

# Mayville Elementary



Student Handbook  
2023-24

[www.mayvilleschools.org](http://www.mayvilleschools.org)



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# Mayville Community Schools 2023-2024 District CALENDAR

8/14 -8/16: PD

Welcome Back: 8/15-5:30-6:30

8/21: First Day Students

8/25: No School

Teachers: 8 days  
Students: 8 days  
PD: 3

AUGUST 2023						
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 2024						
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		

2/16 ½ Day Students

2/19: No School - Presidents Day

2/23: Proposed MMP3

2/29: PT Conferences-1 Session  
3:30 to 6:30

Teachers: 20  
Students 20 (One ½ day)  
PD: .5

Labor day: No School 9/1-9/4

9/22: Proposed MMP 1

Teacher: 19  
Students: 19  
PD: 0

SEPTEMBER 2023						
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

MARCH 2024						
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						

3/1:

½ day AM Staff PD (No Students)

Spring Break: No School

3/25-3/29

3/22: Proposed MP3 End

Teachers: 16  
Students: 16(one ½ day)  
PD: .5

MS/HS Conf:

10/5: 3:30-5:30 & 6:30-8:30

10/6: ½ AM Staff PD (No Students)

12-3pm PT MS/HS Conferences

10/27: Proposed MP1 End Date

Teachers: 22  
Students: 22 (one ½ days)  
PD: ELEM .5

OCTOBER 2023						
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 2024						
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				

4/26: Proposed MMP4

Teacher: 22  
Students: 22

Elem Conferences:

11/2: 3:30-5:30 & 6:30-8:30

11/3: ½ AM Staff PD (No Students)

12-3pm PT Elem. Conferences

Thanksgiving: No School

11/22-11/24

11/17: Proposed MMP2

Teacher: 19  
Students: 19 (One ½ day student)  
PD: MS/HS .5

NOVEMBER 2023						
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		

MAY 2024						
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	

Memorial Day: No School 5/27

5/30: ½ Day Students

½ Day Staff PD

5/31: ½ Day Students

½ Day Teacher Record Day

Teachers: 22  
Students: 22 (One ½ day)  
PD: .5

Christmas Break: No School

12/21-1/2

Teachers: 14  
Students 14

DECEMBER 2023						
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 2024						
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						

1/3 Return to school

1/19: Proposed Sem 1 Ending

1/19: ½ day students

½ Day Teacher Records Day

Teachers: 21  
Students: 21 (one ½ day)  
PD: 0

JANUARY 2024						
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			

JULY 2024						
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			

**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. 35101.*

**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:

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a complaint with:

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
6250 FULTON ST, MAYVILLE MI 48744  
9898436115  
[TRACIE.HILTS@MAYVILLESCHOOLS.ORG](mailto:TRACIE.HILTS@MAYVILLESCHOOLS.ORG)

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

STUDENT SERVICES COORDINATOR  
6250 FULTON ST, MAYVILLE MI 48744  
9898436115  
[JENNIFER.PARKER@MAYVILLESCHOOLS.ORG](mailto:JENNIFER.PARKER@MAYVILLESCHOOLS.ORG)

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
6250 FULTON ST, MAYVILLE MI 48744  
9898436115  
[TRACIE.HILTS@MAYVILLESCHOOLS.ORG](mailto:TRACIE.HILTS@MAYVILLESCHOOLS.ORG)

Complaints will be investigated in accordance with the procedures as described in Board Policy 5202. 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	Mrs. Heather Middleton
Treasurer	Mrs. Carlene Emmons
Trustee	Mrs. Jeanine Langmaid
Trustee	Ms. Sherri Richards
Trustee	Mr. Nathan Phillips

### Administration

Superintendent	Mr. Barry Markwart
High/Middle School Principal	Mr. Barry Markwart
Elementary Principal	Mr. Darren Masterson
Athletic Director	Mr. Mike Campbell
Transportation/Maintenance Director	Mr. Tom Walker
Food Service Director	Ms. Jennifer Edgerton
Technology Director	Mr. Brian Wisneski
SPED Coordinator	
Custodians: Schuette Services - Owner	Mr. Randy Schuette

### Contacting School

The elementary office can be contacted at 989-843-6115 ext. 35101 between the hours of 7:30 a.m. and 4:00 p.m.

