

Welcome

Welcome to the Harper Woods School System. It is our belief that student and parental understanding of our school rules, policies and procedures will serve to promote the highest possible standard of conduct for students and create an atmosphere for good education.

We want every student, parent and teacher to be proud of our school and our program. An effective program is only possible when continuously supported by all three groups. We are confident we can reach the goals we establish as a team. We are ready for the challenge with your help.

Parent Involvement:

The involvement, cooperation and help of parents is vitally needed to educate children effectively. Parents are necessary in order for the "team" to be complete. You are the first most important teacher your child will ever have. It is a tremendous responsibility, but as a team working together, we will be successful. Research shows that the more interest parents display in their children's education and the more actively they support the school's efforts, the better chance those students have to achieve academic success.

What You Can Do To Help Your Child Learn

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2. *Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.*
3. *Praise your child each day for something he/she has done. Have a special place to put your child's school work or whatever is brought home.*
4. *Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day*
5. *Stress attendance. If the child is ill, home is the best place, otherwise, your child needs to take advantage of every school day, making sure they start out their day ON TIME!*
6. *Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if your child is reluctant to go to school, let the teacher know so that together you can find the reason.*
7. *Stress organization of school notebooks and materials.. Once a week help your child organize their backpack and folders.*
8. *Provide pencils, glue, scissors, paper etc. for your child to use.*
9. *Work at home with skills taught at school.*
10. *Take your child to the library and encourage reading for pleasure.*

Mission: READY TO TEACH, READY TO LEARN

General Information:

School phone: (313) 245-5370

Address: 19525 Tyrone H.W. 48225

Office hours: 8:00-4:00

School begins: 8:00 School ends: 3:15

Accidents and Illness:

The school requests that every child have an emergency card in the school office. This form must be filled out during the first week of school. It gives the school complete information which will aid us in caring for your child in case of illness or an accident. Please notify the school office if any change on the information card is necessary. When a student is hurt and a physician is needed, we make every effort to contact the parents. If unsuccessful, we take the student to the nearest hospital. When a student becomes ill in school, we contact the parents to take the child home.

Admission Guidelines:

New students to the Harper Woods School System are required to register immediately and submit proof of residency. All children entering the Harper Woods School System will be asked to present a valid certificate of birth. They must also have proof of immunizations in compliance with the Wayne County Health Department/State of Michigan Immunization Laws. All new students should submit evidence of their achievement in the last grade attended for proper placement. New incoming students will be given a placement test in Math and Reading. Tyrone Elementary will request official records from a student's previous school.

After School Activities:

There are many after school activities for student to participate in. Students should inform their parents that they intend to stay after school at least one day prior to the event. **They may not be allowed to phone home to ask permission to stay.** Students who are not participating may not wait for students who are involved in an activity.

Cell Phones:

Students are allowed to bring a cell phone to school, but they cannot have them during the school day. Cell phones are collected at the beginning of the day and kept locked in the office until the end of the day. Tyrone school does it's BEST to keep cell phones safe,. However, if you choose to send a cell phone to school with your child, it is done at your own risk. We cannot be responsible for lost, stolen, or damaged cell phones.

Arriving At School:

Many small tasks and meetings related to school programs take place before classes begin each day. Playground supervision of students who arrive too early interfere with those organizational tasks. Parents are asked to instruct children to arrive at school no earlier than **ten** minutes before classes are to begin. If your child arrives early, they are to line up in the designated grade-level area. Students are given a recess time so they may play, morning time is not for this purpose. Breakfast begins at 7:35 and end at 7:55. Students who come at/after 7:55 will be too late to receive a breakfast.

Attendance:

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may add to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness. If a child is too sick to attend school in the morning, **you must call the office before the start of the school day.** This helps to eliminate the concern of where the child may be.

Dismissal:

School is dismissed at 3:15. Students who are staying after for any school activity go directly to that activity and stay there until the dismissal time. Once a student commits to an after school activity, they will not be allowed to leave until the appropriate time. The school grounds are off limits to all other students and community. This is because Latchkey is here until 6:00 p.m. After 6:00, students may come back to play on the playground.

