

Mayville Elementary



Student Handbook
2017-2018

www.mayvilleschools.org



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Teacher Work Day



Half Day Dismissal
ES: 11:45 a.m.
MS/HS: 11:35 a.m.



No School

July '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 29-31: Teacher PD
Aug. 30: Welcome Back Night
5:30-7:00 p.m.

Sept. 4: No School
Sept. 5: First Day of School

September '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 12: PTC
3:30-5:30 & 6:30-8:30
Oct. 13: AM ½ Day Students
PM ½ Day PTC (ES: 12:30-3:00 &
MS/HS 12:15-2:50)
Oct. 27: No School: Teacher PD

Nov. 23-24: Thanksgiving Break

November '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 25-Jan 2: Christmas Break

Jan. 1-2: No School
Jan. 3: School Resumes
Jan. 26: End of 1st Semester
AM ½ Day Students
PM ½ Day Teacher Records

January '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Feb. 19: NO SCHOOL –
President's Day

Mar. 1: PTC
3:30-5:30 & 6:30-8:30
Mar. 2: NO SCHOOL –
Teacher PD
Mar. 26-April 2: Spring Break

March '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr. 2: No School
Apr. 3: School Resumes

May 28: NO SCHOOL -
Memorial Day

May '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jun. 7: AM ½ Day Students
PM ½ Day Teacher PD
Jun. 8: Last Day Students
End of 2nd Semester
AM ½ Day Students
PM ½ Day Teacher Records

Welcome to Mayville Elementary School

This student handbook was developed to answer many questions that you and your family may have concerning the operation of the Elementary School. This handbook contains information about your rights and responsibilities. Please keep this handbook available for your use throughout the school year.

If you still have questions after reading this handbook, please contact the school at 989-843-6115 ext. 35105.

Mission Statement for Mayville Community Schools

The Mayville staff is committed to do everything they can to create an academic, equitable, friendly, and positive environment to prepare all students for a good and productive life.

Vision Statement for Mayville Elementary School

Mayville Elementary is a safe, respectful and positive environment with clear expectations and open communication that leads to purposeful learning for our students.

Equal Educational Opportunity

It is the policy of this District to provide an equal educational opportunity for all students. Any person who believes that the school or any staff person had discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, as well as place of residence within District boundaries, or social or economic background has the right to file a complaint. A formal complaint can be made in writing to the school district's Compliance Officer listed below:

Mr. Barry Markwart
Superintendent of schools
6250 Fulton Street
Mayville, MI 48744-9103
989-843-6115, ext. # 35221

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Board of Education

President	Mr. Ron Johnson
Vice President	Ms. Cindy Coxe
Secretary	Mr. Nicholas Buggia
Treasurer	Mr. Peter Mocerì
Trustee	Mr. Frank Franzel
Trustee	Mrs. Heather Middleton
Trustee	Mr. Nathan Phillips

Administration

Superintendent	Mr. Barry Markwart
High/Middle School Principal	Mr. Barry Markwart
Elementary Principal	Mrs. Kimberly Morden
Athletic Director	Mr. Mark Cooper
Transportation/Maintenance Director	Mr. LaVerne Franks

Contacting School

The elementary office can be contacted at 989-843-6115 ext. 35105 between the hours of 7:30 a.m. and 4:00 p.m.

School Hours

7:40	Students allowed in building – <u>No supervision provided prior to this time.</u>
7:40-7:50	1 st -5 th Grade Breakfast in the cafeteria
7:45-8:00	Breakfast – Free to all students (Kindergarten eats in their classrooms.)
7:50	First bell rings
8:00	Second bell rings. Classes begin, students are tardy after the second bell rings and absent for the morning after 8:15 a.m. unless they were riding a late bus.
11:00-12:45	Lunch & Recess
3:00	Dismissal – If a student leaves prior to 3:00, they will be considered absent for the afternoon.

Elementary Teaching Staff

Kindergarten	Mrs. Sara Macha – Rm. 4 Ms. Aimee Ressler – Rm. 1
First Grade	Mrs. Carrie Miller – Rm. 7 Mrs. Alicia Pavlichek – Rm. 9
Second Grade	Mrs. Cheryl Rayl – Rm. 10 Ms. Holly Tompkins– Rm. 8
Third Grade	Mrs. Tara Olar – Rm. 16 Mrs. Kristine Tedrow – Rm. 15
Fourth Grade	Ms. Ronda Thornton– Rm. 23 Mrs. Alyson Dupure – Rm. 25
Fifth Grade	Mrs. Angie Campbell – Rm. 28 Mrs. Tammy Foor – Rm. 27 Mrs. Jill Pape – Rm. 29
Physical Education	Mrs. Patricia McNinch - Gymnasium
Music	Mr. Scott Adkins – Rm. 3
5 th Grade Band	Mr. Scott Adkins – Band Room
Title I Teachers	Mrs. Shelly Miller – Rm. 19 Mrs. Jill Pape – Rm. 16
Special Education	Mrs. Renee Sherman – Rm. 13

Support Staff

Building Secretary

Mrs. Lisa Buckmaster

Paraprofessionals

Mrs. Kelly Bollaert
Mrs. Rachel King
Mrs. Erica Rosebush
Mrs. Tami Roy
Mrs. Nita Stevenson
Mrs. Connie Terbush
Mrs. Sue Washburn

Kitchen Personnel

Head Cook

Mrs. Jennifer Edgerton

Cook

Ms. Sherri Richards

Cook

Mrs. Mackenzie Young

Custodians

Head Custodian

Mrs. Monica Buhl

Custodian

Deb McGinley

Custodian

Angie Ray

Student Rights and Responsibilities

I have a **RIGHT** to learn in this school.

It is my **RESPONSIBILITY** to listen to instructions and to follow classroom guidelines set by my teachers.

I have a **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** not to talk, shout, or make loud noises when others are speaking

I have a **RIGHT** to be respected in this school.

It is my **RESPONSIBILITY** to respect others and not to tease or bother other people as to hurt their feelings.

I have a **RIGHT** to be safe in this school.

It is my **RESPONSIBILITY** not to threaten or harm anyone else.

I have a **RIGHT** to privacy and personal property.

It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

Parents' Rights and Responsibilities

Parents have the **RIGHT** to expect quality education for their children. They have the **RIGHT** to assume their children are treated fairly and are safe when at school. Parents have the **RIGHT** to contact the school office at any time, with any question.

Parents have the **RESPONSIBILITY** to be aware of the school's expectations for students and of the acceptable rules of conduct as outlined in this handbook. Parents are **RESPONSIBLE** for regular and punctual attendance of their children and for ensuring their children complete any assignments or homework given. Parents are expected to respond to telephone calls or letters from the school.

The school relies on **support** from parents in the education of your children. The school and the teachers cannot do the job of educating your children alone. Your **support** and involvement are very important.

ACCIDENTS:

The staff is instructed to notify the office of any student injury as soon as possible after it occurs. Students are sent to the office with another student (minor injuries) or an adult (major injuries). Parents will be notified for any serious injuries. Parents are asked to come to school and assess the injury and determine if the child should remain in school or seek medical treatment.

ADVERTISING OF OUTSIDE ACTIVITIES:

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting. Outside digital sign advertisement must be approved through the superintendent's office.

AFTER SCHOOL:

Students are NOT to remain after school to wait for older siblings who participate in junior or senior high activities, or to watch other activities, held at the school. Students must either be picked up by the parent/guardian, walk home, or ride the bus directly home following the school day. If the student is to remain after school for a scheduled activity, a note signed by the parent/guardian must be turned in for each separate activity.

1. **Bus requests must be made by 12:00 p.m.** The building secretary will place the parent requesting on hold while she obtains approval from transportation.
2. **Any other special requests** for students to do anything other than ride their assigned bus must be made in the elementary office by **2:15 p.m.**
3. Walkers and bike riders are to go to the cafeteria and remain until the buses have gone and they are released to walk home. Students should then leave the school area promptly. Bike riders must cross the street only at a corner, instead of darting out into traffic.
4. Students waiting to be picked up are to remain in the cafeteria.
5. Parents picking up their children are to wait in the cafeteria and sign out their child.

