Parent-Student Handbook

The Elliott Community will instill character values and hold high expectations. We are committed to being a place where kids love learning, become leaders, and prepare for life.
Message From the Principal

Welcome to the 2019/2020 school year at Elliott. All staff members at Elliott are committed to providing a quality education to their students so they can be competitive and successful in the 21st century. That means laying the foundation for students to graduate from high school and college and to be career ready.

We have updated our handbook with the desire that you will read the materials with your child. Our learning community helps us personalize instruction and provide students with greater continuity in classrooms.

We are asking all parents and guardians to continue to support and stay involved in your child’s education. Attending Open House, Parent Teacher Conferences, school events, and having regular discussions with your child’s teacher are excellent opportunities to monitor their progress and ensure their academic success in school.

All of us at Elliott look forward to continuing efforts to work together to ensure that students at Elliott achieve another successful academic year.

With children as the focus,

Andrea Griffin, Principal

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Access to School Records

Federal/State Laws Affecting Family Educational Rights & Privacy
The privacy of school records is protected by federal and state laws which cover nearly every type of pupil record. Such records might include information about attendance, health, grades, behavior or activities in class. Natural parents, adopted parents, or legal guardians may have access to and review the pupil records of their child. Please notify Mrs. Griffin if you desire to access your child’s record.

Educational Rights & Responsibilities

Compulsory Education
Persons between the ages of six and sixteen years are subject to compulsory full-time education. This means they must attend school daily for the full time designated by the governing school district in which the residence of either the parent or legal guardian is located. Any person under the age of 16 is prohibited from loitering in or upon public streets, parks, playgrounds or other public grounds between the hours of 8:30 a.m. and 3:20 p.m. on days when school is in session.

School Accountability/Report Card
We are required annually to self-report school progress. A copy of our school’s report can be found at http://elliott.wwcsd.net/.

School Residence
Children between the ages of six and sixteen years old shall attend the public school for his/her residency area for the designated length of the school day. In a case involving divorced, legally separated or unmarried parents living apart, a student may attend the school in the residence of either parent. Homeless children may attend any school in the attendance area in which the homeless child is living or the school the homeless child was attending when he/she became homeless.

The McKinney-Vento Act defines a “homeless” student as a person between the ages of two and eighteen who lacks a fixed, regular, and adequate nighttime residence and lives in an emergency or transitional shelter or lives in an abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings.

Equal Opportunities

Students with Disabilities and Special Education
Free Appropriate Public Education (FAPE) is defined as “specifically designed instruction, at no cost, to the parents, to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with basic modifications of the regular instructional program and related services. At no cost to the parent, services may be needed to assist these individuals to benefit from the specifically designed instruction.” These services may include speech/language, adapted physical education, and resource specialist services.

For more information regarding special education, please contact the school office.
General Information

School Hours
Elliott students are expected to be in attendance on school days unless they are ill. Helping your child develop a good attitude by teaching promptness, dependability and punctuality is essential.

Full-day school hours: 8:30 a.m. to 3:20 p.m.
Half-day school hours: Morning - 8:30 a.m. to 11:40 a.m.

Children are allowed in the building at 8:25 a.m. For safety reasons, students are not to arrive prior to 8:20 and they are not allowed to be on the playground before school begins.

Student Conduct/Discipline

Elliott Staff is committed to creating a climate where every student feels safe and welcome.

Expectations for everyone in the school include:
- Be Safe
- Be Respectful
- Be Responsible

Students and staff are expected to live the 7 Habits:
- Habit 1: Be Proactive: You’re in charge.
- Habit 2: Begin with the End in Mind: Have a plan.
- Habit 3: Put First Things First: Work first, then play.
- Habit 4: Think Win-Win: Everyone can win.
- Habit 5: Seek First to Understand: Listen before you talk.
- Habit 6: Synergize: Together is better.
- Habit 7: Sharpen the Saw: Balance feels best.