Behavior:

Much more attention can be devoted to teaching and learning in a school when students are in control of themselves. Both the student and the school staff play a role in establishing this control. Tyrone staff uses a positive approach to discipline. The choice of behavior is the students. Appropriate behavior will be rewarded. The "Golden Rule"-treat others like you would like to be treated encompasses the general rules of conduct. If a rule is broken after the students have been made aware of the school rule, the following consequences will be given: Change in behavior color, Peer Mediation or meeting for Restorative Circle, Office Discipline Referral and put on Student Behavior Contract, after school intervention or ISS with specific positive behavior tasks that must be completed before returning to the classroom.

See In School Suspension for more information regarding ODR's (Office Discipline Referrals for Major Rule Infractions)

Behavior- Suspension:

The following types of activities will result in a formal action against a student:

- *FIGHTING
- *INSUBORDINATION
- *STEALING
- *SMOKING OR THE POSSESSION OF TOBACCO
- *DESTRUCTION OF PROPERTY
- *POSSESSION, DISTRIBUTION, OR USE OF :
MATCHES, LIGHTERS, FIRECRACKERS,
NARCOTICS, INTOXICANTS OR OTHER
ILLEGAL/ LEGAL SUBSTANCES OR
WEAPONS
(see **Weapon Free School Zone**)

A suspension from school can be from **one to ten days.**

The following guidelines will be administered:

1. Parent or guardian will be notified by phone or in written form regarding the offense and consequence.
2. Students under suspension are not allowed on school property or admitted to any school functions
3. If the severity of the behavior or frequency of violations warrant it, **a suspension of six to ten days may be given, or an expulsion. The will be police intervention when there is drugs, weapons, or the threatening of another person.** (Referral resources: Children's Home of Detroit (in Grosse Pointe Woods) 885-3510 Chemical Dependency Program)

Bicycles/Rollerblades/Skateboards:

For safety reasons, rollerblades and skateboards are not allowed as a mode of transportation to school. Students may ride bicycles to school. The following regulations will be enforced.

1. Children under 12 years of age are not allowed to ride a bicycle on the street.(State law)
2. Double riding is not permitted on bikes.(State law)
3. Students are to walk their bikes on school property.

Failure to follow these regulations will result in revocation of the privilege.

Complaint or Concern:

If a student or parent has a concern about a school policy or an employee, the following procedures should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the issue.
2. If the problem still exists, contact the principal.

Computers:

With today's technological advances, it is a necessary part of our curriculum to include the teaching of computer skills. Tyrone has a fully equipped computer area as well as IPAD for every student. Students will become more adept at keyboarding, word processing and critical thinking skills. Students are required to sign an Internet usage form before they will be allowed to use the Internet. **If a student breaks the Internet usage contract they have signed, they will not be allowed to use the Internet while they are students at Tyrone.**

Closing of School:

In case of inclement weather or another emergency which requires the school to close for the day, radio and television stations will be notified and the closing announced. The first announcement should be made at or about 7:00a.m.. Our school will be referred to as the Harper Woods School District. Mass emails and text will also be sent, so please be sure to notify the office of any change in emails or phone numbers.

Conferences:

The twice yearly conferences between parents and teachers are great chances to get a personal progress report on your child. Evening and daytime conferences are available. Make every effort to attend. Parents are also encouraged to call a teacher at school or schedule a teacher conference if special issues need to be discussed. Teachers and administrators are willing to work together to resolve any situation impacting a student's education.

Directory Disclosure:

The Harper Woods School District may release directory information such as: student's name, address, participation in school activities, honors and awards and information generally found in yearbooks. If parents or students do not wish this information disclosed, they should notify the principal, in writing, and the information will not be disclosed.

Dress and Grooming:

An individual's grooming and the way he dresses do have a bearing on how others react to him, and therefore affects his behavior. The following guidelines are to be followed:

1. Clothing or grooming shall be in accordance to the dress code outlined on the District Web page www.hwschools.org. A paper copy is available in the school office as well.
2. No hats or headwear are allowed in the school.
3. The wearing of make-up, colored lip gloss, or hair-dye is not allowed

Erase Truancy:

Harper Woods School District is participating in the Erase Truancy Program. If a child has more than 10 absences, their name will be given to the District Truant Officer for further investigation. Continued truancy could result in legal actions taken against the parents.