### School Hours

7:50	Students allowed in the building – <b><u>No supervision provided prior to this time.</u></b>
7:50-8:00	K-5 <sup>th</sup> Grade Breakfast in cafeteria
7:50	First bell rings
8:00	<b>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 are riding a late bus.</b>
10:45-12:10	Lunch & Recess
3:00	Dismissal – <b>If a student leaves prior to 2:50, they will be considered absent for the afternoon.</b>

### **Elementary Teaching Staff**

Kindergarten	Mrs. Sara Macha – Rm. 4	<a href="mailto:sara.macha@mayvilleschools.org">sara.macha@mayvilleschools.org</a>
	Ms. Aimee Ressler – Rm. 1	<a href="mailto:aimee.ressler@mayvilleschools.org">aimee.ressler@mayvilleschools.org</a>
First Grade	Mrs. Carrie Miller – Rm. 7	<a href="mailto:carrie.miller@mayvilleschools.org">carrie.miller@mayvilleschools.org</a>
	Mrs. Alicia Pavlichek – Rm. 9	<a href="mailto:alicia.pavlichek@mayvilleschools.org">alicia.pavlichek@mayvilleschools.org</a>
Second Grade	Mrs. Cheryl Rayl – Rm. 10	<a href="mailto:cheryl.rayl@mayvilleschools.org">cheryl.rayl@mayvilleschools.org</a>
	Ms. Paige Reed – Rm. 8	<a href="mailto:paige.reed@mayvilleschools.org">paige.reed@mayvilleschools.org</a>
Third Grade	Mrs. Angela Giddings – Rm. 16	<a href="mailto:angela.giddings@mayvilleschools.org">angela.giddings@mayvilleschools.org</a>
	Mrs. Kristine Tedrow – Rm. 15	<a href="mailto:kristine.tedrow@mayvilleschools.org">kristine.tedrow@mayvilleschools.org</a>
Fourth Grade	Mrs. Alison Rich – Rm. 23	<a href="mailto:alison.rich@mayvilleschools.org">alison.rich@mayvilleschools.org</a>
	Mrs. Kelsey Neighbors – Rm. 25	<a href="mailto:kelsey.neighbors@mayvilleschools.org">kelsey.neighbors@mayvilleschools.org</a>
Fifth Grade	Mrs. Jessica Foster – Rm. 27	<a href="mailto:jessica.foster@mayvilleschools.org">jessica.foster@mayvilleschools.org</a>
	Mrs. Jennifer Blevins – Rm. 29	<a href="mailto:jennifer.blevins@mayvilleschools.org">jennifer.blevins@mayvilleschools.org</a>
Physical Education	Mr. Spencer Sillman – Gymnasium	<a href="mailto:spencer.sillman@mayvilleschools.org">spencer.sillman@mayvilleschools.org</a>
Music	Mr. Mitchell Clark – Band Room	<a href="mailto:mitchell.clark@mayvilleschools.org">mitchell.clark@mayvilleschools.org</a>
Title I Teachers	Mrs. Shelly Miller – Rm. 19	<a href="mailto:shelly.miller@mayvilleschools.org">shelly.miller@mayvilleschools.org</a>
Special Education	Mrs. Julie Rude –	<a href="mailto:julie.rude@mayvilleschools.org">julie.rude@mayvilleschools.org</a>
	Mrs. Andrea LeValley	<a href="mailto:andrea.levalley@mayvilleschools.org">andrea.levalley@mayvilleschools.org</a>

**Support Staff**

Building Secretary

Mrs. Lisa Buckmaster

Behavior Specialist

Mr. Daniel Smith

Paraprofessionals

Mrs. Casi Buhl  
Mrs. Rynae Epley  
Mrs. Jenna Halsne  
Mrs. Shirlee Freitas  
Mrs. Susan Galgoci  
Ms. Violet Roiter  
Mrs. Meagan Lyle  
Mrs. Heather Tribbey  
Mrs. Sue Washburn  
Angela Ray  
Ronda Pyles

**Kitchen Personnel**

Head Cook

Mrs. Jennifer Edgerton

Cook

Mrs. Cheri Lich

Cook

Mrs. Barb Lambert

Cook

Mrs. Ginger Hunter

Cook

Mrs. Tracy Rowbotham

**Custodians**

Head Custodian

Mrs. Deb McGinlay

### **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 advertising 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. **Absolutely no bus passes allowed.**
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 driving through the pick-up line.