AFTER SCHOOL DETENTION/HOMEWORK HELP:

Students may be required to spend time in the after school detention/homework help for a variety of reasons. These may include, but are not limited to: missing assignments or poor behavior. Parents will be notified 24 hours in advance that their child will be kept after school for detention/homework help. It is the parent's responsibility to make arrangements to pick up their child after detention/homework help. Detention/Homework Help will be from 3:00-3:45.

AMERICANS WITH DISABILITIES ACT & SECTION 504:

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals who use school facilities. Students with disabilities may be served within the regular education program with an accommodation plan developed by the school staff. Parents believing their child may have a

disability that substantially limits the child's ability to function properly in school should contact the school at 989-843-6115.

ATTENDANCE/TARDIES/TRUANCY:

It is important that your child attends school. If your child is absent from school you are required to call the office at 989.843.6115 ext. 35105.

ATTENDANCE

When your child returns to school, please send a note stating the reason for the absence and the number of days absent. The note must be signed by a parent and dated the day the student returns. If your child is absent and there is no parent contact with the school, it will be recorded as an unexcused absence. Pre-arranged long-term absences require a note from the parent. It is the student's responsibility to get his/her work in advance or make up the work when he/she returns. Students entering the building after 8:15 are considered absent for the morning and must be signed in at the office. Students leaving before 11:45 will be considered absent for the morning. Those students arriving after 12:15 will be considered absent for the afternoon. If a student leaves before 3:00 they will be considered absent for the afternoon.

TARDIES

A student is considered tardy if they are not in their classroom ready to begin work by 8:00. Students riding a late bus will not be considered tardy. A student will serve an after school detention for every **4** tardies during each marking period. Parents will be notified by the teacher if their child has excessive tardies.

TRUANCY

Working in collaboration with the Tuscola County Juvenile Probation Services Director, the following truancy guidelines are being implemented.

Michigan Department of Education recommends that absences exceeding 10% of the scheduled days of instruction be considered as truancy. Their belief regarding this determination is that it becomes difficult to achieve success if a student is missing more than 10% of the days school is in session. Therefore, that recommendation is driving the new guidelines for our truancy program. Truancy referrals may be made once a student **accumulates 9 absences during a semester**. Both excused and unexcused absences will be considered by the court. For students who are repeat offenders from the previous year, they may be referred again once they accumulate **3 absences in a semester**.

For students who are habitually tardy, referrals may be made under the same guidelines. Once a student accumulates more than **9 tardies during a semester**, a referral may be made. If the problem cannot be corrected after working with TISD Truancy Services, a petition will be filed and parents will be prosecuted. Parents may incur fines and court costs, jail time and/or probation.

AWARD ASSEMBLIES:

Award assemblies will be held periodically to recognize students who receive honor roll status, perfect attendance, positive behavior, and other educational accomplishments.

BACKGROUND CHECKS:

Any parent that wishes to volunteer in the classroom and work with students needs to have an ICHAT background check. Background checks are also required for those individuals wishing to chaperone field trips. Chaperones will be limited to 8 per class. A successful background check must be **completed for every event**. The necessary form is available in the elementary office.

BAND:

All 5th grade students have the option of joining the Mayville Elementary Band. Band meets Monday-Friday for 45 minutes each day. Concerts are performed throughout the school year.

BEHAVIORAL GUIDELINES:

MAYVILLE ELEMENTARY DISCIPLINARY PLAN

Instruction in citizenship has long been recognized by the Mayville Elementary School staff as a basic aspect of the school's educational mission. The four discipline standards that follow ask the students to take a responsible role in the operation of the school.

C – Choose Wisely
A – Act Responsibly
T – Treat Others With Respect
S – Stay Safe

The staff of Mayville Elementary believes in individual student rights but when a student's actions begin to infringe upon the rights of others, the inappropriate behavior must be stopped.

Inappropriate behaviors include but are not limited to:

- Failure to follow student conduct expectations or school rules.
- Failing to use time productively.
- Disrupting the teaching environment.
- Being physically or verbally aggressive.
- Throwing objects.
- Using inappropriate language, gestures, or materials.
- Being dishonest, cheating, or stealing.
- Refusing to follow adult directives.
- Damaging school property.

If violations do occur, an attempt will be made to resolve the problem with the student. If the child disrupts again, they will be sent to the Responsible Thinking Classroom to write a plan for correcting their behavior. When they finish their plan, they return to class to negotiate with their teacher explaining how they will implement their plan and return to class without disrupting. If they disrupt in RTC, they will be sent to the office to work with the building principal which will likely result in being sent home. The Responsible Thinking Process is an effective method for children to take responsibility for their behavior.

Any student suspended, excluded, or expelled from school is NOT permitted to attend school or any school activities during her/his suspension or expulsion period. This applies to school athletic events, practices, dances, plays, concerts, field trips, etc. The student is not permitted to be on any school property, in any school building, or to ride school transportation during the suspension or expulsion period.

Please Note: THE PRINCIPAL HAS THE AUTHORITY TO MODIFY ANY AND ALL CONSEQUENCES OF THE SCHOOL DISCIPLINARY PLAN.

IMPORTANT NOTE: PA6 of 1992 – School personnel may use reasonable force to maintain order and provide a safe learning environment. Corporal punishment is not allowed under any circumstances. Corporal punishment is the deliberate infliction of physical pain by hitting, paddling, slapping, or any other physical force used as a means of discipline.

ARSON: Arson is defined as starting a fire that endangers school property, its occupants or their property. Arson is a felony and State Law requires the Board of Education to expel any student who commits arson on school grounds or at a school-sponsored event. A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). “Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750. To MCL 750.80). Possession of a lighter or matches is prohibited.

ASSAULT OF EMPLOYEES AND ADULT VOLUNTEERS: Assault is, but is not limited to: aggression directed towards staff members through either physical or verbal abuse, threats, either upon school property, on the way to and from school, or at a school-sponsored event.

1st Offense: Out-of-School Suspension up to 5 days. Possible police referral.

2nd Offense: Police referral and out-of-school suspension until board hearing for recommendation for expulsion.

CONTROLLED SUBSTANCES: Possessing, using, transferring, or under the influence of alcoholic beverages, narcotics, or any substance which produces abnormal behavior; at any school function or activity or on school grounds at any time is prohibited. Drug related paraphernalia

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

1st Offense: Suspension of 10 days - Agency Assessment Counseling - Possible Expulsion

Repeat Offenses: Suspension of 10 days and/or expulsion

AGGRESSIVE BEHAVIOR: Aggression of any kind towards another student is destructive to the educational process and will not be tolerated.

VERBAL AGGRESSION: is but is not limited to: persistent bullying, taunting threatening bodily harm or name calling.

PHYSICAL AGGRESSION: is, but is not limited to: pushing, punching, kicking, scratching, biting, choking, shoving, tripping or any other activity which inflicts or intends to inflict serious bodily harm.

Parents will be notified with all aggressive behavior. In addition, loss of recess(es) or restitution may be imposed by the building principal.

1st Offense: Parents notified and up to 2 days in-school suspension.

2nd Offense: Parents notified and up to 5 days out-of-school suspension.

3rd Offense: Parents notified, up to 10 days out-of-school suspension, and possible recommendation for expulsion

Please Note: At the discretion of the principal, a more severe suspension may be given depending upon the number and seriousness of the offense.

BULLYING & HARASSMENT: No student shall bully or sexually/ethnically harass another student, school personnel or volunteers. If a student feels he/she has been bullied or harassed (see bullying policy within this handbook), she/he should bring the matter to the attention of the building principal. Violations of any bullying or harassment policy will result in the following disciplinary action.

1st Offense: Parent notification and up to 2 days in-school suspension

2nd Offense: Parent notification and up to 5 days out-of-school suspension

3rd Offense: Parent notification, up to 10 days out-of-school suspension and possible recommendation for expulsion

DISRUPTIONS: Anything that is disruptive to the learning process is prohibited. Anything that could be dangerous, such as fidget spinners, squirt guns, yo-yos, water balloons, rubber bands, lighters, firecrackers, shaving cream, and smoke bombs, etc. will be confiscated. Some form of suspension from school may result if such items are used to cause disruptions.

