

Northview Public Schools

# Elementary

Student Handbook



North Oakview Elementary

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Northview Board of Education 2019-2020  
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**Northview Public School  
Elementary  
Student/Parent Handbook**

Welcome to Northview Elementary Schools. We hope that this Student/Parent Handbook will help answer any questions you may have about our routines and expectations in our learning community.

The staff is proud to offer a positive educational experience that is based on high academic standards for all students. We ask you to join us in the responsibility we all have to ensure that this environment continues to offer the best opportunities for all to learn.

We believe we have a responsibility to help our students:

- Be Ready
- Be Respectful
- Be Responsible
- Be Safe

Please keep this handbook as your reference for this school year. If you need further assistance, or have any questions, please call your elementary building.

Contact us:

**363-6861, Dr. Scott Korpak, Superintendent**

**North Oakview – 361-3450**

**Jason Hoogenstyn, Principal**

**Laura Havey, School Social Worker**

**Kaye Davis, Administrative Assistant, Keysha Haynes, Paraprofessional**

**West Oakview – 361-3470**

**Tony Quinn, Principal**

**Liz Maher, School Social Worker**

**Lana Christian, Administrative Assistant, Laura Niedzielski, Paraprofessional**

**East Oakview – 361-3460**

**Danielle Stanley, Interim Principal**

**Meghan Burrows, School Social Worker**

**Cindy Manikowski, Administrative Assistant, Sheryl Purwin, Paraprofessional**

## **Our Mission**

Northview Public Schools and its community develop literate, creative problem solvers who are respectful, productive members of society ready for continued learning.

## **Our Vision**

Inspire every student to achieve their individual best.

## **Our Beliefs**

1. Every student can learn – just in different ways and at different rates.
2. Every person is a valued member of the Northview school community.
3. We are all responsible for student success and learning.
4. Integrity, honesty and ethical behavior guide the treatment of students and adults in Northview.
5. People working together toward common goals can accomplish anything.
6. Embrace change and continuous improvement.
7. Focus on performance and results.
8. Our words and behaviors accelerate student academic performance and nurture their social development.

## **Foreword**

This student handbook was developed to answer many of the commonly asked questions that Northview families may have during the school year and to provide specific information about certain Board policies and procedures. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the teacher or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the Northview district. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of Fall 2017. If any of the policies or administrative guidelines referenced herein are revised after Fall 2017, the language in the most current policy or administrative guideline prevails.

## **Equal Education Opportunity**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Mrs. Liz Cotter  
Director of People, Organization and Accreditation  
616-363-6861

Complaints will be investigated in accordance with the procedures as described in Board Policy page 60. 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.

## Parent Involvement

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goals(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child;
- F. developing English language proficiency.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Elementary buildings of this District encourage parent involvement in our schools. The following are a list of activities involving parents:

- A. Offer a new family orientation evening to inform parents new to the district of parent involvement and the schools policies and procedures. The District has made a commitment to the parent's right to be involved in the educational process of their child.
- B. Provide child's individual assessment results, reading results, progress reports, report cards, and parent conference information.
- C. Post and invite parents to PTC meetings at the individual buildings.
- D. Schedule parent/teacher conferences and parent requested conferences.
- E. Publish District and School Newsletter(s) informing parents about activities and events.
- F. Distribute periodic newsletters from teachers informing parents of upcoming events and curriculum being taught.
- G. Distribute home language surveys annually to identify students for who English is a second language to provide a means for developing individualized instruction when needed.
- H. Encourage continued positive partnership involvement throughout the community by staff and administrators.
- I. Encourage parents to serve as chaperones for class field trips and other school activities.
- J. Utilize the website to communicate information to parents.

### Relations with Parents

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parents.

During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required, or seeking assistance if needed, due to a limitation in reading/and or understanding of communications shared.
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

### **Northview PTC/PTO Groups**

The Northview Parent/Teacher committee/organization is a volunteer parent group that works to support the school in our efforts to educate the children we serve. The group meets monthly to plan and coordinate upcoming events and fundraisers, and will distribute reminders to parents through flyers and Facebook page. *Please see end of handbook for committee member, meeting times and locations.*

## **Section I: General Information** **Enrolling in the School**

State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate,
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency (gas, water, or electric bill, or a lease agreement,
- D. Proof of immunizations,
- E. Completed school forms (registration cards, tech use agreement, concussion form, etc.)

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

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 to be relevant.

### Drop Off and Pick Up

To ensure student safety, there are designated times and locations for student drop-off and pick-up. Students should be dropped off between 7:50-8:10 which is when staff is ready to receive students.

The area along the curb is not for parking. If you must leave your car, please park in designated parking spaces. During party days, please do not park on neighborhood lawns. Parking violators may be ticketed per the Kent County Sheriff's Department.