**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. 35101.

ATTENDANCE

When your child returns to school, please send a note stating the reason for the absence and the number of days absent. Absences will only be **EXCUSED** if the school is provided with documentation of:

- Child's illness/medical reason as determined by a professional health official
- Medical appointments (including but not limited to medical, counseling, dental or optometry)
- Child's observance of a religious holiday
- Death in the student's family
- Mandated court appearances
- Absences related to parent or guardian's military service
- Homelessness

If your child is absent and there is no documentation provided, it will be recorded as an **UNEXCUSED** absence. 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 2:50 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. Parents will be notified by the teacher if their child has excessive tardies.

#### TRUANCY

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

***Pursuant to the Michigan Compulsory School Attendance Law, MCL 380.1561, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday.***

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 guidelines for our truancy program. Only undocumented/unexcused absences will be considered by the court. A truancy referral may be made once a student accumulates **9 undocumented/unexcused** full-day absences per semester. For students who are repeat offenders from the previous year, they may be referred again once they accumulate **3 absences in a semester**.

For elementary students, if the problem cannot be corrected after working with TISD Truancy Services, a petition may be filed and parents may 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 24 hours in advance**. The necessary form is available in the elementary office.

## **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 it. If they disrupt 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.

An office for the Behavioral Specialist will be assigned in the Elementary and Middle School establishing a formal destination for RTC (Responsible Thinking Classroom) for in person referrals and communication. (note-FERPA guidelines must be adhered to and followed for any and all communication.) Students WILL NOT be sent to the RTC office but rather retrieved, conferred with, with the purpose of classroom restoration as quickly as possible. NOTE- If a student is removed from the classroom (snap suspension), the student must check into the office and be referred to in school suspension guidelines and a MAJOR disciplinary report must occur.

The Behavioral Specialist will assist in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students. Formally records of all disciplinary issues and creates a log, recording basic information, date and conversation will be maintained. (FERPA rules must apply) The Behavior Specialist forms a variety of administrative duties to assist the Principal in managing the schools behavioral challenges. Assists the Principal in providing behavioral leadership in the school. Communicates regularly with the Principal about behavioral challenges and coordinates with staff best practices to achieve success.

The Behavioral Specialist administers disciplinary procedures in accordance with district policies and state laws; receives GOOGLE FORM communication for MINOR referrals from all STAFF and *after the teachers makes every*

*attempt to curb behavior using Classroom Discipline tools including contacting guardians.* The Behavior Specialist confers with students, parents, teachers, and community agencies; responds to and resolves parent, student, and staff concerns and complaints. The Discipline Referral Google Form will be found on the School Districts Website under Staff Resources. The Vision and Mission statement will be followed creating an avenue for restorative practices that achieves best results for student behavioral and academic success. Relays all perceived MAJOR disciplinary concerns to the SkyWard for formal documentation. Supervises students on campus; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established school handbook guidelines.

Monitors and organizes; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for truancy improvement efforts.

Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.

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.

**Major-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: 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 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.

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offense: | Parents notified, loss of recess, restitution, and/or up to 2 days in-school suspension.            |
| 2 <sup>nd</sup> Offense: | Parents notified and up to 5 days out-of-school suspension.   |
| 3 <sup>rd</sup> Offense: | Parents notified, up to 10 days out-of-school suspension, and possible recommendation for expulsion |

Death threats are taken very seriously. Death threats are, but are not limited to, any verbal or written statement threatening the life of another person. **Jokes, finger guns, and intentional threats will receive the same consequences.**

- Kindergarten ½ day out-of-school suspension,
- 1<sup>st</sup> Grade 1-day out-of-school suspension,
- 2<sup>nd</sup> Grade 2-day out-of-school suspension,
- 3<sup>rd</sup> Grade 3-day out-of-school suspension,
- 4<sup>th</sup> Grade 4-day out-of-school suspension, and
- 5<sup>th</sup> Grade 5-day out-of-school suspension.