With appropriate guidance students should:
- Learn and follow school and classroom expectations the 7 Habits.
- Solve conflicts maturely, without physical or verbal violence.
- Keep a safe and clean campus that is free of graffiti.
- Be good role models and help create a positive school environment.
- Report any bullying, harassment, or hate-motivated incidents.
- Display good sportsmanship.
- Attend school on time prepared to learn.

All discipline at Elliott will be handled in a corrective manner. Therefore, punitive measures will not be practiced at Elliott. Teachers have the authority, responsibility and support of the principal in maintaining a positive and safe learning environment in their classrooms. If a situation arises, the teacher may confer with the student and/or parent, use restorative justice practices, follow classroom/school disciplinary procedures, or refer the situation directly to the principal. Parents may receive notification by phone, electronically, or letter as to the situation and how it was resolved.

If these expectations are not met by students, they can expect:
- Conference with teacher
- Parent notification by teacher
- Conference with culture and climate coach, mediator, and/or principal
- Loss of privileges
- Suspension

A District Student Code of Conduct will be provided to each child at Elliott. Please refer to it and review it with your child. Classroom teachers and the principal will review it with students as necessary.

Please assist us by:
Reading all school communications and responding in a timely manner
Maintaining an active interest in your child’s daily involvement.
Supporting us in school by expecting and ensuring that students observe all school expectations and procedures.
Attending conferences and other gatherings where information on the progress of your child can be viewed.
Providing a quiet and suitable place for reading and homework completion.

Student Expectations
The staff at Elliott seriously accepts the responsibility of every child’s health and welfare. We believe that in order to be successful, each student has to understand and follow the rules and policies of the school family.

Responsibilities of students:
- Each student is expected to do his/her personal best every day. That includes completing assigned lessons, homework and any assignment missed because of absence. It is the student’s responsibility to ask for missed assignments.
- Each student must be regular and punctual in attendance. Excessive absence is reported to district personnel. You will be notified by mail of all documents sent to the State regarding excessive absence or tardiness of your child.
- Students must take care of all parental concerns before coming to school as students will not be allowed to use the telephone. If emergencies arise, an adult will take care of the matter. No student will be permitted to call home for permission to visit friends after school or request items be brought to them. This includes riding the bus. Only students assigned to ride the bus will be transported.
- Each student is expected to exercise good citizenship in school and when on school-related learning experiences. This includes the respect of and right and privileges of every person within the Elliott family and any other place our students might visit to enhance their learning.
- Each student is expected to be dressed appropriately, meeting all of the standards of health and cleanliness and refraining from the use of profanity and obscenity.
- All students must adhere to all behavior and safety rules while on school grounds.
- Acceptable student behavior in the lunchroom must be observed at all times. Disruptive behavior will result in suspension of your privilege of eating lunch in the school lunchroom.
**Medical/Health Information**

**Communicable Diseases**
Every effort is made to keep communicable diseases out of the school. In the event your child does become infected with a contagious disease, you are requested to keep your child home until symptoms indicate it is safe for him/her to return. Please contact the office to make us aware of the situation.

**Health/Safety**
Although the home and family carries the primary responsibility for providing for the health of the child, Elliott Elementary does contribute to the health education of your child by:
- Maintaining maximum health conditions
- Having regular inspections for symptoms of illness of communicable diseases
- Continuous observation of your child’s health

If a student is involved in a major incident during the school day, parents are notified immediately. If parents are unavailable, the alternate name appearing on the emergency form is contacted. If neither contact is available, the principal will take responsibility which has been granted by parents to seek professional help. Every effort will be made to contact parents first.

**Immunizations**
Michigan law requires that all students attending school in our state be immunized against the following diseases: measles, rubella, mumps, polio, DPT (diphtheria, pertussis, tetanus), HIB, hepatitis B and varicella.

**Medication**
All medications taken at school, whether prescription or over-the-counter, require an “Authorization for Medication Administration” form completed by the parent and physician. All medications must be brought by the parent to the main office in the original container, appropriately labeled. Students are not allowed to carry medications at school unless it is for emergency use as specified by a physician.