Early Release from School:

If a student has to be released from class during the school day, here is the procedure to follow:

1. Have the student bring a note from home to the office stating the time of dismissal.
2. No student will be released from school unless a parent guardian contact is made either by phone or note.
3. Students will be called out of class once the parent/guardian arrives in the office.
4. **A parent/ guardian or designated adult from their emergency card must report to the office to sign the student out. Students may not leave without an adult signing them out.**

*If a child is pulled early from class more than 3 times in a report card marking, they will earn an absence for every early pull after 3.

Family Educational Rights and Privacy Act:

Under the federal Family Educational Rights and Privacy Act (FERPA) parents have the right to inspect and review their child's educational records and seek changes to records they believe are inaccurate or misleading. If you wish to review your child's records or believe something in the records is inaccurate, then call the principal and set up an appointment. Under FERPA, the district will not release educational records without parental consent, except for certain exceptions such as districts school officials (administrators, teachers, school board members)

Field Trips:

As part of the educational program, groups of students often take trips of interest. These trips are planned in advance and are an integral part of the classroom activity. When trips requiring transportation are being planned, a letter will be sent home requiring the signature of the parent or guardian giving permission for the student to accompany the group. ***A student may not be allowed to participate in field trips if their behavior does not warrant them to attend.**

Fire Drills, Tornado Drills, Lockdown:

A minimum of five fire drills and two tornado drills, and two lockdown are conducted each year to ensure the safety of pupils in the event disaster strikes. **During a lockdown, doors are locked and nobody is allowed to enter our building until the lockdown is cancelled.** Detailed instructions are given in each classroom for all emergency events.

Grade Point Averaging:

Grade point averaging is used at Tyrone. This is based on a 12 point grading scale (A+ = 12 points, E=0) The honor roll criteria is as follows: To make the honor roll, a student must have all A's and B's on their report card for that quarter.

Grading Scale:

100=A+ 99-94=A 93-90=A- 89-87=B+
86-84=B 83-80=B- 79-77=C+ 76-74=C
73-70=C- 69-67=D+ 66-64=D 63-60=D-
Below 60=E

Health Education Disclosure:

According to Public Act 226 of 1977, parents have the right to review material to be used in courses in which reproductive health is taught. Parents have the right to excuse, without penalty, their son/daughter from participation in this class or course of instruction in reproductive health and Acquired Immunodeficiency Syndrome (AIDS) instruction.

Homework:

The amount of homework assigned may vary from teacher to teacher, subject to subject or year to year. Your child's teacher is willing to answer your questions and help you. If a student is absent, **they** must find out and make-up the work assigned during their absence. If a parent wishes to pick up a student's homework, please call the office and request the homework. Parents may then pick up the work at the **end of the day**. Make-up assignments are to be completed within the period of time equal to the length of the absence. If students vacation during the school year (other than designated vacation days), the homework for the missed days will be given **upon the return** of the student.

Homework Policy:

Students are expected to return any work that was assigned for homework THE NEXT DAY, OR ON THE ASSIGNED DUE DATE. This work must be 100% completed, or it will not be considered finished. If a child does not turn in the homework or turns in homework which is not FULLY COMPLETED, then the homework will be marked down a half a grade for every day it is late. It is important that children understand the importance of completing their assignment on time..

Inschool suspensions:

If it is the first time a child has broken a school rule, they will be sent to office to discuss the rule broken and parents will be emailed. If a rule is broken two or more times, the child will be placed on a student contract. If the contract is broken, then the child may receive an inschool suspension and tasks will be assigned. Parents will be emailed any time a Major School Rule Infraction occurs. ALL WORK ASSIGNED THAT WAS MISSED WHILE IN ISS IS DUE THE VERY NEXT DAY. ANYTHING NOT RETURNED WILL BE GIVEN A ZERO.