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

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

**Major-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.

**Major-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.

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

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

**Minor to Major-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.

1<sup>st</sup> Offense: Parent notification and up to 2 days in-school suspension

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

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

**Minor to Major- 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.

- 1st Offense: Student may pick up cell phone at the end of the school day, 2:50-3:30 in the main office.
- 2nd 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.
- 3rd 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.

**Major-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.

- 1<sup>st</sup> Offense: Suspension of 10 days - Agency Assessment Counseling - Possible Expulsion

Repeat Offenses: Suspension of 10 days and/or expulsion

**Minor-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.

**Minor to Major-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.

- 1<sup>st</sup> Offense: Parents notified and up to 2 days in-school suspension
- 2<sup>nd</sup> Offense: Parents notified and up to 5 days out-of-school suspension
- 3<sup>rd</sup> Offense: Parents notified, up to 10 days out-of-school suspension, and possible recommendation for expulsion

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

**Minor to Major-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.

- 1<sup>st</sup> Offense: Restitution, parent notification, and up to 2 days in-school suspension
- 2<sup>nd</sup> Offense: Restitution, parent notification, and up to 5 days out-of-school suspension
- 3<sup>rd</sup> Offense: Restitution, parent notification, up to 10 days out-of-school suspension, and possible recommendation for expulsion

**Major-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.

- 1<sup>st</sup> 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.

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

- 1<sup>st</sup> Offense: Full restitution and/or payment of damages, parent notification, up to 2 days in-school suspension, and possible police referral.
- 2<sup>nd</sup> Offense: Full restitution and/or payment of damages, parent notification, up to 5 days out-of-school suspension and possible police referral.
- 3<sup>rd</sup> 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.

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

**Major-WEAPONS POSSESSION OR USE OF WEAPONS:**

Building principals and other administrators must refer all incidents that may result in a mandatory suspension or expulsion to the Superintendent or designee for transmission to the Board. As explained below, the Board recognizes that in some circumstances it may choose not to suspend or expel a student. Nothing in this section may be construed as limiting the Board’s discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.

1. Possession of a Dangerous Weapon

a. Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the firearm to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the firearm;
- the student did not know or have reason to know that the firearm constituted a “dangerous weapon”; or
- the student possessed the firearm at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

b. Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon (other than a firearm) in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. The Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the weapon;
- the student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.



c. Applicable Definitions for Dangerous Weapon Offense

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (i) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (ii) the frame or receiver of any such weapon; (iii) any firearm muffler or firearm silencer; or (iv) any destructive device.

“Firearm” does not include an antique firearm, as defined by 18 USC § 921.

“Destructive device” means (i) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (ii) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

d. Additional Procedures for Dangerous Weapon Expulsion

The Superintendent or designee must ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and notify the student’s parent/guardian (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Superintendent or designee must also make a referral to local law enforcement and contact the student’s parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or in a school vehicle. If a District official confiscates a dangerous weapon, the District official will give the dangerous weapon to law enforcement and will not release the dangerous weapon to any other person, including the legal owner.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for possession of a dangerous weapon may not enroll in the District.

**Major-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.

1<sup>st</sup> 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.

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

**Minor- 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.

**Minor to Major-BULLYING:**

**BOE Policy 5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

**A. Prohibited Conduct**

1. Bullying, including cyberbullying, by a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the 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; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

**B. Reporting an Incident**

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victims and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

#### H. Definitions

1. "At school" means 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 it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:

- a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
- b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:

- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: October 13, 2020

**Minor to Major- 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, a 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.**

**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.

#### **CLASSROOM OBSERVATIONS/VISITS:**

Per Board Policy, parents/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 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.

#### **COMPUTERS:**

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 ¼" 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**. 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.