**Change of Clothing**
Please send in a change of clothing for your child (may be kept in their backpack) in the unlikely incident of spilled milk, a wetting accident, or other “messy” incident. We are very limited on extra clothing here. If we are able to loan your child dry clothing, please wash and returned the loaned items.

**Other Important Information**

**Before/After School Programs**
Champions is the before and after school program in the district. The Champion’s program provides enrichment activities and recreation under the supervision of trained staff in a safe, welcoming environment. The program operates from 7:00 a.m. to 8:20 a.m. and from 3:20 p.m. until 6:00 p.m. You can call Champion’s directly at 1-800-246-2154.

**Breakfast/Lunch Programs**
Free Universal Breakfast is available to each student, every morning, regardless of financial need. Applications for free and reduced price lunch meals are available in the Office. Lunch is $2.50 and milk is $.50. Students eligible for reduced meals receive lunch at reduced prices, while those qualifying for free meals receive lunch at no charge.
Payments for meals can be made in one of two methods:
Cash
Computerized point-of-service which allows students to have individual accounts for prepayment of meals.

While eating meals in the cafeteria, all students are expected to follow these guidelines:
- Practice good manners and socialize quietly
- Leave the table and surrounding area clean and orderly
- Put trash in proper containers

**Citizenship Recognition**
The development of good citizenship is one of the teacher’s primary goals. Each teacher works to avoid most discipline situations through a carefully planned classroom program - one that builds good classroom attitudes through positive individual approaches. We encourage parents to support us by reminding students of the benefits of good citizenship.

**Field Trips**
Educational trips within the city of Westland and nearby points of interest are scheduled throughout the year as an extension of the learning experiences students engage in at Elliott. We request that parents support the importance of field trips and not use them as disciplinary measures for children. Loss of field trips will not be used as a disciplinary action by teachers. If there is a concern with student behavior or safety, parents will be asked to attend these trips with their children. Teachers will supply you with all of the information needed.

**Homework**
Grade level practices are communicated to students and parents during the first week of school or at open house. Homework may:
- provide essential practice in needed skills
- enrich/extend school experiences

**Inclement Weather Closings**
Radio, TV stations, and the Wayne-Westland district website (www.wwcsd.net) announce school closings because of weather conditions as early as 6:00 a.m. Note: Please do not interpret “Wayne County Schools closed” as “Wayne-Westland Schools”. Listen carefully for “Wayne-Westland”. Each household will receive an automated call as notification that schools are closed. Please do not call the school.

**Parking Lot/Bus Loop**
For the safety of our students, parking in front of the school is for buses and staff. Parents should not use it during arrival and dismissal. You may use the main parking lot adjacent to the building. If it is necessary to pick-up your child after school, we would appreciate it if you would arrange a pick-up point away from the area directly in front of the school. Cars are not allowed to park next to the sidewalk or alongside the curb. Those areas will now be used for a “10 second drop-offs”.

**Physical Education**
The physical education program is an important part of the elementary education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a physician indicating the limitation is required. For a student to be excused from physical education for a short period (one day) due to a temporary illness or physical condition, a written request from a parent is sufficient.
**Recess**
The schedule and specific types of recess vary, however students will receive recess daily. Please make sure your child is dressed appropriately for the weather conditions. For a student to be excused from recess, a doctor’s note must be provided.

**Reporting Student Progress**
Students receive a "learning profile" (report card) once each marking period. The purpose of the learning profile is to communicate the child’s progress to the parents in order to help us work together for the child’s success. These dates are on the monthly calendars and in the teacher’s weekly newsletters. Teachers will update “Parent Connect” every two weeks with student progress throughout the year. If you do not have a password for “Parent Connect” please contact the office.

**Safe/Drug-Free Schools**
The Board of Education declares the district to be a drug-free and smoke-free workplace. The use of tobacco products, any time, in district-owned or leased buildings, on district property and district vehicles is prohibited. This includes events after school and on weekends. Administrator shall ensure that all students, parents and employees have a tobacco-free environment. The district is further required to refer to law enforcement any student who brings a firearm to school.