Please see end of handbook for building specific instructions.

### Morning Admittance of Students to the Building

Children enter the building at 8:14 a.m. from the playground with their class. During inclement weather students may be admitted before the bell. ***Walkers and parents who bring children by car should plan to arrive no earlier than 8:00 a.m.*** Students arriving for breakfast may arrive at 7:50 a.m. There will only be one entrance for breakfast. All other doors will be locked. No students should be in the building before the bell unless they are eating breakfast. Each teacher will pick up their class from a designated area every morning. Students cannot enter the building unless their teacher has picked them up.

### School Day

7:50-8:14 A.M.	BREAKFAST
8:00-8:14 A.M.	PLAYGROUND SUPERVISION PRESENT
8:14 A.M.	SCHOOL STARTS
3:16 P.M.	SCHOOL DISMISSED

### Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a visitor's badge and sign in. Any visitor found in the building without a badge shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Each year we have a Volunteer Consent Form that must be completed before volunteers are allowed to work with students. Volunteer forms are available online at [nvps.net](http://nvps.net); **get involved**. Volunteer hours are from 8:15 to 3:20 unless special arrangements have been made with the teacher. Students may not bring visitors to school without prior written permission from the Principal. Two days are necessary prior to volunteering in order to process the Volunteer Consent Form at Central Office.



### **Changes in Daily Routine**

Send a note or call when:

- You are leaving your children in someone else's care.
- You are picking your child up after school (and they normally walk or ride the bus.)
- Your child has a dental and/or doctor appointment and will be arriving late or leaving for part of the day.
- You are giving permission to stay for an activity.
- When any situation exists that might cause anxiety for your child or a change in his/her normal routine as it relates to school.

### **Emergency Information**

Please keep the school informed as to your current:

- Address
- Telephone number
- Place of employment and telephone number
- Friends, neighbors, or relatives who can be reached when you are away (Please fill out the building Student Profile card that will be sent home at the beginning of the school year)

### **Releasing a Student from School**

Parents are requested to stop in the office when they pick up a student prior to regular dismissal time. The date, time and adult with whom the student leaves are recorded in the office. We will not release a student to someone not listed on his/her card. We also need notification (preferably written) if your child is not to ride the bus home and/or you are going to pick him/her up. ***If we are not notified, the student will ride the regular bus home.***

### **Scheduling and Assignment**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Requests of a specific teacher are not permitted. We do accept Environment Requests in April. Forms are available in the office.

### **Transfer Out of the District**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Northview, the parent must notify the principal. Transfer will be authorized only after the student's parents have completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **Withdrawal from School**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent.

## NVPS Immunization Guidelines

In compliance with NVPS Board Policy 5320, all students must meet the immunization requirements set by State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school, and who have not properly waived or delayed the required immunization obligations, will not be admitted.

### Use of Medications

Northview Public Schools is a drug-free school district. As such, students requiring medication at school, either **over-the-counter or prescriptions**, are **required** to have a Permission for Medication at School form on file in the school office.

The Administration recognizes that the majority of our high school students and a portion of our middle school students are capable of managing their own over-the-counter medications and prescription medications, such as inhalers. Elementary students are highly encouraged to have all medication dispensed through the school office, unless otherwise indicated by their physician. **If your son/daughter will be using any medications during the school year, please complete the “Permission for Medication at School” form and return it to the school office at the beginning of the school year.** The form is also available to print off our website from home or your doctor’s office. Examples of over-the-counter medications include: Tylenol, Motrin or Ibuprofen, Benadryl, Midol, cold remedies, etc. It is important that your child is compliant with the district policies. School staff **WILL NOT** dispense routine or prescribed medication to a student **WITHOUT** a signed medication administration form. If medication is to be kept with the student, a medication administration form must be completed and signed by the physician stating that your son/daughter may self-carry medication at school.

All over-the-counter and prescription medication must be supplied by the student’s parents/guardian in accordance to our school policy:

- Original container
- Student’s name
- Doctor’s name for prescription medication
- Medication in bottle is accurate (dose, student’s name, date, name of medication)
- Dosage to be given to student matches the signed medication consent form

A new authorization is needed at the beginning of each school year. According to school policy, medications administered at school will be limited to ingested medications, unless specific care plans are on file and approved by an administrator or school nurse.

All medications must be brought to school by parent or guardian. **IMPORTANT NOTE:** whenever prescription medication pills are brought to school, the parent or their adult designee and a designated school employee will count out the pills/tablets together and record this on the student’s medication log and sign. PLEASE CONTACT YOUR SCHOOL’S OFFICE BEFORE BRINGING IN YOUR MEDICATION in order to avoid unnecessary wait times.

The parent/guardian must pick up unused medications by the last day of school. No medications will be stored over the summer. Remaining medications or contaminated medication will be disposed of properly at the conclusion of the school year.

### Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## Head Lice

Any student with live lice (or nits within one quarter inch of the scalp) may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school.

Any student with nits (farther than one quarter inch from scalp) should be allowed in school.

Parents should remove nits daily and treat if live lice are observed.

-Adopted from MDCH and MDE recommendations for school lice policy

[https://www.michigan.gov/documents/Final\\_Michigan\\_Head\\_Lice\\_Manual\\_106828\\_7.pdf](https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf)

### Roles and Responsibilities

#### Parent's Role:

Parents have the ultimate responsibility for their children. This includes:

- Becoming educated about head lice.
- Performing regular checks on all individuals in the home.
- Treating a child with head lice as soon as possible and committing to following through until there are no longer signs of an infestation.
- Teaching children how to minimize the chance of getting head lice by avoiding head-to-head contact, not sharing hats, combs, brushes, and hair accessories, and by containing long hair in braids or ponytails.
- Informing close family, friends, and coaches/teachers, if they are in after-school activities, that there is a case of head lice.

#### School's Role:

- Periodically disseminate current educational materials on head lice to parents, especially when a significant increase in head lice cases is detected or an individual classroom has more than one case of lice.
- Utilize a nurse or school staff to evaluate individual cases of head lice; not mass screenings.
- Designate an individual or individuals who will be trained to inspect and assess for head lice on a private and confidential basis.

#### State and/or Local Public Health Agency's Role:

- Provide technical support and knowledge to schools.
- Disseminate the most current information on head lice recommendations and control measures.

### Procedures

#### Student identified during school hours to have an active case of head lice:

1. Student may return to class, but restricted from activities involving close head-to-head contact or sharing personal items with other children. Immediate removal of the child is unnecessary—if the child has lice, they probably have been infested for weeks and prompt removal of the child could lead to embarrassment and ridicule. The child can be sent home at the end of the day and should be allowed to ride the bus.

2. Notify parent/guardian directly. Offer emotional support to the parent/guardian as this is a difficult situation for all involved.

3. Send home our Parent Letter and Head Lice Fact Sheet

#### Student with suspected case of head lice returns to school:

1. Parent must accompany their child to the school office with confirmation of treatment.

2. Designated school personnel will re-examine the student's hair:

- Student will be re-admitted to school if no live lice are found. If live lice are found and not removed, the student may not be re-admitted to class.

- Review with parent the manual lice removal techniques (caution: if chemical treatments were used, they should not be used again for another 7-10 days).
  - Suggest parent call their pediatrician for further assistance.
  - May also contact local health department or school nurse for assistance.
  - Any student with no live lice, but nits farther than one quarter inch from the scalp should return to class.
  - If nits are found within one quarter inch of the scalp, educate the parents about the need for removal of those potentially viable eggs and return the child to class. School personnel recheck for lice and nits the next school-day to verify removal of potentially viable nits.
3. Another check of the student's hair by designated school personnel will be done in one week to assure successful treatment and confidentiality is important.
4. Request parent to continue daily lice checks and nit removal for the next two to three weeks.
5. Retreat as necessary according to product label.

**Recurrent or Chronic Cases (Continued active infestation after appropriate treatment has started, persistent infestation after six consecutive weeks, or three separate cases within one school year.)**

- Multidisciplinary group consisting of parent, teachers, administrators, social workers, district nurse, and other appropriate individuals to determine the best approach to resolving the issue and improve school attendance.

School officials will immediately inform the parent/guardian if any student is found to have live lice or nits after confirmation from the school-designated personnel.

- Immediate treatment at home will be advised. Parents will be given education on appropriate treatment.
- The student will be readmitted to school after treatment and a clear examination.
- If, upon examination, the school-designated personnel find no live lice on the child and/or nits closer than one quarter inch from the scalp, the child may re-enter the school.
- If, upon examination, the school-designated personnel find live lice or nits closer than one quarter inch from the scalp on the student, the school nurse should be notified immediately. In this circumstance, the student may be sent home based on the school's discretion and more education and guidance will be given to the parents by the school nurse.
- Operations should be notified by the school-designated personnel if live lice are found, and a thorough classroom cleaning will be requested.

### **Control of Non-Casual Contact Communicable Diseases**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **Individuals with Disabilities**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide 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 have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Special Services at 616-361-3446 to inquire about evaluation procedures and programs.

## **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Special Education Department at 616-361-3446 to inquire about evaluation procedures and programs offered by the District.

## **Student Records**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Board Policy 8330 states that in order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
  - 1. interest inventories and aptitude tests;
  - 2. vocational preference inventories;
  - 3. achievement tests;
  - 4. standardized intelligence tests.
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned

- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified or the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

### **Directory Information**

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the Board policies 8330 page 4 to 7.