1st Offense: The teacher will contact the parent and inform the parent of the incident and explain the consequences for a repeat violation. Depending upon the seriousness of the first offense, the teacher will provide interventions, contact home, and/or write a RTC referral.

Repeat Offenses: Loss of recess up to out of school suspension.

GROSS MISBEHAVIOR: Gross misbehavior includes, but is not limited to: disobedience or habits detrimental to the educational environment, written or spoken use of profane or obscene language, profane or obscene gestures, public urination, indecent exposure or possession of pornographic material.

1st Offense: Parents notified and up to 2 days in-school suspension

2nd Offense: Parents notified and up to 5 days out-of-school suspension

3rd Offense: Parents notified, up to 10 days out-of-school suspension, and possible recommendation for expulsion

THEFT AND POSSESSION OF STOLEN PROPERTY: Theft and possession of stolen property includes, but is not limited to: stealing or in possession of the stolen property of other students or stolen school property.

1st Offense: Restitution, parent notification, and up to 2 days in-school suspension

2nd Offense: Restitution, parent notification, and up to 5 days out-of-school suspension

3rd Offense: Restitution, parent notification, up to 10 days out-of-school suspension, and possible recommendation for expulsion

TOBACCO: Students are not to possess or use tobacco products within the school, on school property, on school buses, within one block of the school property, or at school activities off school property.

1st Offense: Will result in a three (3) day suspension, and Agency Assessment Counseling

Repeat Offenses: Will result in a five (5) day suspension from school and Agency Assessment Counseling.

VANDALISM: Vandalism is, but is not limited to: defacing or destruction of school property or the property of another.

1st Offense: Full restitution and/or payment of damages, parent notification, up to 2 days in-school suspension, and possible police referral.

2nd Offense: Full restitution and/or payment of damages, parent notification, up to 5 days out-of-school suspension and possible police referral.

3rd Offense: Full restitution and/or payment of damages, parent notification, up to 10 days out-of-school suspension, possible recommendation for expulsion, and possible police referral.

WEAPONS POSSESSION OR USE OF WEAPONS:

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

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

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

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

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

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel;

- B. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and ammunition will never be approved as part of a presentation.)
- C. Theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

M.C.L.A. 380.1311, 380.1312(1), 380.1313
20 U.S.C. 7151

WEAPONS/DANGEROUS:

The interpretation of what a weapon is can include look-a-like weapons, B.B. guns, pistols, starter pistols, knives with a blade over three (3) inches in length, pocket knife opened by a mechanical device, dagger, dirk, stiletto, iron bar, brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to explosive devices. Places where the school district has jurisdiction regarding possession of a weapon include to and from school, at extra-curricular activities, on school buses, and during other school related activities. No pocket knives allowed.

Students need to understand that possession of a weapon can include passing the weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or book bag to hold for a friend. This is an extremely serious problem and the school district's position is that it can lead to permanent exclusion from the educational setting.

Use of an object as a weapon; any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause of civil action. This violation may subject a student to suspension/expulsion.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL380.13111[2]).

WEAPONS/DANGEROUS INSTRUMENTS:

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that primarily used for self-protection. Dangerous instruments include, but are not limited to: Chemical Mace, pepper gas or like substances; stun guns, BB guns, pellet guns, razors, or box cutters.

WEAPONS/USE OF LEGITIMATE TOOLS AS WEAPONS:

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to pens, pencils, compasses, or combs, with the intent to harm another individual.

1st Offense: The penalty for bringing a weapon to school will range from a 10 day out-of-school suspension to a 90 day or permanent expulsion as dictated by law.

BICYCLES, SCOOTERS, & SKATEBOARDS:

Students are permitted to transport themselves to school using bicycles and scooters. The school is not responsible for loss or damage to equipment the following rules apply:

1. Students must follow safety practices.
2. Students are encouraged to wear helmets and other safety equipment.
3. Bikes must be parked in the bike rack and should be locked.
4. Scooters/skateboards should be put in the locker.
5. Students must take equipment home each night.
6. Bikes and scooters must be walked off school property during school hours.
7. Privileges will be revoked if rules are broken.

BREAKFAST:

Breakfast will be served from 7:40-8:00. If buses are late, students will be given time to eat breakfast. We participate in a program that allows all students to get a free breakfast.

BULLYING:

It is the policy of Mayville Community Schools to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

NOTIFICATION

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

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

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

IMPLEMENTATION

The superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

PROCEDURE

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to

discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

NON-RETALIATION/FALSE REPORTS

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

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

DEFINITIONS

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

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

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

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

- A. Substantially interfering with educational opportunities, benefits, or programs of (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways including but not limited to notes, emails, social media postings, and graffiti.

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

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

“Staff” includes all school employees and Board members.

“Third Parties” include, but are not limited to, coaches, school volunteers, parents, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Board Policy 5517;

Hazing, see Board Policy 5516.

BUS RULES AND CONSEQUENCES:

Every bus rider must abide by the following rules. Bus riding is a privilege. Students not following the rules will not be allowed to ride the bus. Safe behavior is required at all times. The bus driver is in charge of the bus and **MUST** be obeyed.

1. Be at the bus stop 3 to 5 minutes ahead of the scheduled pick-up time. This will avoid delays at the individual stops. It is the **PARENT'S** responsibility to provide necessary supervision to and from the bus stop.
2. Expect to walk some distance to the bus stop.
3. **PARENTS** are responsible for safe behavior at the bus stop.
4. **Form a line to get on the bus.**
5. Bus riders must wait until the bus is stopped and has its door open before approaching the bus.
6. Drivers may have assigned seats, which the student **MUST** occupy.
7. While on the bus, keep feet on the floor and out of the aisle.
8. **Everyone MUST remain in his/her seat while the bus is moving.**
9. Keep hands, heads, etc. inside when windows are open.
10. Use a quiet voice and appropriate language.
11. All riders will help keep the bus clean and sanitary.
12. All damage to the bus will be paid for by the person doing the damage.
13. Students must ride their assigned bus and get off at their regular stop unless arrangements have been made in advance. A written request from parent/guardian is required to make changes. In case of an emergency, written request will be waived.
14. Parents are to call the Transportation Supervisor at (989) 550-2272 when there are driver concerns or questions. The drivers **ARE NOT ALLOWED** to make route or stop changes without authorization. Contact the elementary office with student related issues.

ABSOLUTELY NO BUS PASSES AFTER 12:00 P.M.

CONSEQUENCES FOR VIOLATING BUS RULES:

1. **FIRST OFFENSE:** In most cases the driver will verbally warn the student to behave.
2. **SECOND OFFENSE:** The driver will bring the Bus Conduct Report to the principal. A warning letter will be sent home with the student informing the parent/guardian of the incident. The parent/guardian is to review the bus rules with the student and sign the letter to indicate that he/she has done so. **The child must return the letter with the parent/guardian's signature to the driver before he/she can ride again.**
3. **THIRD OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for the next three days that he/she attends school.

4. **FOURTH OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for the next 10 days that he/she attends school.
5. **FIFTH OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for up to four weeks or the end of the semester, whichever is longer.
6. **SIXTH OFFENSE:** The student will be suspended from riding the bus for four weeks or the end of the school year, whichever is longer.

In the case of a serious offense, the driver or administrator may skip steps in the procedure.

CATS PROGRAM:

The CATS program is part of the elementary Positive Behavior Support program. All elementary school personnel feel it is important to acknowledge and reward those students that behave the way they are expected to and demonstrate positive character traits. Students are given CATS cards when they are caught doing one of the following: Choosing Wisely, Acting Responsibly, Treating Others with Respect, and Staying Safe. Students will be rewarded for good behavior.

CELL PHONES:

Schools have been challenged with the increased disruption to the educational environment brought forward by student use of cell phones. Cell phones shall be kept OFF and OUT OF SIGHT, secured in a locker, book bag, purse, vehicle, or in a pocket throughout the duration of the instructional day, including passing time, seminars, and assemblies.