**School Parties/Birthday Treats**
Learning is our priority here at Elliott Elementary. Because of this and an increase in allergies, students are not allowed to bring in birthday snacks. In place of birthday snacks, students are encouraged to donate a favorite book to the classroom library, or pencils/school supplies to share with classmates. Students’ birthdays will then be celebrated through the reading of the book and/or other classroom traditions. If students bring in treats, they will be sent home with the students. A follow-up note will then be sent home to the families to review our building policy.

Other parties are left to the discretion of the teacher. During Halloween, Christmas and Valentine’s Day, teachers may elect to allow students to bring treats in preparation for a classroom celebration.

**School Pictures**
Fall and spring pictures will be offered at Elliott. Individual and class group photos are taken.

**Security Cameras**
The district has installed security cameras at our school. They are accessed daily to help in the monitoring of our campus before, during and after school.

**Substitute/Guest Teacher**
Substitute teachers, both day-to-day and long term, meet all of the credentialing requirements of Michigan. Substitutes who may be assigned to teach your child’s class are required to comply with fingerprinting regulations prior to being assigned to the classroom.

**Transportation**
Transportation is only provided to eligible students. The official notification of your child’s transportation schedule can be obtained through “Connections,” the district newsletter, which is mailed prior to the start of the school year. This may also be access on the district website. Please remember to:
- review the bus rules with your children
- visit the stop location prior to the first day of school
- arrive at the bus stop ten minutes earlier than your scheduled pick-up time
The district Student Code of Conduct distributed to all parents, clearly outlines the conduct for all students while riding a school bus. Please be reminded that students must ride their assigned bus unless parents or their designee will be transporting the child.
**Parent Involvement**

**Attendance**
School attendance is vital to student’s achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially.

**Attendance Matters!**
- When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.
- It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promoting of employees.
- It’s the law. Parents and guardians are responsible for ensuring that their children go to school. When parents are at work, students should be safe at school.

When a student is unable to attend school, parents should call the 24 hour attendance line at 734-419-2611. Please state the student’s name, teacher’s name, and reason for absence. If a child is absent for more than three days, please phone the office or send a message. **Please do not call the main office to report an absence.**

If it becomes necessary for a student to leave school early, the parent or guardian must report directly to the office. We cannot accept telephone requests for students to leave the classroom or the building. Students will only be dismissed by the office to the parent, guardian, or designated person(s) on the emergency card after the parent (or designee) arrives in the office. Persons under 18 years of age may not sign-out children.

**Truancy**
Any student subject to compulsory full-time education who is absent from school without a valid excuse ten full days or excessive tardiness, or a combination thereof is a truant and shall be reported to the proper authority. Parents will receive a written notification of the truancy. The letter(s) will state:
- That the parent is obligated to compel the attendance of the student at school
- Parents who fail to meet this obligation may be guilty of an infraction and subject to prosecution

**Parent Rights**
Parents and guardians of any student at Elliott have the right to work together in a mutually supportive and respectful partnership with each other to help their children succeed. Parents/guardians have the right to:
- Observe the classroom(s) in which their child(ren) are enrolled with prior notice (24 hours)
- Meet with their child’s teacher(s) and the principal
- Receive results of standardized and statewide tests and information on the performance of the school
- Be informed in advance about school rules, attendance policies, dress codes, and procedures while visiting the school
- Have a school environment for their child that is safe and conducive for learning
- Receive information regarding the academic performance standards, proficiencies or skills their child is expected to accomplish
Safe School Environment

Responding to Emergencies
In the event that there is an emergency, parents should remember that schools are among some of the safest buildings in the community. They have extensive Fire Life Safety Systems that include fire alarms and sprinkler systems that are designed to protect students and staff. If there is a lock-down in place, you should not come to the school to pick-up your child until the school campus is declared to be safe by the Police Department.

Safe School Plan
The Wayne-Westland school district began a movement to move all schools to devising safety plans. Elliott, along with all schools, have developed “Safe School Plans”. These plans address violence prevention, emergency preparedness and crisis intervention. You can learn more about Elliott’s safety plan by contacting the principal. This plan is reviewed annually and updated as needed. Regular drills that meet or exceed the state mandated requirements are in place. Elliott conducts the following types of drills:
- Fire Drill - 5 per year
- Tornado Drill - 2 per year
- Lock Down Drill - 3 per year

These drills make Elliott and other public schools the safest place for students during an emergency.