### **FERPA**

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the office of the superintendent. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW 20202-4605  
 Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **Food Service**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy



behaviors and habits. Parents interested in being involved in the District Wellness Committee should contact the Food Service Director at 616-361-3473

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.25 for lunch and .50 for milk or juice. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program is available online at [www.lunchapp.com](http://www.lunchapp.com) or a paper version is available in the school office. If you believe you will qualify and do not have access to a computer, contact the Food Service person at your building or contact the school administrative assistant for information.

### **Access to Meal Account**

All students are assigned a meal account when they enroll in the school district. This account stays the same for the duration of their school years. Students may access their account by using the finger scanners (K-4 elementary breakfast and 5-12 all meal periods) or using their Student ID card for ordering lunch in K-4.

All students K-12 are given a Student ID card. If the card is lost or stolen, and you need a new card, you may purchase from the Food Service office for a fee of \$5.00.

If you leave the district and there is a positive balance in the account, you may ask for a refund on funds over \$ 15.00. Any money left in the account will be used to paying forward to students in need.

### **Parties and Treats**

Each building will have seasonal celebrations throughout the year. These parties are usually held at the end of the day and the parents assume expenses. Parents assist teachers with these parties, when requested. Class parties consist of the Halloween Party in October; the Holiday party in December and the Valentine's Party in February. **Please avoid snacks with peanuts, due to the allergic reaction some of our students may have.**

Birthday Celebrations – Buildings and teachers will have different guidelines for how classes will celebrate birthdays. *Please end of handbook for building specific details regarding birthday celebrations.*

Invitations to personal Birthday parties ***may not*** be handed out at school unless you are inviting the entire class or all the girls/boys. Invitations that are brought to school and do not follow this rule will be sent back home for your personal attention.

### **Evacuation Drills Fire, Lockdown and Tornado Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud, consistent alarm sound with lights flashing.

Severe Weather drills will be conducted during the tornado season using the procedures provided by the state. The signal for students to take cover in severe weather will be given over the PA system. There is no alarm signaled for severe weather.

Safety drills in which the students are restricted to the interior of the school building and the building secured will occur each school year. The alarm system for a Safety drill will consist of an announcement over the PA System.

### **Emergency Closings and Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations: In addition to the various news media, special announcements like school closing may be given over the Instant Alert system and/or school websites.

### **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **Lost and Found**

Each Building has a lost and found. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year. We urge parents to mark all personal belongings with the child's name in ink or with a nametag.

### **Injury or Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Illness at School**

If your child becomes ill at school, we will contact you to pick him/her up. We have no accommodations for sick children at school. Please help us by keeping your child at home in the morning if they are ill or have a contagious condition. Students should remain home until they have been fever free without medication for 24 hours.

### **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 Special Education Department. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, 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 instruction; present evidence of the student's ability to participate in an educational program.

### **Staying in for Recess**

We believe that physical activity and fresh air have a positive effect on student learning. Children are expected to go outside for recess. Please be sure they wear appropriate outerwear (boots, snow pants, hat, mittens, etc.) during the winter months. During inclement weather (such as rain or wind chill below zero), students will have indoor recess. Special medical reasons will be honored when the request is put in writing and a recommendation is provided by the child's physician. If a child needs to stay in for more than a day, a written doctor's excuse will need to be on file.

### **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **Section II: Academics**

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No student may participate in any school sponsored trip without parental consent. Parents will be notified at least a week in advance of any scheduled trip. Attendance rules apply to all field trips.

Please note that our district transportation policy does not allow for younger siblings to be transported on the school bus or attend field trips with a chaperone.

### **Grades**

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

#### **DK-4 Level Set**

3 – Meeting Standards  
2 – Approaching Standards  
1 – Below Standards  
X – Instructed in grade level concepts  
CA – Curriculum Adjustment

#### **Learner Behaviors**

M – Most of the time  
S – Some of the time  
R – Rarely display skill

## **Student Assessment**

The Michigan Student Test of Educational Progress (M-STEP) is given in third and fourth grade. Parents are sent the results of these tests when they are received by the school.

Additional tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom daily work, observation and assessments, are used to determine student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Parents/Guardians will be updated regarding progress.

**October** – Parent/Teacher Conferences  
**January** – Report Card sent home  
**March** – Parent/Teacher Conferences  
**June** – Report Cards sent home

## **Communication Folders**

Each student is provided a folder for communications from the office and the classroom. These will be sent home each week throughout the year. PLEASE make a habit of reading through your child's folder each week and return any requested information. The Communication folders are an important communication link between school and home.

## **Section III: Student Activities**

### **School Sponsored Clubs and Activities**

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **Non-School Sponsored Clubs and Activities**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that the non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with the School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or the school mascot.