#### **Minor to Major- DRESS CODE:**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. 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, blouses and dresses should have sleeves. Tank tops, tube tops, halter tops and tops with spaghetti straps are NOT ALLOWED. No bare midriffs. Shirts and blouses need to be long enough to cover the midriff, especially when a student raises his/her hand.
3. Chest, back and underarm areas must be covered. Mesh or see-through may only be worn over appropriate shirts or dresses.
4. Any clothing with obscene, suggestive writing, or deemed to be in bad taste or gang related, as determined by school staff may not be worn. Clothing that advertises/suggests/promotes drugs, alcohol, tobacco, or other illegal or immoral references are not allowed.
5. Bottom wear that exposes the buttocks at any time whether standing, sitting, or otherwise, is inappropriate. Undergarments must not be visible. Pants are to be worn at the waist line. If pants are too big, the student must wear a belt to keep them up or will be given twine for that purpose.
6. Shorts, skirts, or dresses are appropriate if it does not disturb the educational process.
7. Leggings, skinny jeans, pajama bottoms, etc. are appropriate if it does not disturb the educational process.
8. Chains, beads or any accessory that may present a health or safety hazard are prohibited.
9. Soft-soled tennis/gym shoes and socks must be worn during physical education. Hard soled shoes, boots, and sandals are not permitted.
10. No slippers, flip flops, shoes with wheels/spinners, or shower shoes are allowed. Sandals must have a heel strap.
11. Footwear must not present a health or safety hazard.
12. Hats, bandannas, head coverings (including hoods), and sunglasses are not to be worn within the school building during regular school hours. These items will be confiscated and returned on the last day of school.

**Exceptions include:** Religious reasons, medical requirements, and special occasions that are announced.

13. Coats that are designed for outerwear are not to be worn in the classroom. Please keep a sweater or sweatshirt in your locker to wear should you become chilled.
14. **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 for 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:

- Via our School Messenger automated phone alert system.
- 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.

Parents may also visit the school's [Facebook](#) page or web page at [www.mayvilleschools.org](http://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 offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an 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. 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 7:50.
3. Students who walk or are dropped off should arrive after 7:50. No supervision is provided prior to 7:50.
4. When students enter the building, all students go to their assigned door.



5. Students are allowed in their classrooms after 7:50.

#### 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 6 weeks prior to the scheduled field trip will not be allowed to go on the field trip.
3. Any parent wishing to chaperone needs to have an ICHAT background check (**completed annually**). Chaperones are limited to 8 per class. The necessary form is available in the elementary office.

#### FOOD AND DRINKS:

Students may take unopened food items from the cafeteria. However, students will be responsible for any clean up from the food items. Pop, snacks, and treats are not to be brought to school without prior teacher approval.

#### Minor to Major-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
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 the 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.

**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](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize).

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

<b>Entry Requirements for All Public &amp; Non-Public Schools</b>		
<b>Vaccine**</b>	<b>4 years through 6 years</b>	<b>7 years through 18 years</b>
Diphtheria, Tetanus, Pertussis	<b>4 doses DTP or DTaP, 1 dose must be at or after 4 years of age</b>	<b>4 doses D and T OR 3 doses Td if 1<sup>st</sup> dose given at or after 1 year of age. 1 dose of Tdap for children 11 years of age or older upon entry into 7<sup>th</sup> grade or higher.</b>
Polio	<b>4 doses 3 doses if dose 3 was given at or after 4 years of age</b>	
Measles, * Mumps, * Rubella*	<b>2 doses at or after 12 months of age</b>	
Hepatitis B*	<b>3 doses</b>	
Meningococcal	<b>None</b>	<b>1 dose at 11 years of age or older upon entry into 7<sup>th</sup> grade or higher</b>
Varicella * (Chickenpox)	<b>2 doses at or after 12 months of age or Current lab immunity or History of varicella disease</b>	

During disease outbreaks, incompletely vaccinated students may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at <http://www.michigan.gov/immunize>. \*If the child has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for school entry purposes.

**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.

**Major-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.

Parents/guardians 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 is participating in a new option available to schools, as part of the National School Lunch and School Breakfast Program, called the Community Eligibility Provision (CEP). ALL students enrolled at our school are eligible to receive a healthy breakfast and lunch at school at NO CHARGE to your household each day. We ask that you fill out and sign a "Household Information Survey" which is needed for administrative purposes, not to determine eligibility. This survey allows our school to benefit from various State and Federal supplemental programs like Title I A, At Risk (31a), Title II A, E- Rate, etc. This survey is critical in determining the amount of money the school receives from a variety of supplemental programs. All information on the survey submitted is confidential. Without your assistance, the school cannot maximize utilization of available State and Federal funds.