From 8:00 until 3:00 there will be a NO PHONE ZONE in the entire school. Checking text messages, email is permitted during lunch and/or upon adult approval. Students will be allowed to check text, email messages however; they MUST get permission from an adult authority to respond to the text in a proper location determined by the adult.

Checking Voicemail - Students will be allowed to check voicemail however; unlike text and email messages, they MUST get permission from an adult authority to check the voicemail in a proper location determined by the adult.

Phones may never be used to take pictures or record. Phones may never be used at any time in the classrooms. Any student who is found to have made a false 911 call from any phone on school property will be suspended from school and reported to law enforcement authorities.

Students in violation of this policy will have their cell phones confiscated and turned over to an administrator.

First Offense: Student may pick up cell phone at the end of the school day, 2:50-3:30 in the main office.

Second Offense: Two Hour Detention and Parent/Guardian may pick up cell phone during school office hours between 7:50 am and 2:50 p.m. in the main office.

Third Offense: Four Hour Detention and Parent/Guardian may pick up cell phone during school office hours between 7:50 am and 2:50 p.m. in the main office. Parents will also pick up a form that states that their child/student has now lost the privilege of bringing a cell phone to school. Any subsequent offenses after the third offense will result suspension and confiscation of the phone until meeting with parents.

CLASSROOM OBSERVATIONS/VISITS:

Per Board Policy, parent/guardians that wish to observe or visit their child's classroom **must make prior arrangements 24 hours in advance** with the classroom teacher, must submit to a yearly background check, and have the building administrator's permission.

COMMUNICATION PROCEDURES:

When a parent has a concern or complaint regarding the classroom, the parent/guardian should first direct his/her concern to the classroom teacher. If the issue affects more than the classroom, the parent/guardian should arrange to talk with the teachers and the principal.

COMPUTER LAB:

The Mayville Elementary has a 30 station computer lab and an additional 30 computers in the media center. All classrooms go to the computer lab. The students work on Math, Reading, keyboarding and other educational activities.

COMPUTER USAGE - INTERNET POLICY:

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY Mayville Community School District has established an electronic wireless system that provides network connections within the district campus and to the Internet. The district may provide access to the system to employees, board members, students, and guests. Users may access available technology resources, including the Internet, for limited educational purposes. The term "educational purpose" includes use of the system for class-related activities, professional or career development, and limited high quality personal research. Students displaying or posting illegal and/or inappropriate behavior on Internet blogs and social-networking sites may be subject to disciplinary action. *COMPLETE POLICY IN OFFICE, AVAILABLE UPON REQUEST.

COMMUNICABLE DISEASES:

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pests, such as head lice or scabies. ***If your child has been ill, please keep them home until they are fever free for 24 hours without medication.***

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any

removal will only be for the contagious period as specified in the school's administrative guidelines.

HEAD LICE AND NITS (EGGS)

The Michigan Department of Education recommends a policy that focuses on the exclusion of active infestation only. Active infestation can be defined as the presence of live lice or nits found within ¼" of the scalp. Nits that are found beyond 1/4" of the scalp have more than likely hatched, or are no longer viable. Students found with head lice or nits (eggs) at school are removed from the classroom. Parents are notified and the student is sent home.

A parent must bring the student back to school after shampooing (killing lice) and removing the nits (eggs). The student must be **COMPLETELY NIT (EGG) FREE AND CHECKED BY SCHOOL PERSONNEL BEFORE BEING ALLOWED TO RETURN TO CLASS.**

Notes will be sent home with all students in the class notifying parents a case of head lice has been found in their child's classroom. Any student found with head lice who rides the bus will NOT be transported to school until checked. The transportation office will be notified when the student will be returning to school. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

DRESS CODE:

It is the belief of the Mayville Elementary Administration and staff that appearance, clothing and grooming influence student attitude and behavior. Students should be dressed in clean clothes, bathed and properly groomed for school in such a way as to reflect credit to themselves, their family, and the school. Any appearance, which is extreme or inappropriate for school, will not be permitted. Parents will be contacted to bring a change of clothing to the school. The following guidelines apply for all elementary students, high school helpers, and parent volunteers.

1. No bare midriffs. Shirts and blouses need to be long enough to cover the midriff, especially when a student raises his/her hand.
2. Shirts and blouses should have sleeves that are 4 fingers wide and cover the armpit. Tank tops, tube tops, halter tops and tops with spaghetti straps are NOT ALLOWED.
3. No articles of clothing advertising or supporting alcoholic beverages, drugs, improper language or intent, tobacco products, or gangs are allowed.
4. Waistbands of all pants must be around the waist.
5. Shorts may be worn, but must be no higher than a palm's width above the knee.
6. Shoes and socks must be worn for gym.
7. No slippers, flip flops, or shower shoes are allowed. Sandals must have a heel strap.
8. Hats are not to be worn inside the building, except for special occasions.
9. Shoes with wheels or spinners are not to be worn.
10. Leggings are appropriate if the shirt being worn covers legging at mid-thigh.
11. **Any clothing or make-up deemed inappropriate by the principal will not be allowed.**

DUE PROCESS:

When the student is being considered for suspension of (10) days or less, the administrator in charge will notify the student of the charges. The student will be given an opportunity to explain his/her side, and the administrator will then provide the student the evidence supporting the charges. After the informal hearing, the administrator will make a decision whether or not to suspend. If the student is suspended, he/she and his/her parents will be notified of the reason and length of the suspension. The suspension may be appealed within (10) days after the receipt of the suspension notice to the Superintendent of Schools. The request for an appeal must be in writing and given to the school office.

During the appeal process, the student is allowed to remain in school unless safety is a factor. The appeal shall be conducted in a private meeting and the student may be represented.

When a student is suspended, he/she may make up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skills practices, and the like, or any learning that the student chooses not to make up, may be reflected in the grades earned.

EMERGENCY DRILLS:

By law, public schools are required to have fire and tornado drills and building lockdown procedures to acquaint the students with the appropriate procedures in an emergency. Building safety evacuations will be conducted as necessary. A specific plan to ensure the safety of all students and staff is in place. Drills will be held in accordance with state law.

EMERGENCY SCHOOL CLOSING:

- Should weather or other emergency situations force the closing of school, students and parents will be notified over the following radio and television stations: 92.1, 93.3, 96.1, 98.1, 100.9, 102.5, 104.5, 106.3, 1360 (AM), 1400 (AM), Channel 5, Channel 12, and Channel 25. These messages will be posted as soon as possible.
- Parents may also log into the school's web page at www.mayvilleschools.org to get information on closings and delays.
- Parents and students are responsible for knowing about emergency closings and delays.

EMERGENCY CONTACT INFORMATION:

Parents are asked to complete emergency contact information for their children. This information is used when your child is ill, or necessary for any other type of emergency. Please indicate any medical conditions or allergies your child may have. If at any time during the school year your address or telephone number changes, please be sure to notify the office and your child's classroom teacher.

ENROLLMENT REQUIREMENTS OF ALL STUDENTS:

Students who are new to Mayville Elementary School are required to be enrolled by their parents or legal guardian. When enrolling a child in school, the parent or guardian must provide the following, according to Michigan Law:

1. Birth Certificate

2. Custody papers from a court, or properly executed power of attorney document (if appropriate)
3. Proof of residency, and
4. Proof of immunizations

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offence while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student and opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines relevant.

ENTERING THE BUILDING:

BEFORE SCHOOL STARTS:

1. Use the front lobby doors before school. During the winter, please shake off excess snow before entering the building. Walk safely, concrete and tiles are slippery when snowy or wet.
2. Students are not allowed in the building before 7:40 or until after the first bus arrives.
3. Students who walk or are dropped off should arrive after 7:40. No supervision is provided prior to 7:40.
4. When students enter the building, Kindergarten sit quietly in the hallway outside of their classroom. 1st-5th Grade go to the cafeteria to eat breakfast until the first bell rings.
5. After the first bell, students are dismissed to their classrooms to hang up coats, hats, etc. neatly. Everything should be inside the locker so they can be closed.
6. Use the restroom and deal with errands right away.
7. Students are allowed in their classrooms after 7:50.
8. Parents must exit the building by 8:00.