### **Student Fees, Fines, and Supplies**

Northview may charge specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss of damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

## **Section IV: Student Conduct**

### **Attendance**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning achievement results from active participation in the classroom and other school activities which cannot be replaced by individual study.

- Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.
- The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any marking period, a student will be considered a "habitual truant" which can result in:

- You will receive a phone call from the Principal and a plan will be created with the family after 8 tardies/absences.
- After 10 tardies/absences you will receive a letter and a referral will be sent to the Truant Officer.
- After 15 tardies/absences you will receive a 2<sup>nd</sup> letter and a 2<sup>nd</sup> referral will be sent to the Truant Officer.
- If the problem persists beyond 15 absences/tardies you will receive a 3<sup>rd</sup> letter and a 3<sup>rd</sup> referral will be sent to the Truant Officer. You could be subject to Prosecution at this time.

#### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and /or tests:

1. illness
2. recovery from accident
3. required court attendance
4. professional appointments
5. death in the immediate family
6. observation or celebration of a bona fide religious holiday

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parent must provide an explanation for their child's absence by no later than 8:30 a.m. on the day of the absence. They are to call the school office and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her [ ] grading record [ ] transcript concerning his/her frequent absence from school. Such a report may be provided postsecondary institutions and /or possible employers.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school by 8:30 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

### **Tardiness**

A student, who is not in his /her assigned location by 8:20 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Any student arriving after 8:20 a.m. is to report to the school office before proceeding to class.

## **Vacation During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their classroom teacher as soon as possible to obtain the assignments.

If a student misses a teacher's test due to excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a State mandated test or other standardized test, the student should consult the principal to arrange for taking the test.

## **Student Attendance at School Events**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without a chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **Code of Conduct**

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- [ ] abide by national, State, and local laws as well as the rules of the school;
- [ ] respect the civil rights of others;
- [ ] act courteously to adults and fellow students;
- [ ] be prompt to school and attentive in class;
- [ ] work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- [ ] complete assigned tasks on time and as directed;
- [ ] help maintain a school environment that is safe, friendly, and productive;
- [ ] act at all times in a manner that reflects pride in self, family, and in the school.

## **Dress and Grooming**

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 with these general guidelines.

Students and parents should consider the following questions when dressing for school:

Does my clothing expose too much?

Does my clothing advertise something that is prohibited to minors?

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

Am I dressed appropriately for the weather?

Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be asked to call home for other clothing.

## **Student Discipline Code**

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not violate any individual rights constitutionally guaranteed to students.

Each of the Elementary schools has a policy of Expect Respect. This policy states:

At Northview We Are:  
Responsible  
Respectful  
Ready  
Safe



## **Discipline**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- [ ] writing assignments;
- [ ] change of seating or location;
- [ ] in-school restriction;

### In-School Discipline

There are times students serve in-school discipline. Students that have had a referral to the office often have a consequence and miss recesses or classroom breaks or other special privileges. The consequences are also listed on the Behavior and Consequence sheet.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## Behavior Referral Form

Student Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Student's Teacher: \_\_\_\_\_  
 Student's Grade: DK K 1 2 3 4

Location

Playground       Arrival/Dismissal  
 Cafeteria       Bathroom  
 Hallway       Other \_\_\_\_\_  
 Classroom: \_\_\_\_\_

Form Completed By: \_\_\_\_\_

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Disrespectful Talk	<input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Obtain Peer Attention
<input type="checkbox"/> Physical Contact	<input type="checkbox"/> Fighting/Physical Aggression	<input type="checkbox"/> Obtain Adult Attention
<input type="checkbox"/> Defiance		<input type="checkbox"/> Obtain Items/Activities
<input type="checkbox"/> Disruption	<input type="checkbox"/> Overt Defiance	<input type="checkbox"/> Avoid Peer(s)
<input type="checkbox"/> Dress Code	<input type="checkbox"/> Harassment/Bullying	<input type="checkbox"/> Avoid Adult(s)
<input type="checkbox"/> Property Misuse	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Avoid Task or Activity
<input type="checkbox"/> Other _____	<input type="checkbox"/> Stealing	<input type="checkbox"/> Don't Know
	<input type="checkbox"/> Lying	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Electronic Violation	
	<input type="checkbox"/> Cheating	
	<input type="checkbox"/> Other _____	

Incident Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

School Intervention
---------------------

- |  |   |
|--|---|
| <input type="checkbox"/> Loss of Privilege<br><input type="checkbox"/> Time in Office/Paws Room<br><input type="checkbox"/> Conference with Student<br><input type="checkbox"/> Parent Contact<br><input type="checkbox"/> Restitution | <input type="checkbox"/> Behavior Plan<br><input type="checkbox"/> In-School Suspension (____ hours/days)<br><input type="checkbox"/> Out of School Suspension (____ days)<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> PAWS Time Date(s): _____<br>Time In: _____ Time Out: _____ |
|--|---|