Lunch is served for all students in grades K-12. Students have 15 minutes to eat their lunch and then minutes of recess. Students may take longer to eat if needed. 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 going outside for lunch recess.
2. After coming in from recess, coats may be hung in the hallway outside of the cafeteria. 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. **Speak quietly – Noise level should be a 1.**

While Mayville Community Schools operates a free breakfast/lunch program for all students, should your child purchase a snack or second portion, the following meal charging policy will be in effect. This policy applies to all of our students and staff. Because students are offered a free meal each day, students will not be allowed to charge snacks or second meals. To ensure that staff do not go hungry, but also to promote responsible staff behavior and minimize the fiscal burden to the District, the Board of Education will allow staff to "**charge**" up to the amount of **\$5.00**, 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 expenses 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. Staff may charge up to a maximum of \$5.00 per person.
2. After \$5.00 has been charged past negative, the free meal will be offered to the staff member until the lunch account is at a positive amount.
3. 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.
4. A staff who has charged \$5.00 may not charge or purchase snack items, including extra main entrees or make purchases in the snack line.
5. Students may not charge snacks nor second meals if there is no money in their account.
6. If staff repeatedly charge items to the school, a food service employee must report this to the building administrator.

**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 on 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.

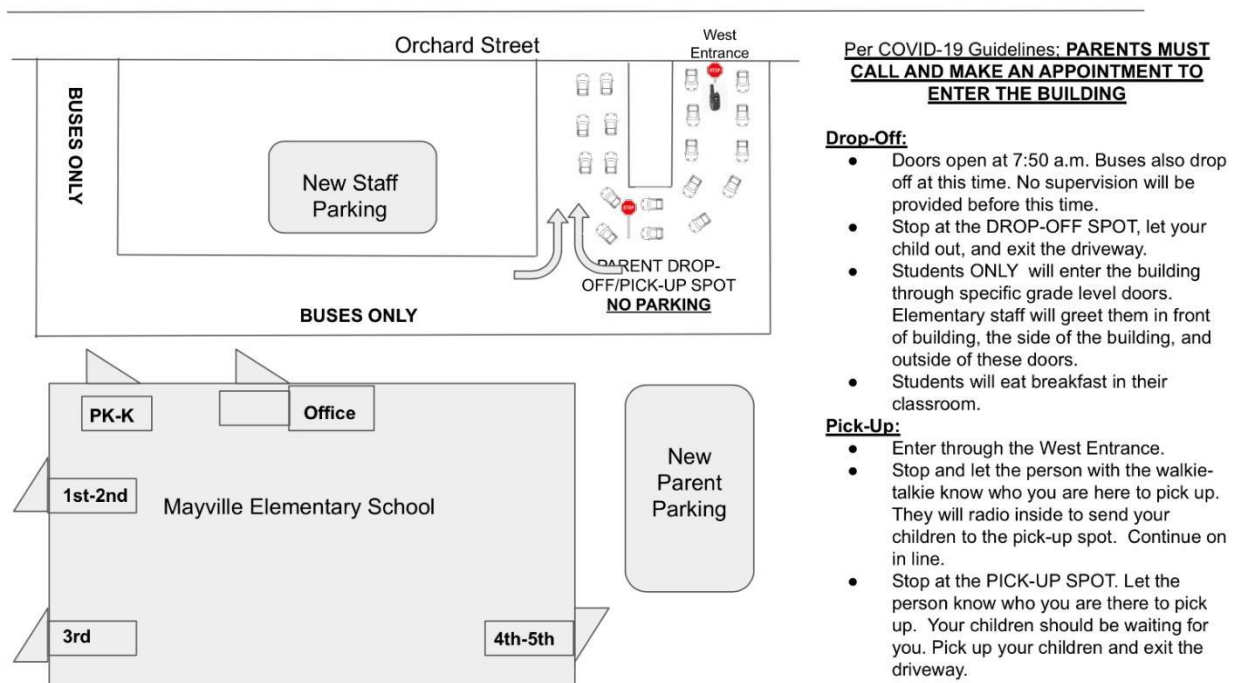
1. The parent/guardian **MUST** submit a form giving written permission to the school to administer medication.
2. All medication will be brought to school by the parent/guardian and be in its original container with the label intact.
3. The parent is to specify in writing the directions for giving the 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 if you do not want your child's image to appear in these mediums.**

**PROMOTION/RETENTION:****BOE Policy 5411 Student Promotion, Retention, and Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade.

