lost, stolen, or damaged items such as radios, I Pods, CD players, video/electronic games, cell phones, beepers/pagers, large sums of money, laser pointers, “giga” pets, balloons, flower bouquets, and/or similar items. At no time are students allowed to buy, sell or trade personal items on school grounds. If a valuable or “special” item is brought to school, it should be with the prior knowledge and approval of the classroom teacher.

8. Student Discipline and Conduct

Shepherd Public Schools Board of Education Guidelines

The Board of Education believes that the primary objectives of student conduct and control are to produce a school environment, which offers the most favorable setting for teaching – learning activities. The Board further believes that the code of student conduct and control must consider the welfare and development of the individual and the student body collectively; that it should include the entire program of adapting the child to life in his/her society; and that it involves two major emphases:

- To guide the pupil so that he/she benefits from the immediate efforts of teachers and does not threaten the classroom or the instruction this is taking place.
- To guide the pupil so that he/she may become a responsible, productive, and self-disciplined citizen in preparation for assuming adult responsibilities.

Our fundamental belief is that teachers have a right to teach and students have a right to learn.

Dangerous Substances - The Board prohibits the use, possession, concealment, or distribution of any drug or look-alike drug at any time on District property or at any District event. The use and/or possession of alcohol or tobacco products or look-alike products are not allowed in school buildings, on school grounds, on school vehicles, and at school related events. Consequences may be suspension, up to and including expulsion.

Dangerous Weapons - A student shall not knowingly possess, handle, or transmit any illegal or dangerous weapon such as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or any other object which could cause bodily harm or which may be used as a weapon which could inflict bodily harm. The Board will not tolerate the possession of weapons or look-alike weapons such as cap guns, B.B. guns, pellet guns, etc. by anyone while on school property or a district related event. Any student in violation may be

suspended up to and including expulsion. If a student violates the Michigan Legislative Dangerous Weapons Act, the Shepherd Public Schools Board of Education shall expel the student for a minimum of 180 days.

To ensure appropriate due process, guidelines have been established when suspension and / or expulsion are being considered. A student must be given written notice of his or her suspension, the reasons for the suspension, and the opportunity to respond to the charges prior to the suspension. The student may request a hearing with the principal. If the issue is still unresolved after meeting with the principal, the student may request a hearing with the superintendent. If a student is subject to long-term suspension or expulsion, the student and his/her parent or guardian will be given an opportunity to appear with a representative before the Board of Education to answer the charges. The student and /or their guardian must be provided, at that time, with a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly. A student, while serving a suspension or expulsion is not allowed on school district property without the permission of the principal.

Suspension is defined as exclusion of a student from school for a specific period of time terminating at the end of the specified period or upon the fulfillment of a specific set of conditions. Suspensions should not exceed a period of ten school days.

Expulsion is defined as permanent exclusion of a student from school. Parents shall be informed of, and involved in, any case of a student exhibiting a history of unacceptable behavior.

All Shepherd Public Schools Board of Education policies will be enforced at Winn Elementary

Winn Elementary School Guidelines

Our Golden Rule:

The students and staff will respect all people and their property, and they will be responsible for themselves.

General Student Conduct: All students are expected to:

- Violence is not allowed. See the "Spectrum of Violence"
- Respect the rights of others and treat all other people with respect.
- Follow adult directions and take pride in their work.
- Walk in classrooms and hallways and keep hands, feet, and objects to themselves.
- Use quiet voices and appropriate language.
- Complete all classroom and homework assignments.

Harassment or Abuse

In accordance with State law, suspected harassment/abuse of a student by another student or adult should be reported to the principal's office immediately. Harassment and Abuse will be reported to the proper authorities as required by the State. All School Board policies/guidelines will also be followed.

VIOLENCE in any form (verbal, physical, visual) will not be tolerated. An atmosphere of safety and family closeness is a continuing tradition at Winn. We believe that every child and adult has the right to learn and teach in a safe environment. We ask that you reinforce this value with your child at home.

SPECTRUM OF VIOLENCE

Verbal Violence	Visual Violence	Physical Violence
Name-calling Teasing Taunting Laughing At Threatening/Ordering Sexual Harassment Degrading / Mocking Rumors / Gossiping Intimidating Ridiculing Put-Downs Sarcasm Swearing	Indecent Exposure Obscene Gestures Facial Sneering Body Postures Invasions of Space Reading Personal Writing / Diaries Exposing Secrets Voyeurism Obscene Pictures or Notes	<u>Personal:</u> Hitting / Punching Biting / Spitting Shoving / Pushing Kicking Beating / Slapping Jabbing / Bumping Hair-pulling Tripping Threats with Weapons (or look-alike) Injuring with Weapons <u>Property</u> Vandalism / Damaging Property Defacing Walls / Graffiti Defacing / Destroying Homework Tearing Clothes Stealing

*Adapted from the Johnson Institute, Minneapolis, Minnesota: Respect & Protect: Violence Prevention and Intervention Workshop: SAPE Association.