DURING SCHOOL HOURS:

1. Parents must prearrange visits 24 hours in advance (per board policy) and sign in at the office.
2. Students will use soft, appropriate indoor voice levels. **Whisper: Noise level should be a 1.**
3. Students will walk at all times in the hallway. Hallway and restroom behavior must not interfere with classes in session.
4. Students will take care to see that property and materials are not misused.

FIELD TRIPS:

Field trips that extend our curriculum into the real world are encouraged. All field trips during school time are authorized through the principal.

1. Students WILL NOT go on a field trip without a signed parent/guardian consent form.
2. Any student that has been referred to the office/RTC/Principal twice in the nine weeks prior to the scheduled field trip may not be allowed to go on the field trip.
3. Any parent wishing to chaperone needs to have an ICHAT background check. Chaperones are limited to 8 per class. A successful background check must be **completed for every event**. The necessary form is available in the elementary office.

FOOD AND DRINKS:

Students are not to take any food from the lunchroom back to class or out onto the playground. Pop, snacks, and treats are not to be brought to school without prior teacher approval.

FORBIDDEN ITEMS:

Please remind your children to leave their toys at home, as they are distracting in the classroom and cause problems of ownership. Items brought to the office because they are disruptive to the learning environment need to be picked up by a parent/guardian. Forbidden items include, but are not limited to:

1. Hard baseballs, rubber type baseballs are okay.
2. Knives, matches, lighters, heavy chains, and other dangerous materials.
3. Firecrackers, fireworks, and other exploding devices.
4. Electronic devices/games.
5. Any weapon or object that is intended for the use as a weapon.
6. Any item deemed inappropriate by the principal will not be allowed.

FUNDRAISING:

All fund raising projects must be approved by administration. The club sponsor and Principal, prior to their scheduled starting date, must approve applications for fund raising projects. Applications are available in the office. Projects, which involve selling merchandise to residents of our community, will be limited. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students of outside organizations. **No student** is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

HOMEBOUND INSTRUCTION:

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

Parents should contact the school administration regarding procedures for such instruction.

Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least 5 days.

Applications for individual instruction shall be made by a physician licensed to practice in Michigan, parent, student or other caregiver. A physician must certify the nature and existence

of a medical condition; state the probable duration of the confinement; request such instructions; present evidence of the student's ability to participate in an educational program.

HOMEWORK POLICY:

Homework is work done by a student outside of school that is related to classroom learning. It is recognized that all learning cannot take place at school. A tremendous amount of practice is required for learning to become fluent. The home is an important component in providing practice to insure learning.

Reasons for homework:

1. It develops habits essential for success in later life – following directions, working independently, managing time, working to full potential, and completing a task.
2. It provides an opportunity to reinforce or extend skills learned in class.
3. It allows teachers to individualize instruction to meet student needs.
4. It can prepare students for upcoming topics of study.
5. It provides a regular opportunity for parents to encourage their learner to succeed in school.

Frequency of homework:

1. Depending on their age and work habits, students may have differing amounts of homework.
2. The amount, length, and type of homework will vary according to the needs of the student and the demands of the academic program.

Students' responsibility:

1. Complete and turn in all assignments neatly and on time.
2. Ask for assistance/clarification if necessary.
3. Work to the best of your ability.
4. Use notebook or other system to organize assignments.
5. Get and complete make-up assignments after an absence.

Parent's responsibility:

1. Make homework a priority for your child.
2. Do not allow children to skip homework.
3. Make sure that children have a place and a time set aside to do homework.
4. Provide support and explanation, but do not do the homework for your child.
5. Provide positive reinforcement when homework is completed.
6. Cooperate with the school in providing education for children.

Consequences for late and/or missing homework:

1. Students may lose recess and/or other privileges.

2. When a student reaches five (5) missing assignments, the teacher can refer them for an afterschool detention. Parents will be notified 24 hours in advance when their child will be kept after school to serve a detention. It is the parents' responsibility to make arrangements to pick up their child after detention. After school detention will be from 3:00-3:45.
3. Teachers can make special exceptions and accommodations if the situation warrants it. Individual teachers may have their own assignment and homework policies.

IMMUNIZATION:

Required Childhood Immunizations for Michigan School Settings

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2014 Recommended Immunization Schedule at www.cdc.gov/vaccines or www.michigan.gov/immunize.

All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

Entry Requirements for All Public & Non-Public Schools		
Vaccine**	Age	
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses D and T OR 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 years of age or older upon entry into 7 th grade or higher.
Polio	4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	3 doses
Measles, * Mumps, * Rubella*	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal	None	1 dose for all children 11 years of age or older upon entry into 7 th grade or higher
Varicella * (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

*Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

LEAVING SCHOOL EARLY:

For the protection of your children, teachers are instructed that they are NOT to release children directly from their classrooms prior to the close of the school day. Parents are to remain in the office until their child comes to the office.

If it is necessary for a child to be released early from school, a note from home to the office should be provided requesting permission. If an emergency situation necessitates your picking up your child unexpectedly before the end of the day, a phone message to the **school office** will be relayed to the teacher so that your child can be prepared to leave when you arrive at the school office to pick him/her up. All students leaving early must be signed out by a parent/guardian or other authorized responsible party.

The school office may request a valid picture ID to be assured that the adult picking up the child has the permission of the parent/guardian.

LEAVING SCHOOL GROUNDS:

Students may not leave the school grounds at any time during the school day unless a parent/guardian or other authorized adult has given permission to the school. The students' school day begins as soon as the bus is boarded. Any student leaving without permission will have his/her parent/guardian contacted, as well as the police, if necessary. Disciplinary action may be taken.

LIBRARY & MEDIA CENTER:

Having the Media Center is both a privilege and a responsibility. All students have access to library materials, which may be checked out and taken home. Prompt return of these materials is important so the materials can be used by all students.

OVERDUE PROCEDURES:

1. First week: a notice will be sent with the student for the week the material is overdue.
2. Second week: a note will be sent to the parent/guardian concerning the overdue materials and checkout privileges will be suspended for the student until the materials are returned or the cost of the materials is paid. Privileges will then be reinstated.
3. Barcodes are placed on materials for checkout purposes. Lost or damaged barcodes will incur a fee of \$2.00 for replacement. Replacement cost will be charged for damaged or lost materials.

Parent/guardian will encourage their children to be responsible for the good care, proper use, and prompt return of all materials.

LOCKERS:

Mayville Elementary School has adopted a policy with regard to the use of school lockers by students. Students and parents should be aware that the lockers belong to the school, and students have no reason to expect that the lockers' contents will be private. The following is a summary of the pertinent provisions:

1. Students are not permitted to share lockers since a locker is provided to each student. Every student is responsible for the contents of his/her own locker and may not permit any other student to use/share that locker. Anything found in the locker will be the responsibility of the student whom the locker is assigned.
2. The security of the items in your locker is not guaranteed. The sharing of locker combinations or the “jamming” of a locker so that it doesn’t lock is forbidden.
3. Only the following items may be kept in the locker;
 - a. Outdoor clothing and gym shoes
 - b. Lunches until lunchtime
 - c. Certain necessary hygiene items
 - d. School-related books and supplies
4. Prescription medicines may not be kept in the locker (see Medications Section).
5. Mayville Community Schools will not be responsible for the loss, theft, or damage of any items placed in the student’s locker.
6. Under no circumstances shall any item, the possession of which is illegal in this state, be kept in a locker.
7. No lock other than a school-supplied lock may be used. Any other locking device is subject to being cut off without prior notice.
8. Lockers are subject to a random search at any time, and individual lockers may be searched for any suspicious circumstances. School personnel may be assisted in these searches at times by dogs that are specially trained to detect illicit drugs and alcohol. The school does not recognize any right of privacy which a student may wish to claim with regard to the locker.
9. Violation of this policy may result in loss of the property in question, RTC assignment, parent supervised discipline, suspension, expulsion, or other school-imposed penalty. Furthermore, the school will turn over to the police any evidence of criminal activity.
10. Students who violate these provisions may lose their locker privileges.