Library-Media Center:

One of the most important learning aids in any school is a well established library-media center. Tyrone School has a library-media center which is the source of thousands of books and numerous materials, on a wide variety of subjects to fit the needs of each student. It is essential that all materials are returned on time for the benefit of everyone who uses the Media Center. You will not be allowed to check out books if you have overdue books or owe money for a lost book.

Lost and Found:

Lost and found articles are turned in and kept in a container outside the office, where they can be claimed by the student or parents. At the end of the year all unclaimed articles will be donated to a charity.

Lunches:

Forty minutes is provided for the students' lunchtime. On days when weather permits, ALL students are expected to go outside for lunch recess and should dress according to the weather conditions. Students may bring a bag lunch or receive a hot lunch. A schedule of the hot lunches will be sent home each month, as well as posted on the web. **If a child does not sign up for hot lunch by 9:00 am. , then they may not be able to receive a hot lunch. Students who do not sign up will be given a cheese sandwich or something similar.**

Lunchroom Procedures:

School lunch rules are necessary to maintain order while many students are in the lunchroom. Adult supervisors are always present during this period. Students who abuse the guidelines below are subject to losing their lunchroom privileges. If a child is excluded from the lunch room, or a student is being a behavior problem, they will not be given the luxury of buying snack. For safety reasons students are to play behind the school and inside of the fenced area. Students are not to leave the school grounds without the lunchroom supervisor's permission. Due to the number of children who play on the playground during lunchtime, it is important for safety reasons, that students not participate in contact sports. All ball games are to be played on the grassy area. We can avoid accidents to others and ourselves by following safety rules and the "Golden Rule."

Lunchtime Behavior (Inside)

Due to inclement weather, students may be kept inside during lunchtime recess. Students are expected to follow school and classroom rules. Any students who is not able to do so, will be removed from lunchtime for a minimum of one lunch period and up to several weeks.

Medication:

Although it is not the school's practice to administer medication, arrangements can be made for special needs. State law requires that both the parent or guardian and the physicians' permission be given in writing before a principal, secretary, or teacher can give medication. The required written form is available in the office. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician. Unless these requirements can be met, medications will not be administered at school. The school will not administer Tylenol, cough syrup, eye drops etc. to any student unless it is in a prescription container and follows the same rules that would apply to other prescription medications. **Do not send any medication with your child to take. Tylenol, cough drops, and any other over the counter medication cannot be administered unless the proper forms are filled out!**

Physical Education:

Physical education is an integral part of the instructional program. All children will be required to participate unless a doctor's note is presented. Students are to wear appropriate gym shoes to participate in physical education classes.

Planners/Take-Home Folders:

Planners and take-home folders can be purchased at the office to be used as an organizational/communication tool. Students should carry the planners and folders with them daily. All students receive their first take home folder at no charge. Planners can be purchased for \$5.00 from the office.

Progress Reports:

Progress reports may be issued to students at the midpoint of each grading period. At any time you can request to get information from your child's teacher as to how he/she is performing. Parents can access all grades daily through their child's MiStarr account. The office can get you your username and password if you do not have one.

Recess:

Because fresh air and exercise have been proven to aid in the physical and educational growth of students, Tyrone has a recess program. Requests for students to be excused from recess activities should be kept to a minimum. **A doctor's statement is required if a child is to be excused for more than two days.** It is very important that students wear enough clothes to stay outdoors during recess, particularly during the winter months.

Report Cards:

Report cards are issued four times a year. The main purpose of report cards is to provide students and parents with an understanding of student progress. In addition to grades, behavior, absence, tardiness, social growth and teachers' comments are reported. The final report card will be sent home on the last day. If your child has any fines, the report card may be held until the fine is cleared up. The yearly calendar indicates when the report cards will be sent out.

School Evening Programs:

Students who are absent during the school day **may not attend an evening function at the school.** Students cannot attend evening programs unless they are accompanied by an adult or are in programs such as band, concerts, and plays.