**A. Student Promotion and Retention**

The building principal will attempt to consult with a student's parent/guardian before deciding to retain a student, advance a student to the next grade mid-year, or allow a student to skip a grade level. If the parent/guardian disagrees with the building principal's decision about promotion or retention, the Superintendent or designee will make the final decision.

**B. Student Placement**

The Superintendent or designee will determine a student's classroom and building placement based on District needs, available space, and educational expertise, consistent with state and federal law. The District's placement

decision is final. Nothing in this section may be construed to limit or modify rights under state or federal laws applicable to students with disabilities, including the right to have placement decisions made by an IEP or Section 504 Team.

#### C. Intradistrict Choice

A student who is the victim of a violent criminal offense at school may transfer to another public school in the District, if available. A student who attends a Title I school in the District that has not made adequate yearly progress as defined by state and federal law for 2 or more consecutive years or who is attending a persistently dangerous school may transfer to another public school in the District, if available. The Superintendent or designee will notify parents/guardians if their student is eligible to transfer under this Policy. This Policy incorporates the definitions for “violent criminal offense” and “persistently dangerous school” contained in the Michigan State Board of Education’s Statewide Safe School Choice Policy.

#### D. Nontraditional Programs

The District may operate nontraditional programs to meet the needs of all students. Nontraditional programs may include alternative education or virtual settings. The building principal or designee will attempt to consult with a student’s parent/guardian before finalizing a decision to move a student to a nontraditional program. If the parent/guardian disagrees with the building principal or designee’s decision, the Superintendent or designee will make the final decision. Nothing in this section may be construed to limit or modify rights under state or federal laws applicable to students with disabilities, including the right to have placement decisions made by an IEP or Section 504 Team.

#### E. Read by Grade Three Law Retention

Students must demonstrate a third grade reading level before being promoted to fourth grade. Pursuant to Michigan law, a third grade student may not enroll in fourth grade unless the student: (1) scores less than 1 grade level behind on the third grade state English Language Arts (ELA) assessment; (2) demonstrates a third grade reading level through performance on an alternative standardized reading assessment approved by the State Superintendent; or (3) demonstrates a third grade reading level through a “pupil portfolio,” containing multiple work samples, that evidences competency in all third grade state ELA standards.

If a third grade student scores 1 grade level or more below current grade level on the state ELA assessment, the Center for Educational Performance and Information (CEPI) will notify the student’s parent/guardian and the District that the student may be retained. The student’s parent/guardian may request a good cause exemption to the retention requirement. The exemption must be requested within 30 calendar days after the date of the CEPI notification and must be directed to the Superintendent. The Superintendent or designee will determine whether good cause exists to grant the exemption request in accordance with state law.

Upon parent/guardian request, a District official will meet with the parent/guardian to discuss the retention requirement and the standards and processes for a good cause exemption. The District will adhere to all procedures and requirements for retention and for granting any exemptions under state law.

Legal authority: 20 USC 7912; MCL 380.1278a, 380.1278b, 380.1280f

Date adopted: August 11, 2020

#### **Minor to Major-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 on 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-4<sup>th</sup> 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 led 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 it. If they disrupt 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.

#### **Minor-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. **Parents will be notified by the teacher for those students with excessive tardies.**

#### **TESTING:**

Students in kindergarten through 5<sup>th</sup> 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 3<sup>rd</sup> through 5<sup>th</sup> 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 Elementary 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. 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 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.

**Major-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 teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educational 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 members 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 the 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. Parents/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 to 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.