LOST AND FOUND:

Parents are urged to mark all personal belongings with their child’s name in permanent ink, nametag, or tape. The school maintains a lost and found area where their children may claim their articles during recess time. Items that are not claimed will be put on a table and displayed in the main hall during conference times. If items are not claimed, they will be thrown away or recycled.

LUNCH/MEAL CHARGING POLICY:

Mayville Community Schools operates a lunch program for all students. Free/reduced lunch forms are included in the packet sent home with all students during the first week of school and are also available from the office. Because funding for some of our programs is based on free/reduced lunch counts, parents are encouraged to fill out and return the forms to the school even if they do not plan on taking advantage of the program. Lunch is served for all students in grades K-12. The students will be given 15 minutes to eat their lunch. Lunch will be followed by 15 minutes of

recess. Students may take longer to eat if necessary. Students are expected to display good table manners while eating and to use courteous behavior towards other children during recess time.

1. Use of the bathroom should be done before coming down for lunch.
2. Boots and snow pants are worn to lunch during the winter season when students will be going outside.
3. Eating is the reason for being in the cafeteria. Do your best to eat what you take for your meal.
4. Students are not allowed to bring pop, energy drinks, or any other similar beverage.
5. Use good table manners. Allow others to eat without interruptions.
6. Make sure your eating area is cleaned up before you leave.
7. Go directly to your hallway and get your coat before going outside for recess.
8. Cold lunch students, put your lunchbox in the container outside your room.
9. **Speak quietly – Noise level should be a 1.**

At Mayville School District we have a meal charging policy that applies to all of our students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may have forgotten their lunch money to **“charge”** the cost of **two meals** to be paid back at a later date subject to the terms of this policy.

Food Service is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expense and fees to the district. Therefore, unpaid charges affect the ability of food service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Mayville Community Schools will adhere to the following meal charging policy:

1. A staff or student may charge up to two lunches maximum (\$5.00 charge per student)
2. After two meals have been reached past negative a free meal will be offered to the staff member and a student until the lunch account is at a positive amount.
 - A. If a staff member or a student comes in with enough money to cover the lunch for that day they can eat lunch.
 - B. Schools will offer a free meal that is eligible for reimbursement. For example a sandwich, Fruit and a Milk will be available for any staff and student who has two negative lunches. In the case of a staff or student who has a current allergy note from their doctor for the current year an alternative item will be given.
3. If a staff member or student has a negative balance, the school must provide a meal when the student is using money to pay for the current day’s lunch.

4. It is permissible for schools to serve only one (1) particular set of food items to staff and students whose parents owe the school money, as long as the food items comprise a reimbursable meal.
5. A staff or student who has charged two meals may not charge or purchase snack items, including extra main entrees or make purchases in the snack line.
6. If a student repeatedly comes to school with no lunch and no lunch money, food service employee must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities will be contacted.
7. The food service cashiers will coordinate communications with parents/guardian to resolve the matter of unpaid charges.
8. If cafeteria services staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian then a phone call to parents to resolve payment plan.
9. 2017-2018 Lunch Prices will be as follows
Student Regular Price= 2.60
Adult price= 3.25
Reduced lunch Price = .40 cents
Milk = .50 cents
10. Accounts must be settled by end of school year, June 30th. Negative balances not paid by June 30th will be turned over to Principal's Office and added to students obligations.
11. Staff negative balances not paid by June 30th will deducted from your pay.

MAYVILLE ELEMENTARY PARENT TEACHER CONNECTION (MEPTC):

The Mayville Elementary Parent Teacher Connection is the recognized communication link between the community and the school. The MEPTC performs many services for our school community. If you would like to volunteer your services in any area, please contact the group president via a note to the school office. All parents of the community are invited and encouraged to attend the group's meetings and to become active members. The MEPTC usually meets the third Tuesday of the month at 5:30 in the elementary cafeteria. Check the school newsletter for additional information.

MEDICATION:

These procedures will be followed when the elementary school is asked to administer any medication to students. Medication includes Tylenol, cough medication, and any other over the counter drugs.

1. The parent/guardian MUST submit a form giving written permission to the school to administer medication.
2. All medication will be brought to school by the parent/guardian and be in its original container with the label intact.
3. The parent is to specify in writing the directions for giving the medication; dosage, time of day, and the length of time the medication is to be administered.
4. The written permission slips and medication will be kept in the office.

5. A log will be kept that records the time the medication was given and who administered the medication.

PARENT TEACHER CONFERENCES:

Parent teacher conferences are scheduled every fall and spring. The scheduled conferences are an opportunity to meet your child's teacher to discuss the curriculum your child will be working with, as well as discuss any background information that would help the teacher work with your child. We encourage all parent/guardians to take this opportunity to communicate with your child's teacher. Sign up slips will be sent home to assist in scheduling times that work for everyone. Of course parents may request additional conferences with a teacher at any time of the school year if desired.

PARKING/STUDENT DROP OFF:

Parents driving their children to school should drop them off using the horseshoe drive on the east side of the school. There is **NO PARKING** in the drop-off lane. Please remember to keep right and yield to buses. Please do not drop students off at any other location. Parents and visitors should park in the lot NORTH of the elementary building.

PARTIES:

There are three school approved parties scheduled during the year: Halloween, Christmas, and Valentine's Day. Parties are planned by the classroom teacher.

PET VISITATIONS:

Please plan with the teacher in advance of any pet visitations. Parents should remain with the visiting pet. Please bring only healthy animals with up-to-date immunizations.

PHONE CALLS:

The phone is for office use only. Students will be able to use the phone for emergencies and special circumstances only. Students will not be allowed to call home for forgotten items. Students must have a pass from their teacher to use the phone.

PHYSICAL EDUCATION:

The physical education program intends to help children gain competence to participate effectively in an environment in which exercise and sports are important. The program promotes positive self-concept through successful movement experiences as well as development of motor skills for effective interaction with others in cooperative and competitive situations. The program is designed to be age appropriate and sequential in the development of fundamental motor skills and motor coordination. The ultimate goal of the curriculum is to develop the attitude that exercise and healthy lifestyle are important to help children achieve their maximum capacity as contributing members of society.

Students will be required to wear a soft-soled tennis/gym shoe and socks during physical education. Hard soled shoes, boots, and sandals are not permitted.

PRESS IMAGES:

From time-to-time, images of our students appear in newsletters, the Mayville Community School's website, local newspapers, and/or on local TV stations. **Please fill out the MEDIA RELEASE FORM in the office know if you do not want your child's image to appear in these mediums.**

PROMOTION/RETENTION:

BOE Policy 5410

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board of Education that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by the Board of Education and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. Completed the course requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. Ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. Require the recommendation of the relevant staff members for promotion, placement, or retention;
- C. Require that parents are informed in advance of the possibility of retention of a student at a grade level;
- D. Assure that efforts are made to remediate the student's difficulties before s/he is retained;
- E. Assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

RECESS:

The playground supervisor is in charge at all times. All school rules apply on the playground. Children must stay and play in the defined playground area. Climbing on, sitting on, standing on, or walking objects other than those specified to play on is prohibited.

The playground rules and proper use of the playground equipment will be discussed with all students. Violation of any school or playground rules will result in loss of recess privileges. Students that continue to misbehave on the playground will be referred to the office for formal discipline.

Inside recess is only called in the event of extreme weather conditions. Appropriate behavior is expected of the students during this time with safety and good manners being the major concern. All normal rules for behavior apply during inside recess. Children who have been home ill may stay in one day for each day absent at your written request, for a maximum of (3) days. Longer periods of time without recess requires a doctor's request.