**Dear Parent(s)/Guardian(s),**

This form is our way of communicating with you what occurred while your child was in school today. Please address the behavior(s) with your child, sign the form, and return it to school the following day. We greatly appreciate your support in reinforcing the importance of being respectful, responsible, ready, and safe all throughout the day.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*All Behavior Referral forms are filed with classroom teacher. Three minors equal a major. All Majors require administrator contact with the child and/or parent.*

## Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process,

the student shall not be allowed to remain in school.

the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed

after the return to school.

while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is non-appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **Search and Seizure**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **Student Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
- B. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 1. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- C. Materials may not be displayed or distributed during class. Permission may be granted for display or distribution during lunch and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## Electronic Devices

Please do not send electronic devices such as IPOD's and cell phones, etc. to school. We cannot monitor everyone's 'playlist' and some may contain inappropriate language/references for elementary aged students. If a student has a hand held game, cell phone, IPOD/electronic device, he/she must keep it in a backpack while at school. If the electronic device disrupts the educational environment it will be taken by the classroom teacher, given to the principal, and made available for parents to pick it up.

### Technology Use Agreement

Parents/Guardians and Students:

Please read the following Technology Use Agreement together, sign and return this document to your child's school. This document must be returned with a parent/guardian's signature before your child may use our classroom technology.

**Statement of Purpose:**

Northview Public Schools believes that all students should have access to technology when they act in a respectful, responsible, safe and legal manner. Internet and online resources, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enrich the educational development of our students.

Acceptable uses of technology are devoted to activities that support and enhance teaching and learning. The following are our agreements about the use of our classroom technology:

Using technology respectfully, responsibly, safely and legally is extremely important. I promise to follow these rules:

\*\*\*\*\*

1. I will use all technology equipment carefully and not damage, change or tamper with the hardware, software, settings or network.
2. I will always use clean hands when using technology and to never have food or liquids by any electronic equipment.
3. I will never use any form of technology to harass, frighten, or bully anyone.
4. I will not view, send or display inappropriate messages or pictures.
5. I will only use my own file or my own folder on the network.
6. I will only work on the programs and internet sites that my teacher tells me are appropriate and safe for me to use.
7. I will only print when my teacher or school member gives me permission.
8. I will only share my password(s) with my teacher and parent/guardian.
9. I will tell an adult if I read or see something on the computer that is not appropriate.

Please **read** and **sign** the reverse side of the Technology Use Agreement. →

My parent/guardian and I have **read** and **understand** the Technology Use Agreement and agree that I will abide by all of the rules and use all forms of technology in a respectful manner. If I break any of the rules, there may be discipline measures enforced by the building principal. We will sign our names to show that we will accept responsibility for my technology choices:

Student Name/Signature (Print): \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## **Corporal Punishment**

Corporal punishment, as defined by Public Act 521 of 1988, prohibits the threat or use of physical pain or restraint in local and intermediate school district to penalize student misconduct, except when students behave in a manner injurious to themselves, people or property.

## **Student Vandalism**

Damage to facilities and equipment caused by willful action of a student will be considered the responsibility of the parents and the student. Parents shall be contacted in writing for payment of damages. Uncollected payment will be turned over to the Central Office and the school attorney.

## **Sexual Harassment of Students**

The Northview Public Schools prohibits sexual harassment of students. Sexual harassment of students is not only illegal; it is disruptive to the educational process and interferes with this district's commitment to provide a stable learning environment of its students. All students, district staff, and volunteers are expected to conduct themselves with respect for the dignity of others. The Northview Public Schools, because of its desire to prevent and prohibit sexual harassment of students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this district. This policy prohibits sexual harassment of students by district staff, board members, district volunteers, students, or other members of the public at school or school activities.

Sexual harassment includes but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment.

## **Mandatory Expulsion of Students**

The Northview Board of Education prohibits all students from bringing or possessing a dangerous weapon into a weapon free school zone, without the express consent or permission of a school administrator or police officer. A weapon free school zone exists at every public and private K-12 school in Michigan and includes school grounds and school vehicles which transport students.

A student who is found to possess a dangerous weapon in a weapon free school zone will be permanently expelled from Northview and from all public schools in the State of Michigan, with the possibility of reinstatement only after specified time periods.

The following objects are considered dangerous weapons by state and federal law: a gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. Any Northview student who has any one of these weapons in his/her possession at a Northview school, on Northview school grounds, in Northview vehicles, or at any K-12 school, school vehicles or school grounds, shall be permanently expelled from Northview and from all other public schools in Michigan. We will also, as required by state law, notify police.

Students are expected to know what objects are considered dangerous weapons and are required to avoid bringing them to school or on school grounds. If any students or parent has any question about whether an object is a dangerous weapon, you should contact your building principal.