What Can Parents Do To Be Better Prepared?
Parents can be better prepared for an emergency by doing the following:
- Make sure your child’s emergency information is current and correct.
- Instruct your child to take all emergency drills seriously.

Student Discipline
Please refer to District Student Code of Conduct booklet. Read, discuss and review the following sections with your child:
- Pupil Discipline
- Suspension and Expulsion

Student Rights and Obligations

Conduct on School Buses
Students who ride school busses are expected to adhere to the same rules of conduct and behavior as in school. Any student who engages in misconduct, disrupts school bus travel, disrespects the bus driver or jeopardizes the safety of school bus rides is subject to disciplinary action, including suspension or removal from the bus transportation program.

Internet Access
The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All students using these resources shall receive instruction on their proper use. The system shall be used only for purposes related to education. Students will not establish web-based e-mail accounts through the district’s system.

Dressing for Learning
All those participating throughout the school day are required to show proper attention to personal cleanliness, health, neatness and suitability of clothing and appearance for school activities. Students are expected to promote a standard of appearance which enhances the learning environment.
Students are expected to wear clothing appropriate to the school setting. Current “fads” involving appearance or clothing that disrupts the instructional process will not be allowed. Remind your children that:
Safe footwear must be worn at all times. Appropriate shoes that are secure on the foot are required
Shorts of an appropriate length (mid-thigh-no shorter than the end of your fingertips) and style are acceptable
Apparel which advertises, glorifies, or symbolizes any illegal substance or substances illegal for use by minors may not be worn, including gang-related or offensive apparel
Hats/visors (other than for religious or medical reasons) are not to be worn inside the building.
Pants must fit on the hip so they will stay on without a belt
Purses must be kept in backpacks or in the coat rack.
The following items of clothing are considered inappropriate/unacceptable for school attire:
Muscle shirts with arm openings exposing chest area
Strapless, halter tops, or tube tops
Bare midriffs (no skin showing)
Hats, visors of any kind, or sunglasses inside classrooms (unless it is a designated school-spirit day)
Undergarments should not be showing

**Students’ Personal Property**
Personal items (iPods, cameras, electronic games, radios, CD players, toys, cards, games etc.) are not allowed at Elliott and cell phones must be turned off and stored in the student’s backpack. These items will be confiscated by school personnel. A parent will be required to pick the items up from the office. Elliott cannot be held responsible if the above items are lost or damaged at school.

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**School of Choice**

**Outside the District**
To attend a school outside the boundaries of Wayne-Westland, forms must be submitted during the open enrollment period established by the district. This enrollment period is typically in the spring of each year.

**Within the District**
Within the Wayne-Westland district, forms are offered annually during a district-established open enrollment period. This window opens in the spring and continues through the beginning of the school year. If you are interested in a transfer, please contact Pupil Accounting at 734-419-2083 for further information to obtain information regarding the open enrollment period and procedures.

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**Tips for a Successful School Year**

- Talk to your child’s teacher frequently. Together you are a team for your child’s academic success.
- Provide a quiet place and a consistent time to do schoolwork.
- Help your child learn to follow directions. Give one and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as “please”, “thank you”, and “excuse me”.
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
• Guide and monitor your child’s television viewing.
• Listen to your child and encourage your child to talk about new experiences.
• Explain the meaning of new words to your child.
• Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
• Involve your child with reading and writing activities.
• See that your child gets a good night’s sleep and has a nutritious breakfast.
• Write your child’s name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
• Refrain from sending to school a sick child or one who has a fever. This precaution will help preserve the health of other children.
• Please telephone the school when your child will be absent (734-419-2611). Dress your child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of a physical condition. If more than a one day indoor stay is required, a physician’s note will be required.
• Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.
• Discuss with your child what to do and where to go in the event you are not at home when he or she arrives.