Classroom Rules

All teachers will construct and publish their own classroom rules in line with Board Guidelines and expectations for general student conduct.

Playground Rules

Obey all school rules and play safely on playground equipment as it was intended to be used.

Stay on the playground at all times and ask for permission from the playground supervisor if you have to leave.

Keep the playground clean and act safely by not throwing rocks, sticks, snowballs, dirt, etc.

Be fair and take turns.

Enter the building in a quiet orderly manner.

When playing on the swings observe the following:

- One person on the swing at a time.
- Sit in swings at all times.
- Do not run in front of, behind, underneath or between swings.
- Do not jump off swings, swing crooked or twist swings.

When playing on the slides:

- Slide down one at a time, sitting down, feet first.
- Go up the ladder and down the slide.
- Do not push each other on the slide or the slide ladder.

At the discretion of the playground supervisor/teacher on duty, inappropriate behavior may be handled by removal from the playground area and/or referral to the teacher or principal.

Inside Recess

The children will be kept inside for recess on all days when the temperature, including wind chill drops below ten degrees Fahrenheit. Other factors such as precipitation, sunshine, time of day, playground conditions and how long the children have been inside will be taken into consideration.

When remaining inside for recess during inclement weather, students will adhere to the following rules:

- Students should remain in their classrooms and should not be in any part of the building without teacher/supervisor permission.
- Students should abide by all school and classroom rules.
- Classroom doors will remain open.
- Students who disrupt will be reported to the classroom teacher or principal.

Discipline and Due Process:

It is our strong belief that if students are to be successful they must be allowed to learn in a safe environment, and teachers must be allowed to teach in a non-disruptive setting. Discipline is the self-control that makes this happen. Students who choose not to follow school rules will be dealt with on an individual basis and will be disciplined according to their disruption. Our staff is committed to **teaching respect and responsibility**. A disruptive student may be removed from the classroom environment until his/her behavior is such that it conforms to the school rules. A plan for responsible actions will be developed either verbally or in writing. Parents will be notified of persistent misbehavior. Parents will be notified immediately of any extreme behaviors including physical or verbal abuse, destruction of property and/or potentially harmful behaviors. A course of action will be discussed with student, parent, teacher, and principal. Shepherd Public Schools Board of Education Guidelines will be followed. Consequences may include suspension up to and including expulsion.

9. Transportation

It is the policy of Shepherd Public Schools to provide transportation for those students who live at such a distance from the school that bus service is necessary. Other means of travel (walking, carpool, ICTC) are the responsibility of the parent. Travel to and from school is considered an extension of the school day and all rules and policies apply. In view of the responsibility and bus safety factor in dealing with lives of our youth, the driver has authority over the bus and its passengers and is accountable to the Superintendent or his/her designated representative. Students are expected to behave and respond to the requests of the driver or lose their privilege to ride the bus.

To ensure the safety of all:

Parents are expected to:

- Insure that their children arrive at the bus stop on time.
- Provide necessary protection for their children in going to and from the bus stop.
- Accept responsibility for proper conduct of their children.
- Make reasonable effort to understand and cooperate with those responsible for pupil transportation.

Students are expected to:

- Be at the designated bus stop, ready to board the bus at the time scheduled.
- Stay on the bus until dismissed by the driver.
- Stay in the seat assigned by the driver and refrain from moving around while the bus is in motion.
- Promptly obey the directions of the driver and report to the school official when instructed to do so by the driver

- Smoking and the use of profane language are prohibited at all times
- Bring no glass containers on the bus.
- Keep the bus clean (no eating on the bus).
- Keep self and all objects in the bus.
- Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
- Stay off the traveled roadway at all times while waiting for the bus.
- Wait until the bus has come to a complete stop before attempting to get on or off.
- Enter or leave the bus only at the front door after the bus has come to a stop EXCEPT in the case of an emergency.
- Cross the traveled highway, if necessary, after leaving the bus in the following manner.
 1. Make sure the bus is stationary.
 2. Go to the front of the bus, within sight of the driver, and wait for the proper signal to cross.
 3. Upon signal from the driver, or from a personal escort, look both to the right and to the left and walk across the highway **IN FRONT** of the bus.
- Inform the driver when an absence is anticipated.
- Report to the driver, **AT ONCE**, any damage to the bus that is observed.
- Do nothing to endanger the safety of other riders.
- Recognize and obey the authority of the bus drivers at all times.