## Section IV: Transportation

### Bus Transportation to School

Bus transportation is a service provided by Northview Public Schools to students who abide by the rules set forth below. Families are requested to discuss these rules and regulations with their children since stressing their importance will assure safer transportation for all. For more detailed information about transportation guidelines, please visit our website at: <http://nvps.net/transportation/>.

#### NVPS Transportation Guidelines

- School and District rules and regulations shall apply while being transported in school-owned or contracted vehicles.
- Students shall ride their regularly assigned bus, unless permission to do otherwise has been granted by the Transportation Department.
- Students should be at their assigned bus stop five (5) minutes prior to their scheduled pickup time. The driver will not delay, nor return, for students arriving late at their stop.
- Students waiting to board the bus should stand at least ten (10) feet back from the curb or roadway until the driver opens the door of the bus.
- The driver is in full charge of the bus and its passengers and may assign seats. Students must obey the driver promptly and willingly.
- Students are required to remain in a seat and in a sitting position when bus is in motion.
- Courteous behavior is expected. Profanity, vulgar language, excessive noise, fighting, teasing, pushing and shoving is prohibited.
- No eating, drinking, or chewing gum is allowed on the bus during routine, daily trips to and from school. Eating and drinking may be allowed at the driver's discretion on **ACTIVITY TRIPS ONLY**.
- Students who must cross the road after leaving the bus shall cross at least ten (10) feet in **FRONT** of the bus and only upon a signal given by the bus driver.
- Students are required to keep all body parts and items under their control inside the bus. Articles are not to be thrown on the bus or out of the bus windows.
- As provided for by State of Michigan law, parents/guardians may be held financially liable for damage caused by their child's act of vandalism (MCLA 600.2913).
- Routine circumstances do not allow for the bus driver to make unscheduled bus stops.
- Emergency exits are to be used only in cases of emergency. Tampering with emergency exits is prohibited.
- Animals of any type are not to be brought on the bus.
- District buses are equipped with video cameras to monitor events and student actions. If a student misbehaves on a bus and his/her actions are recorded, the recording may be used as evidence of the misbehavior. Privacy laws dictate who may view, and under what circumstances, these recordings may be viewed.

### Self-Transportation to School

Walkers are to walk on sidewalks where provided, or safely off the roadway facing traffic. Students are expected to cross intersections where crossings are marked or where there is a crossing guard. Walkers should go directly home and not stop along the way.

Bicycles may be ridden to school, but we do not encourage it for safety reasons. Children need parent's permission to ride bikes to school. Bicycles must be locked in the bike rack and may not be ridden at recess. The school will not be responsible for damaged or lost bikes. The riders of the bicycle, like the driver of a car, must obey traffic rules. Bikes should be walked through the pedestrian areas. Please do not allow your child to wear roller blades, wheeled shoes or ride skateboards to school.



## Building Specific Information

This handbook is a reference for students and parents in the three Northview Elementary buildings, however there is some building specific information you can find below.