1. Outdoor activity time is important because it gives the students a change of scenery and change of routine. These changes recharge them for an afternoon of learning. All students are expected to play outdoors at recess so they must be dressed for the weather.
2. Use playground equipment safely and appropriately. Because of the large number of students on the playground at one time, bikes, skateboards, etc. are off limits.
3. Safety is an important issue. Non-contact games are appropriate for recess activities. Because of the absence of safety equipment, and absence of coaching for proper techniques to avoid injury, **games that involve physical contact will not be part of recess activities. If a game that is traditionally safe for recess begins to involve aggression, bullying, and/or injury, the game will be declared off limits.**
4. K-4th grade students without boots and snow pants will remain on the sidewalk when snow is present.
5. Students need the playground supervisor's permission before leaving the play area.
6. Students must have a note from a parent/guardian before they can stay in for recess. Valid reasons include injury and recovery from illness. Because of limited supervision, we discourage staying in for other reasons. Children staying in must bring an appropriate, quiet activity to the designated area.

RTC: RESPONSIBLE THINKING CLASSROOM

The Responsible Thinking Classroom (RTC) is a place where students are lead through a process that teaches respect for others by fostering responsible thinking. It teaches students to take responsibility for their actions, take responsibility for how their actions infringe on the rights of others, and how to respect others. When your child is sent to RTC, they talk about what disruption they have caused and write a plan to help prevent this disruption in the future. When they finish their plan, they return to class to negotiate with their teacher explaining how they will implement

their plan and return to class without disrupting. If they disrupt in RTC, they will be sent to the office to work with the building principal which will likely result in being sent home. The Responsible Thinking Process is an effective method for children to take responsibility for their behavior. Your child's classroom teacher will make you aware of each time your child is sent to RTC.

SPECIAL EDUCATION:

Mayville Elementary School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parental involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the school at 989-843-6115.

STUDENT RECORDS:

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records - directory information and confidential records.

DIRECTORY INFORMATION

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information in writing to the Principal. Directory information may be released without prior written consent of the parent or student. This information includes name, address, telephone number, date and place of birth, height, weight, fields of study, participation in school activities, dates of school attendance, honors and awards, honor roll membership, and other information generally found in yearbooks.

CONFIDENTIAL RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan Law. This information can only be released with the written consent of the parents, the adult student, or a designated surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers.

Confidential information in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in the student's file only with the knowledge of the parent. Parents may obtain such records from the originator and shall maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendums to records, and obtain copies of such records. Copying costs may be charged to the requester (\$2 per page). If a review of the records is desired, a written request stating the records desired must be made to the Principal.

The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT WELL-BEING:

Student safety is a primary concern and responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School Office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

TARDIES:

A student is considered tardy if they are not in their classroom ready to begin work by 8:00. Students riding a late bus will not be considered tardy. A student will serve an after school detention for every 4 tardies during each marking period. **Parents will be notified by the teacher for those students with excessive tardies.**

TESTING:

Students in kindergarten through 5th grades will be tested in Math, Reading, Language Arts, and Science using the NWEA Assessment. They will also be given the DIBELS & DRA Reading assessments during the fall, winter and spring. All students in 3rd through 5th grade will take mandatory state assessments. Classroom teachers will also be assessing individual student needs using a variety of assessments.

TEXTBOOKS:

Each child will be provided with books. If any are lost or damaged, an appropriate assessment will be charged to the parents or guardians. Textbooks will be issued in the fall or as needed by the teacher. These books are the property of Mayville Community Schools and are on loan to the students.

TRANSFERRING OUT OF THE DISTRICT:

If a student is moving or transferring from Mayville Middle/High School, the parent must notify the Principal. A note will be required from the student's parents indicating the last day the student will be attending school. The student will pick up a checkout list from the Principal's office to be signed by all of her/his teachers. All materials belonging to the school must be turned in by the student prior to leaving school. The student must pay for lost materials, all fines, and charges before leaving.

The transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

VANDALISM & PROPERTY DAMAGE:

Our school building and equipment cost local taxpayers a great deal of money to construct, purchase, and maintain. Students or the parents of students that destroy or vandalize school property, will be required to pay for losses or damages. If students willfully destroy school property, strong disciplinary action will be taken. If something is damaged by accident, it should be reported to the teacher or the school office immediately.

VIDEO SURVEILLANCE:

Mayville Community Schools uses video surveillance in all public areas to ensure the safety of its students, staff and campus. Recorded images will be used in discipline matters or in the prosecution of any person who violates civil law.

VISITORS:

Parents and other community members are welcome visitors at Mayville Elementary School. Please keep in mind that all visitors to the school MUST sign in at the school office before proceeding to their destination in the school. When dropping off your children in the morning, parents must leave the building by 8:00 or have signed in at the office following the visitor's policy which requires 24 hours previous notice. It is for the safety of our students that we ask you to sign in and out and pick up a visitor's pass.

"The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators...Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teach whose classroom is being visited. Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis...The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks."

Visitors are encouraged to set up a visitation with staff member at least 24 hours in advance of the visit. The staff member will then make the appropriate arrangements to facilitate a meaningful and non-disruptive visit. Any parent, adult (ex-graduate or resident of age 21 or older), or interested educator who wishes to visit a classroom or a staff member but has not made the arrangements 24 hours in advance shall be allowed the following:

1. A copy of the visitor policy and guidelines
2. An opportunity to speak with a building administrator, if requested.

3. The building administrator or his/her representative will check the master schedule to see when the staff member is available to speak to the visitor: 15 minutes before the start of first hour, after school, prep period or lunch times.
4. If the visitor has arrived at the school during one of the times mentioned in number 3, contact will be made with the staff member to see if a visitation can be arranged.
5. If the visitor has arrived at a time when the staff member is occupied with school business, the visitor will be given a time to call the school when the staff member would be available to answer the request. At that point in time, a visitation would be denied.
6. Visitors are not allowed in the cafeteria during lunch time unless accompanied by a staff member or the lunch supervisor approves the visit.
7. If the scheduled visit includes the lunch period, and the visitor does not have approval to be in the cafeteria (#6) the visitor will be asked to wait in the general office or he/she may leave and return when classes resume.

TRANSPORTATION HANDBOOK

INTRODUCTION TO TRANSPORTATION SERVICES FOR STUDENTS AND THEIR FAMILIES AND GENERAL INFORMATION ABOUT TRANSPORTATION SERVICES

Our goal and vision is to provide safe transportation service to the students and families of the Mayville Community School District. The information here is designed to complement the Board Policy Handbook, and all of the individual schools student handbooks. All individual school rules apply to the bus system in addition to the published rules of the transportation department.

Transportation by the school buses is provided by the school district as a privilege. Transportation is a support service to the educational instruction of your students; it should not be considered a door-to-door convenience. It is a safe, cost-effective means of bringing your students to their school and returning them after their instructional programs are completed.

Transportation is made available to all eligible residents of the school district. Parents of students in tuition programs or school of choice programs will need to provide their own transportation to school or to an accepted, in place and assigned bus stop location.

BUS STOPS

When at all possible we will locate our bus stops at or near the students' residence. If circumstances and legal restrictions prevent us from doing this, we will do our best to locate it reasonably nearby. Bus stops are regulated by state law (Michigan PA 187) and must follow specific guidelines. The more densely populated the area is, the more likely it is that we will have consolidated bus stops for several students at specific locations. Parent/Guardians of lower elementary aged students must still be present at the bus stop to receive their students. If a bus driver cannot determine that a parent/guardian or designee is there to receive a student at home or at the bus stop, the student will be returned to the school and their transportation will become the responsibility of the parent/guardian. If you are entering the school system after the beginning of the school year, transportation routes may be unable to change to accommodate your entry. You may be required to transport your student to an existing bus stop for transportation.

CHANGES IN PICK-UP AND DROP-OFF LOCATIONS

If you need to have an emergency change in the pick-up or drop-off location for your student, please call the transportation office at 989-843-6115 ext. 35225. All changes in pick-up and drop-off locations must be approved by the transportation department. This is for their own safety and for the parent's assurance that their students will be going where they intend. If you have plans for your student to be picked up and dropped off at a location other than your residence on a regular basis, we will need to have an alternative transportation form filled out and sent to the transportation office. This is the only way to assure that your alternative location is on an assigned bus route. Changes in pick-up and drop-off locations are considered to be for 5 days a week. If you have a schedule that requires your student be picked up or dropped off at 2

or more locations during the week, you must fill out the drop-off form with your student every day that an alternative location is to be used.