Younger students will not be released unless an adult is seen to be present. They will be brought back to the district facilities, where necessary contacts will be made. It will be the parents' responsibility for their safe arrival home.

It is a privilege for students to ride a District vehicle. This privilege may be **revoked if the student's conduct violates these policies**. If a student is suspended from bus privileges, they may **also be unable to use school transportation for any other school related activities such as field trips**.

10. Delays, Closings, or Early Dismissal

School may be delayed, closed, or dismissed early if conditions are unsafe for school to be in session. The decision will be made by the superintendent or his designee. In the event of a change in the school day, information will be

broadcast on the following radio / television stations and posted on our website:
www.shepherd.edzone.net

WCEN	WFYC	WMMI	WIOG
WCFX	MLM	Z-93	WUGN
WCMU	WNEM	WSGR	WGER
WWTV (9&10)	WNEM TV5	WJRT TV12 Flint	

Parents are responsible for having an alternate plan for their child if school hours are changed, including early dismissal.

11. Field Trips

Field trips are educational opportunities that expand and enhance a student's learning. All trips off school property require a parent's signature on a permission slip. We ask that all students have a "school year" permission slip on file. If a student does not have a signed permission slip on file they will not be allowed to attend the event (Sorry, no phone-call permissions are allowed). We view field trips as an extension of the classroom. All school and classroom rules and policies apply.

The selection of field trip chaperones will be determined by the classroom teacher. Bus size, seating at events and other factors may limit the number of chaperones taken on a trip.

12. Health Issues

The school nurse is available for consultation from 8:00 a.m. to 3:00 p.m., Monday through Friday. The school nurse is located at Shepherd Elementary School and can be reached at 828-5998.

Immunizations

Every student who enrolls in our school is required to bring in a copy of his/her up-to date immunization record **before entrance to school**. The Michigan Department of Public Health requires the following: **If immunizations are given before the age of four, 5DPT, 4OPV, 2MMR, 3Hepatitis B and chicken pox. If immunizations are given after the age of four, 4 DTP, 3 OPV, 3 Hepatitis B, 2MMR, and chicken pox vaccines upon entrance to school.** The chicken pox vaccination is not necessary if the child has already had the disease. If you have specific questions regarding immunizations, please contact the school nurse or the local health department.

Medications

Any student that requires medication to be given during school hours need to bring a completed medication permission slip signed by a parent and physician, along with medication to the office. All prescription medication must be in the original labeled container with the medication name, dosage, and time to be

given. All over-the-counter medication must also have a prescription label. The pharmacy will do this at no additional cost, if you have a prescription from your physician for the medication. A permission slip needs to be filled out for all medications (prescription and non-prescription). Parents must provide all medications for the students. The school cannot supply any medications. Parents can come in to the school and give the medication themselves if they cannot comply with the above requirements. Your child's health and safety are always our first priority.

Injury

Most injuries are minor and can be easily treated by school personnel. In the event a student who is injured cannot be easily treated (possible fracture, concussion, large cuts), every attempt will be made to reach a parent or guardian first and then back-up emergency numbers will be called. Should the injury be judged serious or life threatening, an ambulance will be called.

Illness

Most illnesses are minor and can be treated at the school. When space allows, a student can lie down and rest on the cot. The student is then either returned to class or a parent/emergency number is called.

Emergency Cards

All parents of students enrolled in Shepherd Public Schools shall provide the school with at least two emergency contact telephone numbers. It is also extremely important that any medical information about the student be provided (examples are: bee sting allergies, diabetes, seizure disorders) and any other health problems. If you list a person on the emergency card, they may sign out your child from school. They must be at least 18 years of age and be able to show some form of legal identification (driver's license, state identification, etc.). Be sure to update this card regularly with accurate information such as work/home phone numbers, who is to be contacted first, or any changes in medical information.

Nonparticipation Notes

Written communication from a doctor is needed if your child needs to be excused from participation in physical education. If your child cannot go out for recess for more than 3 days in a row, a doctor's note will also be necessary.