### North Oakview Staff E-Mail Directory 2017-18

Hoogenstyn, Jason	Principal	<a href="mailto:jhoogentsyn@nvps.net">jhoogentsyn@nvps.net</a>
Davis, Kaye	Administrative Assistant	<a href="mailto:kdavis@nvps.net">kdavis@nvps.net</a>
Haynes, Keysha	Office ParaPro	<a href="mailto:khaynes@nvps.net">khaynes@nvps.net</a>
Havey, Laura	Social Worker	<a href="mailto:lhavey@nvps.net">lhavey@nvps.net</a>
Burton, Angie	4 <sup>th</sup> Grade	<a href="mailto:abalczak@nvps.net">abalczak@nvps.net</a>
Blank, Theresa	1 <sup>st</sup> Grade	<a href="mailto:tblank@nvps.net">tblank@nvps.net</a>
Bowen, Lauren	Kindergarten	<a href="mailto:lbowen@nvps.net">lbowen@nvps.net</a>
Carpenter, Sara	3rd Grade	<a href="mailto:scarpenter@nvps.net">scarpenter@nvps.net</a>
Davies, Carrie	Media Center	<a href="mailto:cdavies@nvps.net">cdavies@nvps.net</a>
Flynn, Anita	4 <sup>th</sup> Grade	<a href="mailto:aflynn@nvps.net">aflynn@nvps.net</a>
Haugen, Rosie	Art	<a href="mailto:rhaugen@nvps.net">rhaugen@nvps.net</a>
Hoffman, Leigh Ann	ELL Teacher	<a href="mailto:lhoffman@nvps.net">lhoffman@nvps.net</a>
Howe, Seth	4 <sup>th</sup> Grade	<a href="mailto:showe@nvps.net">showe@nvps.net</a>
King, Krysta	Resource Room	<a href="mailto:kking@nvps.net">kking@nvps.net</a>
Kirvan, Diane	Food Service	<a href="mailto:dkirvan@nvps.net">dkirvan@nvps.net</a>
Knoop, Ellen	1 <sup>st</sup> Grade	<a href="mailto:eknoop@nvps.net">eknoop@nvps.net</a>
Lukaart, Tara	Literacy Specialist	<a href="mailto:tlukaart@nvps.net">tlukaart@nvps.net</a>
Mason, Jennifer	1 <sup>st</sup> Grade	<a href="mailto:jmason@nvps.net">jmason@nvps.net</a>
Mouthaan, Lynn	2 <sup>nd</sup> Grade	<a href="mailto:lmouthaan@nvps.net">lmouthaan@nvps.net</a>
Nagy, Kim	Vocal Music	<a href="mailto:knagy@nvps.net">knagy@nvps.net</a>
Peterson, Jenny	Kindergarten	<a href="mailto:jpeterston@nvps.net">jpeterston@nvps.net</a>
Potgeter, Jayme	3rd Grade	<a href="mailto:jpotgeter@nvps.net">jpotgeter@nvps.net</a>
Postma, Meagan	2 <sup>nd</sup> Grade	<a href="mailto:mpostma@nvps.net">mpostma@nvps.net</a>
Putnam, Kelly	DK	<a href="mailto:kputnam@nvps.net">kputnam@nvps.net</a>
Staal, Sarah	DK	<a href="mailto:sstaal@nvps.net">sstaal@nvps.net</a>
Steeby, Carolyn	Speech	<a href="mailto:scsteeby@nvps.net">scsteeby@nvps.net</a>
Stephens, Scott	Physical Education	<a href="mailto:sstephens@nvps.net">sstephens@nvps.net</a>
VandenAkker, Todd	School Psychologist	<a href="mailto:tvandenakker@nvps.net">tvandenakker@nvps.net</a>
Warmuskerken, Diane	Kindergarten	<a href="mailto:dwarmuskerken@nvps.net">dwarmuskerken@nvps.net</a>
Wilcox, Jamie	3 <sup>rd</sup> Grade	<a href="mailto:jwilcox@nvps.net">jwilcox@nvps.net</a>
Wolfe, Kris	2 <sup>nd</sup> Grade	<a href="mailto:kwolfe@nvps.net">kwolfe@nvps.net</a>

### North Oakview PTC

The 2016-2017 PTC meetings will be held in the library the third Tuesday of each month from 7:00-8:00pm. The PTC will distribute reminders of meetings and upcoming events through weekly email blasts to parents and through our Facebook page. For more information about the PTC please contact:

#### 19-20 PTC Board

**President:** Lindsey Leonardis [leonardislindsey@gmail.com](mailto:leonardislindsey@gmail.com)

**Vice President** -Katie Fox [ktfx925@gmail.com](mailto:ktfx925@gmail.com)

**Treasurer** – Angela Seitz [angela@lencocanada.com](mailto:angela@lencocanada.com)

**Secretary** – Lindsey Leonardis [leonardislindsey@gmail.com](mailto:leonardislindsey@gmail.com)

**North Oakview Drop Off and Pick Up**

Students are to be dropped off in the morning after 8:00am curbside at the back of the building. 3<sup>rd</sup> and 4<sup>th</sup> graders are dropped off at the playground nearest the gym, while DK-2<sup>nd</sup> graders are dropped off at the playground closest to the bus garage. The area along the curb is NOT for parking. If you must leave your car, please park in a parking space in the football parking lot. No U turns are permitted on the Service Drive. On party days parents are asked to park in the High School football field parking lot, which is accessed from Hunsberger. **Please do not park on lawns along Costa and Hillsdale.** Parking violators may be ticketed per the Kent County Sheriff's Department.

**Lunch and Recess Times**

**Lunch Times:**

**2nd** - 11:40-12:25

**DK & K** - 11:50-12:35

**1st** - 12:00-12:45

**3rd** - 12:10-12:55

**4th** - 12:20-1:05

**Recess Times:**

**DK & K** 10:00-10:30

**1st & 3rd** 10:35-10:55

**2nd** 1:45-2:00

**4th** 11:00-11:20

**Parties and Treats at North Oakview**

Birthdays will be a special day for each student through a classroom celebration, but we will do this without the treats and trinkets from home. This decision has been made for several reasons, including the increasing number of student allergies (nuts, eggs, red dye, gluten, etc.) cost to families, the high amount of sugar that students may ingest in a day, the distress for those children that do not have a treat, the fact that many of our students have summer birthdays, the time taken away from instruction, the competition to bring in the best treat, etc. If a birthday treat or trinket is sent to school with a child, it will be returned home.