School Visits:

Tyrone School welcomes visits to its elementary building by parents and other citizens. However, it is necessary to call ahead in order to assure that school personnel will be available for discussion, when needed. All school visitors are asked to report to the office upon arrival in the building. **Teachers are not permitted to leave the classroom to converse with visitors.**

Sexual Harassment and Intimidation:

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the district staff to harass another staff member or students or for students to harass other students through conduct or communications of a sexual nature. Students and staff may file a formal grievance of sexual harassment through the use of the grievance procedure as outlined in the Harper Woods Board Policy Book or may complain directly to the building principal, social worker, or district administration. The Board Policy Book is available in the school office.

Special Education:

Special education programs are available to all persons 0-25 years of age, who have a handicap requiring support or programs other than or in addition to the regular classroom.

Speech Correction:

This program is designed to aid in improving pronunciation and other communication difficulties that students may have. Students can be referred by the classroom teacher or parent.

Standardized Tests:

The M-Step Assessment Program (Formerly MEAP) evaluates grade level attainment of basic skills. Reading and math skills are tested in 4th-6th. Writing is tested in 4th, Science in 4th and Social Studies in 5th.

Tardiness:

Students are required to be at school and in the classroom when the individual teacher is ready to begin. The students may enter the building at 8:00. Students also may be given a tardy if they come more than 5 minutes after the start of the afternoon. Afternoon starts directly after a child's lunch hour. **Every 4 tardies or early dismissals will equal an absence.**

If a child is more than one hour late for school or pulled with more than one hour left to the day, it will be considered 1/2 day absent.

Teacher Inservice:

Teacher in-service days are used to evaluate current programs, improve instructional techniques and for formal record keeping. Parents will be notified of such “in-service” periods well in advance through school notices/calendars. Lunches are canceled when meetings are held on a half-day basis.

Telephones:

Students in the upper elementary grades are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. Telephones are not to be used by students-only in cases of emergency.

Textbooks/Calculators:

Students are responsible for the textbooks and materials given to them at the beginning of the year. **If a textbook, IPAD or calculator is damaged or lost, the child must pay for a new one.** At the end of the school year, all books and materials must be returned in the condition they were distributed. If this is not done, the child’s report card may be held until all fines are paid, or the textbook/calculator/IPAD is safely returned. There will not be a new textbook, IPAD or calculator issued until the fine is taken care of.

Electronic devices:

Students are not to bring in this type of equipment to school. Students found bringing these to school will be given a detention. **If** a classroom teacher is allowing for electronics to be brought for a special purpose, (Ex. Free Afternoon earned for reward) they will make special arrangements with the school for the students.

Traffic Safety:

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. **ALL** students should be dropped off and picked up in the front of the school. Please do not put your child into a hazardous situation by dropping them off mid-street.
This rule is intended to prevent serious injury and to ensure the safety of all students.
2. When picking up a child, always pull to the curb. Do not stop in the middle of the driveway or street to pick up or drop off a child.
3. Do not stop to pick up a child until you have driven to the far end of the pick-up area directly behind the car ahead of you. Please maintain one lane of traffic in the school driveway.
4. All students must cross the street at the corner where the crossing guard is. **They may not cross in middle of the street unless an adult crosses them.**

Walking to School:

Heavy traffic in school areas create a need for school walkers to carefully observe driver and pedestrian safety rules. Students should walk only on the sidewalks and cross streets at corners. Students are to obey crossing guards at all times. It is also suggested that students do not go through Salter Park on route to school, because of its isolated location.

Weapons Free School Zone:

The Board of Education of the School District of the City of Harper Woods shall permanently expel a pupil from attending school in the School District, if the pupil possess a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil established, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil
3. The pupil did not know or have reason to know the object or the instrument possessed by the pupil constituted a weapon
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of or with the express permission of school or police authorities.

It is the policy of Harper Woods Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business. These policies and the grievance procedures for Title VI, VII, and IX of the Civil Rights Act of 1964 as amended, Section 504 or ADA or 1990 as amended should be addressed to:

Harper Woods Board of Education,
20225 Beaconsfield,
Harper Woods, MI.48225.
ATTN: Superintendent. (313) 245-3000 #4

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