### **Minor to Major-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:**

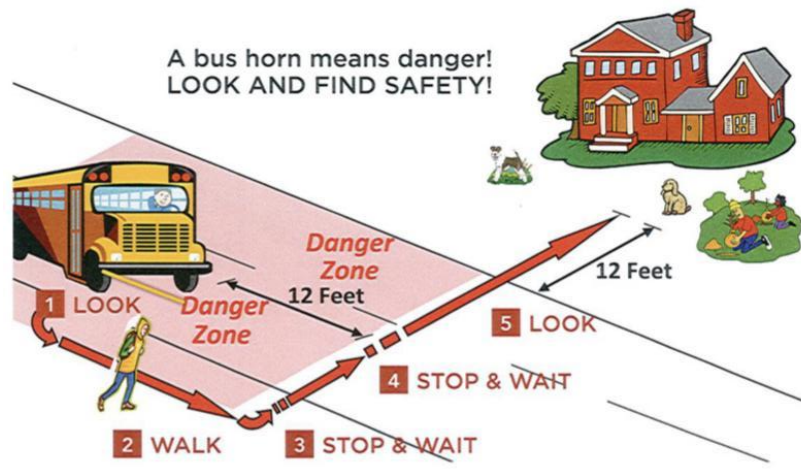
- Hurry to get on and off the bus.
- Act before they think and have little experience with traffic.
- Assume motorists will see them and will wait for them to cross the street.
- Don’t always stay within the bus driver’s sight.

**THE NATIONAL HIGHWAY TRAFFIC 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.

**WHEN LEAVING THE BUS**  
Here's How to Cross the Road  
**SAFELY**

1. **LOOK:** For traffic in all directions.
2. **WALK:** Along the side of the road until you can see your driver.
3. **STOP & WAIT:** Stop and wait for the signal to cross.
4. **STOP & WAIT:** Go to the driver's side cross view mirror and look both ways.  
Wait for the driver's signal to cross.
5. **WALK & LOOK:** For traffic both ways – if you see a vehicle that has not stopped, go back to the bus – if all vehicles have stopped, cross the road quickly.



Crossing the Highway is **DANGEROUS!**

**REMEMBER:**

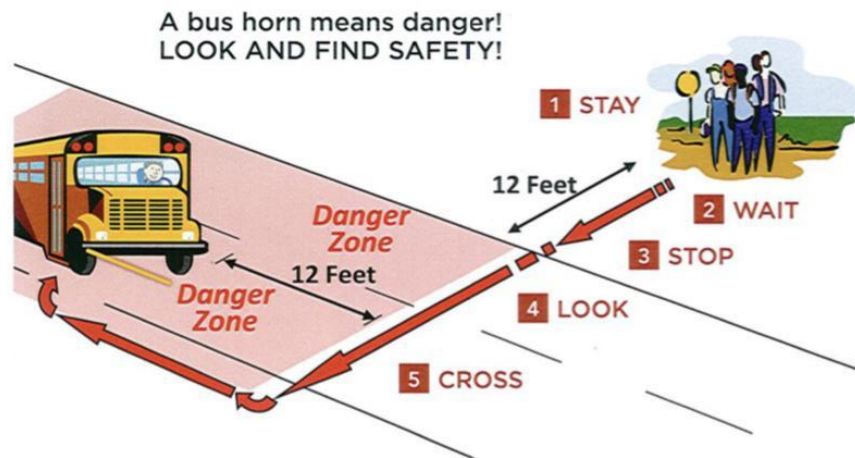
1. LOOK
2. WALK
3. STOP & WAIT
4. STOP & WAIT
5. WALK & LOOK

**Drivers SHOULD stop... But THEY MAY NOT!!!**



**WHEN BOARDING THE BUS**  
Here's How to Cross the Road  
**SAFELY**

1. **STAY:** On your side of the road, far away from the traffic
2. **WAIT:** For the bus to stop and for your driver's signal to cross.
3. **STOP:** Stop and check traffic both ways, then check again.
4. **LOOK:** Look and walk directly across, checking traffic both ways.
5. **CROSS:** Cross approximately 12 feet ahead of the bumper and board the bus quickly.



Crossing the Highway is **DANGEROUS!**

**REMEMBER:**

1. Stay on your side of the road until your driver signals you to cross.
2. Check and recheck for traffic.
3. Follow the 12-foot rule.
4. Board the bus quickly and go directly to your seat.

**Drivers SHOULD stop... But THEY MAY NOT!!!**

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**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.)

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***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: \_\_\_\_\_