13. Breakfast and Hot Lunch

Hot lunch is \$1.40 (includes milk); milk for cold lunch or extra milk is 40 cents for white or chocolate. Breakfast is \$1.00. Any money sent to school should be in

an envelope, labeled with student's name and how many breakfasts, lunches, and milks you are purchasing.

It is the responsibility of the parents or guardians to provide for a child's lunch. If provisions are not made, the parents will be held accountable for any charges or the child may be denied access to the regular lunch program. Applications for Free or Reduced Lunch are available at the school office.

The Free lunch program is funded by the Federal Government and is subject to their rules and regulations. One common misconception is that children who qualify for a free lunch may bring their own lunch and get milk at no charge. Students who qualify for free lunch will be charged for milk if they take only milk.

14. Library Policy

Students come to the library once a week. K-2 may check out one book each week, while grades 3-5 may check out two items. Books are due back in one week. If they are not returned, the student will not be allowed to check out new books. In addition, the following procedures will be followed:

- After 3 weeks, a reminder will be sent home.
- After 4 weeks, a reminder will be sent along with a notice of replacement cost of the book. The parents are then expected to pay this cost. If, after these procedures are followed the book is found, it can be returned to the library and the money will be refunded.
- Students who frequently forget to return library materials will not be allowed to take library items home.

15. Telephone Usage

Students are allowed to use the school's telephone at the discretion of their teacher and/or the office. Use of the phone will be for school related or other important matters only. Students may not have cell phones, pagers or other electronic communication devices at school.

16. Directory Information

The following information will be designated as "Directory Information" as described under the Family Rights and Privacy Act (FERPA) and it will be disclosed when requested:

- A. Student name, address (address will only be given out for high school students.)
- B. Participation in officially recognized activities, events and sports.
- C. Weight and height of members of athletic teams.
- D. Honors, honor rolls, degrees, awards received, and grade placement.

- E. Photographic, video or electronic images of students.
- F. Information generally found in yearbooks.

Unless you have advised Shepherd Public Schools in writing that you do not want any or all of this information released, (including photographic, video or electronic images of students that may be used by the local or school paper or appear on the district website), school officials may release personally identifiable information that has been designated above as “directory information”. Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible students. Requests to “not release” must be renewed yearly.

17. Textbooks

Textbooks and other school supplies are made available for students to use in their educational assignments. All students are expected to care for books and materials in a responsible, respectful manner. It is the responsibility of the student and their parents to pay for replacement of any damage to school equipment, including books, manipulatives, maps, models, computer hardware and/or software. As with library books, all replacement fines should be taken care of before the last day of school.

18. Visitors

The staff of Winn Elementary encourages parents and other citizens to visit our school. All doors at Winn Elementary are locked throughout the day except the main entrance. If you do plan to visit your child’s classroom or confer with the teachers, we ask that you call ahead to arrange for an appointment (866-2250). All school visitors are asked to report to the office and sign in upon arrival in the building. Visitors, parent volunteers, and other guests are expected to follow appropriate school dress standards. Adults are asked not to bring siblings or other small children when spending time at the school or chaperoning on field trips.

In most cases, visits by students from other schools to be with a relative or friend are not permitted. Exceptions must be handled in advance through the office.

19. Communications

The best way for us to help our children is to communicate our mutual expectations. Following is a listing of some of the ways in which we will communicate with you:

- **Open House** - is held at the beginning of each school year. This event is designed to give families the opportunity to meet the new teachers and become familiar with this year’s classroom.

- **Parents' Club** - The Winn Parents' Club meet on a regular basis at Winn Elementary. All parents are encouraged to join. The group organizes and supports many projects and experiences for students at Winn.
- **"Friday Folders"** - Every Friday samples of your child's work, notes and notices, and other classroom and school information will be sent home with the student. Please review this packet with your child. Return the folder on Monday so that we can begin preparing that week's folder.
- **Winn School News** - This school newsletter will be sent home in the Friday Folders. It contains news and information about school-wide activities and events, as well as special recognition of accomplishments by classrooms, and school groups. Notices and reminders regarding school calendar, policies, and programs are also published in the Winn News.
- **Blue Jay News** - The Blue Jay News is published periodically to communicate district news and to recognize student achievement and newsworthy school events and projects.
- **District Web Site** – www.shepherd.edzone.net - Announcements are posted regularly.
- **Report Cards and Conferences** - Report cards are sent home with the student three times yearly. They are an indication of what your child is achieving in the school setting. School wide conferences are scheduled twice yearly (watch for notification in the Winn School News.) Additional conferences and reporting methods should be arranged with the classroom teacher.
- **Visitations** - by adult family members are encouraged. Your participation in your child's school life is the single best way to encourage them to succeed.
- **Phone Contact** - One other method of communication: pick up the phone and call. We will be calling you to keep you informed of individual achievements and concerns. We ask that you do the same.