CROSSING POLICY AND PROCEDURE

Students who need to cross a road to get to a bus stop should wait until signaled to cross by the driver. When the bus arrives to drop-off students, the bus will wait for students to cross the street before the bus departs. All student crossings will be in front of the bus. A consistent method of crossing students has been established for the Mayville Community Schools transportation department. By using a consistent method we minimize our risk and provide the safest crossing possible for our students. All students have been instructed to follow this procedure every time they leave the bus and need to cross the street.

1. Step out and away from the bus doors.
2. Take 8 GIANT steps forward and away from the front of the bus.
3. The driver will establish eye contact with the student, if it is safe to cross the driver will hold up a hand and motion across the windshield in the crossing direction.
4. Students will stop at the traffic side of the bus and look left and right for traffic. If it's clear, students will cross.
5. If the driver blows their horn, the students are to STOP AT ONCE!!
6. Once a crossing is initiated at the front of the bus, do not stop unless directed by the driver.

ROAD CLOSURE

If your road or section of road is closed to through traffic by the road commission, damage weight restriction, storm damage, or is considered unsafe to travel due to inclement weather conditions, we will not go on it. Please plan accordingly to bring your students to the nearest main intersection that we will be using, to another bus stop location or you may need to transport them directly to school.

RULES OF CONDUCT FOR SAFE BUS RIDING

Students are expected to give the bus driver respect and courtesy. Students are expected to maintain the same behavior they exhibit in the classroom.

Students who break the rules of conduct for safe bus riding will be subject to conduct notices being sent home, suspension of their bus riding privilege and/or the removal of their bus riding privileges.

While waiting for the bus to arrive:

- Arrive at your bus stop five (5) minutes early. Buses will not stop if they do not see a student at the bus stop.
- Stand quietly and respect other people's property.
- Stand back from the roadway and do not fight, push or allow horseplay at the bus stop.
- Wait until the bus completely stops before approaching it to board.

When boarding or departing the bus:

- Form a single line, step on/off quickly and quietly.
- Do not push, shove or fight for places in line.
- Cross in front of the bus and follow the crossing policy closely!
- When departing the bus, move away from the bus immediately!
- Do not check mailboxes or re-enter the roadway until the bus has departed.

When riding the bus:

- Students should remain seated while the bus is in motion.
- Students will sit with their bodies in the seat area and facing forward.
- Do not throw anything, not on the bus or out the windows of the bus.
- Do not put any body parts out of the windows at any time.
- Students should not bring anything on the bus that cannot be carried in their lap.
- There is no eating or drinking on the bus.

There are ten (10) absolute rules posted conspicuously in every bus that should always be followed. Please seek them out and read them.

The bus driver has the right to assign seats to individuals, groups, or the entire bus.

Individual radios (Walkman style with headphones), personal video games and electronic toys are allowed on the bus. They are the complete responsibility of the student. The transportation department and drivers are not responsible in any way for their loss, damage or for settling ownership disputes.

If your student is bringing anything unusual to school such as animals, food, large projects or things not normally found in a school environment, please make alternative transportation arrangements. Glass in almost any form will not be allowed on the bus.

TURN AROUND BUS STOPS

Our bus routes include stops where the bus will have to turn around. If your residence is in a location where the bus will need to turn around, please keep your driveway accessible and clear so that it can be used. If we cannot turn around safely, the student may be required to meet the bus at an alternate location.

SCHOOL BUS SAFETY

- Twenty-three million students nationwide ride a school bus to and from school each day. Wherever you live, the familiar yellow school bus is one of the most common motor vehicles on the road. It is also the safest.
- School buses manufactured after January 1, 1977 must meet more federal motor vehicle safety standards than any other type of motor vehicle.
- In fact, school buses are sixty (60) times safer than passenger cars, light trucks, or vans, according to the Fatality Analysis Reporting System at the U.S. Department of Transportation.
- School buses are the safest form of highway transportation. The most dangerous part of the bus ride is getting on and off the school bus.

- Pedestrian fatalities (while loading and unloading school buses) account for approximately three (3) times as many school bus-related fatalities, when compared to school bus occupant fatalities.

DURING THE SCHOOL BUS RIDE:

- Always sit fully in the seat and face forward.
- DO NOT distract the driver.
- Never stand on a moving bus.
- Obey the driver.
- Speak in a low voice.
- NEVER stick anything out the window – arms, legs, head, book bags, etc.

MOTORISTS SHOULD:

- Be aware it is illegal in every state to pass a school bus stopped to load/unload students.
- Know and understand laws governing motorist's driving behavior near a school bus.
- Learn the "flashing signal light system" that school bus drivers use to alert motorists if they are going to stop to load/unload students.
- Yellow flashing lights indicate the bus is preparing to stop to load/unload children. Motorists should slow down and prepare to stop their vehicle.
- Red flashing lights and extended stop arms indicate that the bus has stopped, and that children are getting on/off. Motorists MUST stop their cars.
- Begin moving only when the red flashing lights are turned off, the stop arm is withdrawn and the bus begins to move.
- Watch out for young people who may be thinking about getting to school, but may not be thinking about getting there safely.
- SLOW DOWN. Watch for children walking in the street, especially if there are no sidewalks in the neighborhood. Watch for children playing and gathering near bus stops.
- BE ALERT. Children arriving late for the bus may dart into the street without looking for traffic.

STUDENTS RIDING A SCHOOL BUS SHOULD ALWAYS:

- Arrive at the bus stop five (5) minutes early.
- Stand at least five (5) GIANT steps (10 feet) away from the edge of the road.
- Wait until the bus stops, the door opens, and the driver says it's okay before stepping onto the bus.
- Be careful that clothing with drawstrings and book bags with straps or gangling objects do not get caught in the handrail or door when exiting the bus.
- Walk in front of the bus; never walk behind the bus.
- Walk on the sidewalk or along the side of the road to a point at least ten (10) GIANT steps (10 feet) ahead.

- Be sure the bus driver can see you, and you can see the bus driver.
- Stop at the edge of the bus and look left-right-left before crossing.
- Tell the bus driver if you drop something beside the bus. Should you try to pick it up, the bus driver may not see you and drive away.

THE LOADING AND UNLOADING AREA IS CALLED THE “DANGER ZONE”

- The “Danger Zone” is the area on all sides of the bus where children are in the most danger of not being seen by the driver.
- Ten (10) feet in front of the bus where the driver may be too high to see a child, ten (10) feet on either side of the bus where a child may be in the driver’s blind spot, and the area behind the school bus.
- Half of the pedestrian fatalities in school bus-related crashes are children between 5 and 7 years old.

YOUNG CHILDREN ARE MOST LIKELY TO BE STRUCK BECAUSE THEY:

- Hurry to get on and off the bus.
- Act before they think and have little experience with traffic.
- Assume motorists will see them and will wait for them to cross the street.
- Don’t always stay within the bus driver’s sight.

THE NATIONAL HIGHWAY TRAFFICE SAFETY ADMINISTRATION (NHTSA)

The National Highway Traffic Safety Administration has developed a number of publications that can help you reach children, bus drivers, parents, teachers and school administrators, and, most importantly, the motorists who share the road with school buses. These materials can be downloaded directly from NHTSA’s web page at <http://www.nhtsa.gov>. Orders can also be faxed to (202)366-7721.

**Family Educational Rights and Privacy Act (FERPA)
Model Notice for Directory Information**

[Note: Per § 99.37(d), your school may adopt a limited directory information policy. If you do so, the directory information notice to parents and eligible students must specify the parties and/or purposes that may receive directory information.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Mayville Community Schools**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Mayville Community Schools** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **Mayville Community Schools** to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **Mayville Community Schools** to disclose directory information from your child's education records without your prior written consent, you must complete and return the form below by September 15. **Mayville Community Schools** has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

I do not want Mayville Community Schools to disclose directory information from my child's education records without my prior consent.

STUDENT NAME: _____

PARENT SIGNATURE: _____ DATE: _____