20. Retention

The recommendation to promote a student to the next grade will be made by the classroom teacher. Teachers will notify parents of the student's progress throughout the year. Recommendation for retention should be finalized by the March Parent /Teacher conference. The building principal will make the final decision regarding all placements and retention.

21. In District Schools of Choice

Students currently enrolled at Winn or Shepherd Elementary must submit, in writing, Schools of Choice request for the upcoming school year no later than the

last school day in April. Building requests for kindergarten must be made by the end of Kindergarten screening. New students may make requests at the time of enrollment.

Building Assignments: School assignments are based on current enrollment and the number of sections at each building. Families moving in and out of the district and students being retained can change the class size at a grade level. Over the past five years we have seen a trend of class size decreasing at one elementary while increasing at the other. When these changes produce an overload of students at either elementary building an attempt will be made to balance the sections within a grade level by moving students to another building. Please be aware that students living west of Shepherd and/or students living east of Winn may be affected by these adjustments.

22. School Calendar

The Winn Elementary School Calendar will be published in the first issue of the Winn Newsletter when available.

23. District Technology Guidelines

Policy for Acceptable Use of Technology Equipment

It is expected that each individual will accept responsibility for his/her actions using district technology. District technology includes, but is not limited to, computers, disks, printers, scanners, network, cameras, photocopiers, telephones and other related resources. Edzone refers to our Internet access and email provider, a regional service coordinated by the Gratiot-Isabella R.E.S.D.

Terms and Conditions

Users at Winn Elementary agree to the Terms and Conditions set forth in this document. Access to the Internet and other District technology is a privilege and not a right. District technology users agree to engage in activity that is legal and non-disruptive to other users of technology. Specifically, they agree to the following:

Use of technology must be in support of education and research and be consistent with the curriculum objectives of the Shepherd Public Schools District. Any activity that fosters that purpose is encouraged. Any other activity is discouraged or, in some cases, prohibited. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual users. Violation of U.S. copyright law is prohibited and is subject to disciplinary action.

District Technology Guidelines

Users are expected to abide by the generally accepted rules of district technology etiquette and copyright law. At the present time, these include, but are not limited to, the following:

1. Be polite; do not be abusive in your messages to others.
2. Use appropriate language.
3. Do not reveal the personal address and/or phone number of yourself or any other student or staff member.
4. Use of non-Edzone email and all chat and instant messaging programs are prohibited unless used with special permission of the tech committee. (Note that your electronic mail is not guaranteed to be private.)
5. Do not use technology in such a way that you would disrupt the use for other users.
6. Vandalism will result in the cancellation of all district technology privileges.
7. It is expected that all U.S. copyright laws will be followed. For further information, visit www.copyright.gov

Network Security

Security on any network computer is critical, especially when the system involves a variety of users.

1. Do not attempt to gain or share security codes, passwords, or other private information regarding another user or system.
2. Do not misrepresent yourself on the system in any way.
3. Unauthorized efforts to log on the network or Internet as another user are prohibited and may result in cancellation of other district technology privileges.
4. Shepherd Public Schools reserve the right, at their sole discretion, to suspend or terminate a member's access upon any breach of terms. Revocation of privileges may range from a minimum of two weeks up to and including permanent loss of access.

Any action by any user that is deemed to be illegal or a threat to District technology will result in the loss of all privileges and could result in civil or criminal charges being filed.

Warranty

While Edzone and Shepherd Public Schools make every effort to maintain a safe and error free system, they make absolutely no warranties of any kind, neither expressed nor implied for the service being provided. Edzone or Shepherd will not be responsible for any damages suffered or caused by any user. This includes, but is not limited to, any loss of data by any means. Any and all use of any information obtained by the Internet is the user's own risk. Edzone and Shepherd Public Schools specifically deny any responsibility for the accuracy and/or quality of any information obtained through their Internet services. The user (or parent/guardian, if applicable) agrees to indemnity and hold harmless

Edzone or Shepherd Public Schools, its sponsors, individual board members, agents or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of district technology

By working together we can all believe, achieve, and succeed.



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Please sign and return this page to your child's teacher.

I have received and reviewed the **Student & Parent Handbook** including the Policy for Acceptable Use of Technology Equipment for Winn Elementary School.

Student Name (please print)

Student Signature

Date

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Comments or questions:
