

Mattawan Later Elementary School

2022-2023

Student Handbook



The Mattawan Board of Education does not discriminate on the basis of race, color, religion, national origin, or ancestry, sex, age, disability, height, weight, marital status, or any other legally protected characteristic in its programs and activities, including employment opportunities. Please contact the Director of HumanResources, 56720 Murray Street, Mattawan, MI 49071, 269-668-3361 with inquiries regarding nondiscrimination policies.

August, 2022

Dear Mattawan Later Elementary Parents/Guardians:

Another school year has begun and we are ready! We want to take this opportunity to thank you for choosing Mattawan for your child's education. We will work very hard this entire year to help your child grow academically and socially.

It is important that students and parents are aware of procedures, etc., so please set aside some time and go through this planner with your child. The LES Student Handbook, Student Code of Conduct, Building Procedures, and our Behavior Rubric Guidelines are all included in the front of the planner. Teachers will be reviewing the Student Handbook the first few days of school and also periodically throughout the school year.

Your child will bring this planner home daily. He/she may use this planner to record homework and/or information about what was learned that day in school. Teachers include special information in planners also. Please set aside a few minutes each day and review your child's planner with him/her. Your signature/initials tell your child's teacher that you have reviewed your child's planner.

The staff of the Later Elementary School continue to be committed to providing an exemplary education for your child. We also want to communicate regularly with you, and this planner is one of the ways that we can foster consistent two-way communication. Thank you so much for taking the time to review the handbook with your child, and thanks in advance for signing it and referencing throughout the 2022 - 2023 school year.

Sincerely,

Kristen Pratlley

LES Principal



Mattawan Later Elementary School 2022-2023 STUDENT HANDBOOK



Welcome to Mattawan Later Elementary School! We pride ourselves on providing a nurturing and academically rigorous environment for all children.

COMMUNICATION

A complete Staff Directory can be found at:
<https://www.mattawanschools.org/les/staff-directory/>

The staff of Mattawan Later Elementary believe in open communication between school and home. Please contact your child's teacher, an administrator, or office staff member any time you have a question, suggestion, or concern. Our office number is 269-668-3361 extension 8500.

Every week, the Mattawan Later Elementary **Weekly News** will be on the Mattawan website and sent via email blast. Information about upcoming events are highlighted in this weekly communication. Other fliers and notices are also sent home regularly as needed.

Classrooms and offices are equipped with telephones and voice mail. Teachers do not answer phone calls during instruction but messages may be left. All staff do their best to respond to emails and voice messages within 24 hours. If there is an emergency, please contact the office and office staff will notify your child's teacher. Additional information will come home the first week of school and will include best ways to communicate directly with your child's teachers.

The **Wildcat Connection**, a district wide communication tool, is mailed to district residents three or four times each school year and is available on the district website.

The following are parts of the school calendar. The entire calendar can be found at <http://www.mattawanschools.org/district-calendar/>

2022-2023 LES SCHOOL CALENDAR

Monday, August 29	1st day of School Full Day
Friday 9/2 & Monday 9/5	Labor Day Holiday - No School
Wednesday 11/23 - 11/25	Thanksgiving Recess (No School)
Saturday, 12/24 - 1/9	Winter Break (No School)
Thursday, 3/31 - 4/7	Spring Break (No School)
Monday, 5/29	Memorial Day Observed (No School)
Wednesday, 6/2	Last Day of School 1/2 Day

BOARD OF EDUCATION

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Shari Magrath
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Mark Noffsinger
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Maureen Ford
Randy Fleenor, Superintendent

DAILY SCHEDULE

General School Schedule

8:35 am	Student Entry
8:40 am	Tardy Bell
8:50 am	Morning Announcements
3:45 pm	Dismissal Bell

Half Day Schedule

8:35 am	Student Entry
8:40 am	Tardy Bell
8:50 am	Morning Announcements
12:05 pm	Dismissal Bell

Mattawan Later Elementary School is home to approximately 800 students in grades three through five. Within each grade level, teachers are grouped into teaching teams or families. All students are placed into a home room which is part of a teaching team. Students have specials (art, music, library, fitness, technology), recess, and lunch with their home room classmates. They typically receive instruction in science and/or social studies from their home room teacher. Students may have any teacher within their family for math and/or language arts instruction.

REGROUPING FOR INSTRUCTION

It is critically important that all students are challenged intellectually; therefore, there are times during the school day when children may be regrouped according to their skill development level. This regrouping occurs in their classrooms or within the teaching families. Based upon assessment data and informal observations by classroom teachers, students in each family may be regrouped for specific skill instruction.

The teachers in each family have common planning time in which they meet, examine data, and regroup students in the family based upon student academic strengths and/or interests. Students' skill development will be reassessed throughout the school year.

Students needing additional assistance in reading and/or mathematics receive small group and/or individualized instruction. An excellent special education staff is also available for students.

HOMWORK

Homework is assigned at all grade levels because it provides an opportunity for students to deepen their understanding, practice, develop good study habits, and understand that learning takes effort at home as well as at school. Completing and turning in homework on a consistent basis results in increased student learning and development of responsibility. The basic purposes for homework are to:

- Provide time for students to practice what they have learned
- Prepare for an upcoming class discussion or assignment
- Study for an assessment opportunity
- Work on special Projects
- Finish work that was not completed in class
- Helping set up a consistent organized place for homework to be done.
- Providing a consistent schedule for completing homework.
- Helping create a schedule that reflects that particular week's activities.

Encouraging, motivating, and prompting your child, but not sitting with your child or doing the homework with them. If your child is consistently unable to do the homework on their own, please contact their teacher.

- Asking questions about assignments and projects. If your child is consistently unable to talk about what they are learning, please contact their teacher.

Typical Homework Expectations

Third Grade: About 30 minutes each school day for reading and practicing math facts and occasionally other school work.

Fourth Grade: About 30-40 minutes each school day. Approximately 15-30 minutes for reading. The remainder of the time on specific school work.

Fifth Grade: About 30-50 minutes each school day. Approximately 15-30 minutes for reading. The remainder of the time on specific school work.

ADDITIONAL READING TIME IS ENCOURAGED FOR ALL STUDENTS.

MEDIA CENTER

The Mattawan Later Elementary Media Center is one of the most unique areas in the building. Students are taught lessons on how to use a library and perform research. All classes are scheduled for a Media Center period each week. Students may check out up to four books at a time.

COMPUTER USE

Each classroom is equipped with a cart of Macbooks for students to use while at school. All students are required to sign an acceptable use agreement in order to use the devices.

Access to the Internet enables students and teachers to explore thousands of libraries, data bases, and bulletin boards. Safeguards are in place to avoid situations where children could access an inappropriate site. All sites for student use have been previewed, checking for content and appropriateness. Students are never allowed to freely browse for sites on the Internet. Adult personnel are continually present when students utilize the Internet.

JUNIOR ACHIEVEMENT

Junior Achievement's mission is to inspire and prepare young people to succeed in a global economy. JA's program has three primary themes: entrepreneurship, financial literacy, and work readiness. Through a dedicated volunteer network, JA uses hands-on learning experiences to help young people understand the economics of life. JA programs support the development of the knowledge and skills that students need to successfully address the learning expectations required in the *No Child Left Behind Act* and other national and state achievement assessments. **If you are interested in JA volunteering in your child's class, please contact their teacher.**

EXTRA-CURRICULAR ACTIVITIES

There are many extra-curricular activities for students. Some of the activities are sponsored through Mattawan Consolidated School. Some are sponsored by community organizations and use our facilities. Information on extra-curricular activities will be sent home with students on Tuesdays and/or advertised in our **Weekly News** and on our website. Some activities available to elementary age students include:

Lacrosse	Soccer
Basketball	Football
Dance & Theater	Little League Baseball
Young Rembrandts Scouting (Boys & Girls)	4H
Swimming	Hockey
Girls on the Run	

ENRICHMENT ACTIVITIES

Many activities are provided through the efforts of the Mattawan Later Elementary Association of Parents (MLEAP). Winter roller skating parties are fun and popular with the students. We have a Science Fair and Tech Day along with the annual Father/Daughter Dance and Mother/Son Bowling event. Watch the **Weekly News** for announcements of enrichment activities throughout the year.

PERSONAL RESPONSIBILITY PLAN

Mattawan Later Elementary School provides an environment in which children feel safe and secure. This atmosphere allows maximum academic and social growth. Students and staff follow the three "R's" to help reach this goal. The three "R's" are:

1. Respect yourself.
2. Respect others.
3. Respect property

The three "R's" include expectations of following directions, keeping hands, feet and objects to self, speaking kindly to one another, and walking in the hallways.

Each teacher along with their students, has established a set of norms (Classroom Rules) for their rooms. These norms reflect their philosophy with their classes and the school in general. Students will be taught the norms at the beginning of each school year.

Mattawan Later Elementary Respect Statements

We Respect others, ourselves and property in all areas of the Later Elementary by:

- Walking
- Using indoor voices
- Making positive comments
- Keeping hands, feet and all objects to self
- Carrying materials and possessions in a controlled manner
- Following all adult directions first time given
- Eating in lunchroom and classroom directed by teacher
- Observing school dress code by not wearing hats, coats, or hoods

We demonstrate respect in our cafeteria by:

- Keeping hands off others lunches, drinks and possessions
- Including others who want to sit at your table when permitted
- Cleaning up after yourself and your eating area
- Waiting your turn for sanitizer, card and lunch
- Taking only food and supplies needed

- Remaining seated unless getting supplies and/or emptying garbage
- Receiving permission before leaving cafeteria
- Remaining in your assigned seat when applicable

We demonstrate respect in our bathrooms by:

- Keeping hands and feet off stalls and walls
- Putting toilet paper in the toilet after use
- Flushing after use
- Respecting others privacy by not looking into stalls
- Knock on stall door if closed
- Washing and drying hands appropriately

We demonstrate respect on our playground by:

- Following rules for proper use of equipment
- Sharing equipment and taking turns
- Allowing everyone to play in group games
- Playing by the rules
- Staying within playground boundaries
- Lining up when whistle blows
- Using only school owned equipment

We demonstrate respect in our hallways by:

- Walking to the right
- No running
- Neatly lining up gear when applicable
- Picking up after oneself to keep areas clean
- Using indoor voice and no shouting

We demonstrate respect at our drinking fountains and filling stations by:

- Waiting your turn
- No spitting in the fountain sink
- Taking a short drink if there is a line

We demonstrate respect in our reflection room by:

- Following adult directives
- Sitting quietly
- Be honest and take responsibility for your behavior
- Listen to others when solving conflicts

Our goal is for students to make responsible choices that result in a positive learning environment for all. When students make choices that interfere with learning and/or the safety and comfort of others, our goal is for students to first accept responsibility for their choice and next to assist them in making a positive behavior change. Consequences for misbehavior may still be assessed based on the rubric established by the school.

RESTORATIVE JUSTICE

Our school utilizes the Restorative Justice model of practices. Information on this is contained below. If a student has exhausted the initial redirection and intervention from their teacher, they will be sent to the Interventionalist for further action. Students will typically be asked a series of questions using restorative language like:

What happened?

What were you thinking at the time?

How did this situation affect others?

What classroom norm did you break?

What do you need to say or do to make this situation right?

Do you need help to do this?

How are others ways we can deal with this situation if it happens again?

PROGRESS REPORTING

The reporting of students' progress at school occurs through **parent-teacher conferences** in the fall and early spring, through the **progress report**, and through **telephone calls** and other contacts throughout the year.

CONFERENCE SCHEDULE

Parent-teacher conferences are held in the Fall and in the Spring. Specific information relating to dates, times, and scheduling of conferences will be included in our **Weekly News**.

LUNCH PROGRAM

Students have a 45 minute split lunch/recess period daily.

Students may purchase a hot lunch in our cafeteria. Students bringing a cold lunch may bring a drink or purchase milk. Breakable containers for beverages are discouraged for safety reasons. Soda pop is also discouraged.

KNIVES OF ANY SORT, INCLUDING BUT NOT LIMITED TO KITCHEN KNIVES, ARE PROHIBITED ON SCHOOL PROPERTY. Please do all cutting of anything in your child's lunch at home. Do not pack a knife of any sort.

Money for milk and/or hot lunch may be paid on-line through RevTrak or students may bring in money daily. Record keeping is more accurate when each sibling pays separately.

Free/reduced lunch forms are available in the LES office or from the Dining Services office. Additional information concerning the price of both hot lunch and milk will be sent home the first day of school. Monthly menus are included in the **Weekly News** and also are available on the district website.

Any questions regarding the Dining Services program should be directed to the Director of Dining Services, David Rose, at 668-3361, extension 1865.

BREAKFAST PROGRAM

Breakfast is served at 8:25am beginning the first day of school. Breakfast may be purchased just like lunch. Students receiving free/reduced lunch are also eligible to receive free/reduced breakfast.

PARENT VISITS FOR LUNCH

Parents/guardians are always welcome to eat lunch with their child any day during the school year. **Please have your license to use our Lobby Guard before entering the building to receive your visitor label and enjoy this special time with your child.** Payment for an adult lunch can be made at the time lunch is served.

REVTRAK ONLINE PAYMENT INFORMATION

Mattawan Consolidated School is pleased to bring you the online convenience of our payment processing system, RevTrak. This program allows you to make school-related purchases online via e-check or credit card at your convenience, all from our school's website. We are currently accepting online payments for the following items: School lunch deposits, athletic participation, forensics, choir, musical, Middle School Leadership, Facility use fees, walk-a-thon, and many more. To get started, click on the RevTrak logo found at the top of each school's homepage on our District website. If you have any questions, or need further information, please contact Amy Hicks at 668-3361, ext. 1729 or via email ahicks@mattawanschools.org

PLAYGROUND GUIDELINES

1. Children are encouraged to play in a safe manner and remember established procedures for the use of playground equipment. Good citizenship is expected at all times during recess.
2. The only items that may be thrown on the playground are balls and other approved items. These, among other things, should not be thrown: snowballs, rocks, stones, sticks, and pine cones.
3. Extreme care should be exercised near the swings, bars, and play structures.
4. Disagreements are to be handled in ways other than by physical confrontation. Playground supervisors are available to help students when disagreements arise. Intervention Specialists also assist students when appropriate.
5. "Play fighting" often leads to torn seams, lost buttons, serious fights, and hurt feelings; therefore, play fighting is not allowed. Boxing and wrestling are not appropriate activities on the playground.
6. "Chase" games such as tag are allowed on the playground; however, care must be exercised so clothing is not torn.
7. Tackle football and related rough games such as "King of the Mountain" may not be played on the

playground, due to obvious safety reasons.

8. Children may not climb trees, and other items not specifically designed as climbing devices.
9. Besides the permanent playground equipment such as swings, slides, gaga pits, and climbing devices, other items provided for play are: jump ropes, playground balls, footballs and soccer balls. **It is requested that all toys remain at home. Play knives, guns or any type of weapon are not permitted on school property at any time.**

MARKING PERSONAL BELONGINGS

Because elementary school children often lose or forget personal belongings, please identify lunch boxes, books, shoes and anything else that can be marked conveniently.

LOST AND FOUND

Articles found in school with no identification will be placed in a special location within each classroom wing. If your child has lost something, please remind them to check the lost and found area or please come in and look for yourself. If something of value has been lost, please notify the office.

MEDICATION

A Medication Request and Authorization Form must be filed with the office before a student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis. Parents should determine, with their doctor's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.

Medication may be administered to a student while under the jurisdiction of the school according to the following guidelines established by the Board of Education:

1. No medication shall be administered unless it shall appear that the administration of such medication during school hours is necessary for the health and well-being of the student.
2. Medication may be administered only on the written authorization of a student's parent or guardian. The authorization shall include a written statement from the prescribing doctor stating the student's name, date of prescription, name of medication, dosage, and frequency taken (including the date or time when medication shall be terminated) together with any special instructions.
3. All medications shall be in the original container and shall bear the student's name, the name of the medication, instructions for the administration of the medication, and the name and phone number of the pharmacy. The preparation of the medication shall not require any special skills.
4. All medication is secured in the Later Elementary Office.
5. Medication is administered in the school office by an adult designated by the school administrator.
6. Elementary students may not administer any medication of any kind to themselves or to another student.
7. Records of when medication was administered by the school are kept in the school office.

SHOT RECORDS AND ILLNESSES

We ask that parents keep the school fully informed of shot records and any illness your child experiences. A record is kept here in our office for each child. Your cooperation in phoning in these matters promptly is appreciated.

TOO SICK FOR SCHOOL?

- In case of illness and injury, parents must keep their child's school informed with emergency phone numbers and any changes that might occur. The school nurse will notify the parent/guardian of any illness or injury that occurs at school.
- No student will be permitted to attend school if he or she has a fever, cough, respiratory illness, or diarrhea. The decision shall be made by the school health worker/administrator/designee.
- Parents must notify the school if their child has any serious communicable disease: COVID-19, Hepatitis B, AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex), herpes, or other like diseases that may present potentially serious health problems for those who come in contact with the disease or the disease carrier.

COVID-19

- COVID-19 is a respiratory disease that can result in serious illness or death. According to the Center for Disease Control, it is easily spread from person to person and the best way to prevent COVID-19 is to avoid being exposed to the virus. Per the guidance of the Health Department, the District is implementing the following measures to mitigate the spread of COVID-19 at school:
- Students will be reminded often to wash their hands for at least 20 seconds with soap and water or use hand sanitizer when soap and water are not readily available. The District will provide hand sanitizer.
- Students will be reminded to cover their mouths when coughing or sneezing.
- Depending on Health Department guidance, Students may be required to wear face coverings or masks, particularly in areas at school where social distancing may be difficult (e.g., hallways, classrooms, buses). If a student does not have a mask the District will provide one for them.

Students who exhibit symptoms of COVID-19 while at school will be separated from the class and moved to a designated area. Adult supervision will be provided at all times. A parent/guardian will be asked to pick the student up from school.

District protocols will be enforced and updated as information is received from the VanBuren/Cass and Kalamazoo Health Departments.

Strep throat and scarlet fever are two highly contagious conditions caused by a streptococcal (bacterial) infection. They usually arrive with a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will also appear. A child with either strep throat or scarlet fever should be kept home and treated with antibiotics, as prescribed by a physician. After 24 hours on an antibiotic, a child is usually no longer contagious and may return to school.

Chicken pox, a viral disease, is not life-threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to sprout pink or red spots (with “watery” center) on the back, chest, and/or face, the chances are good it’s chicken pox. Please tell us if it is, it’s important that we know this information. Keep your child home for at least a week from the time you first noticed the symptoms and at least two days after the last spot has appeared, whichever period is longer.

Measles (or Rubeola) is a viral infection that attacks a child’s respiratory system, causing a dry, hacking cough, general weariness, inflamed eyes, and fever. If these symptoms appear, keep your child at home and consult your doctor right away to avert more serious complications. If it is confirmed as measles, please let us know so we may be alert to symptoms appearing among other children at school. The measles rash of tiny hard red bumps will next appear on the child’s face, behind the ears, and down the body. Your doctor may advise you to keep your child home for several days **after** the rash has disappeared, also.

Conjunctivitis or pink eye is highly contagious and uncomfortable, so take heed when your child complains of an eye or eyes burning, itching, and producing a whitish discharge. Minor cases (caused by a virus) and severe cases (caused by bacteria) require treatment with prescription eye drops. Keep your child home until your doctor says it’s all right to return, usually 24 hours after medication has started.

Ear infections are also contagious and, unless properly treated, can cause permanent hearing damage. Here again you should follow the 24- hour rule for fever and antibiotic therapy.

Mites and lice, once brought into a home or school, can quickly produce an epidemic of wholesale itching and scratching. Mites are tiny insects in the same class as spiders and ticks: they irritate the skin and cause dermatitis and itching. Lice are tiny parasites (like ticks) that thrive on the warm, damp scalps of children. Caution your child against sharing anybody else’s combs and brushes or clothing, especially hats. If your child becomes a “host” to mites or lice, check with your doctor or pharmacist for the most effective way to disinfect your child and all the child’s clothing and bedding. **School policy states that a child must be louse and nit free to remain in school.**

STUDENT ATTENDANCE

Regular attendance at school is critical to your child’s learning and development. If your child misses too much school, their academic success will be negatively impacted, and they may not reach their full potential. Our goal is to

change behavior early in the process before it causes academic harm to the student. It is our desire to ensure the academic and developmental success of your child. We want to eliminate habitual absences of students to the greatest extent possible. In this context, an absence is any time a child misses school for all or part of a day.

The school has the right to determine if an absence is deemed excused or unexcused. It is important to understand that parent's/guardian's bear legal responsibility for compliance with the compulsory attendance of their children in school. The school has a responsibility to report excessive absences to the Truancy Officer at the Van Buren County ISD.

Extenuating circumstances are always considered (illness, special family trips etc.). Decisions will be made on a case by case basis to make sure that all special circumstances are understood and assistance is provided for those families who may need it. Critical to the success of this policy is honest and open communication with the school.

Absences will be tracked throughout the school year in the aggregate. We will not reset the count at the end of a trimester. A student who is absent without a call from the parent or guardian will automatically be deemed unexcused. Students with 10 or more unexcused absences during the school year will be reported as truant, in accordance with State law.

Here are the guidelines that will trigger school action:

- After the 5th absence, a call home will be made, as well as a letter sent indicating the seriousness of the issue.
- After the 8th absence, a doctor's note may be required for any subsequent absences. If deemed appropriate, a call home will be made, as well as a letter will be sent. If a doctor's note is required, all further absences without a note will be deemed unexcused.
- This policy will not be enforced for students with a documented extended illness or injury that require multiple absences.

Parents are required to call the school office before 9:15 am to excuse their child. The office number is 668-3361 ext. 8500. You may leave a voice message if no one is available to answer your call. Automated daily absence calls are made to verify unexcused absences

MAKE-UP WORK

When a child has been absent, some of the missed class work can be completed as make up work; however, much of the instruction in the Later Elementary is activity-oriented, with a high level of teacher-student and student-student interaction and discussion. Many lessons do not involve paper and pencil work. Therefore it is not always possible to send make up work when a child has been absent. To the extent possible, make up work will be provided.

EARLY DISMISSAL

On occasion it may be necessary for you to pick your child up before the end of the regular school day. When that is necessary, please call the school office (ext. 8500) to arrange for their dismissal. Please allow the office staff enough lead time to locate your child and every attempt will be made to have them ready when you arrive. Advance notice is very helpful due to "specials" classes and recesses. Please be aware that teachers often do not have time to check their emails and phone messages during the instructional day. Also, if a teacher is absent, the guest teacher does not have access to their phone and/or email messages. For these reasons it is extremely important that you contact the office for early dismissals.

When you pick up your child, please come to the office. Students will be called to the office when you arrive or attempts will be made to have them waiting in the office if advance notice has been received. Please sign your child out before leaving.

Reminder – parents and visitors are not to go to classrooms at the end of the day. It is too difficult to finish end of day procedures and also try and talk with a parent. If you need to meet with your child's teacher, please contact them by phone or email. They will be happy to set up a time to meet.

PICKING CHILDREN UP AT THE END OF THE SCHOOL DAY

If you are picking up a Later Elementary student at the end of the school day, please pick them up **in front** of the school. **Students are not to be picked up in the bus loading/unloading zone.** This rule is for student and parent safety.

IMMUNIZATION REQUIREMENTS:

State law prohibits a principal or teacher from admitting new entrants to school without a record of the required doses of each: Measles, Mumps, Rubella, Polio, Diphtheria, Tetanus, Pertussis, Hepatitis B, and Chickenpox (varicella), OR A WAIVER from the Van Buren County Health Department. **TO STAY IN SCHOOL:** You must provide the school with a record showing that your child has received all of these required immunizations. If you are seeking a nonmedical waiver, you must contact the Van Buren County Health Department, 269 621-3143 ext.1332, to schedule an educational session. Children who have not completed the required immunizations may be excluded until requirements are met.

SCHOOL SECURITY/VISITORS

Visitors are always welcome at Mattawan Later Elementary School. When visiting, be sure and sign in and out in the main office. You will receive a visitor sticker which identifies you as someone who makes a difference for our students. Please be sure that your sticker is visible. **For the security of our students and staff, anyone without a sticker will be questioned and directed back to the office. Stickers are only good for the date they are received and the date is visible on the sticker.**

All doors to the Later Elementary will be locked during the school day. All visitors will need to enter using the main doors in the front of the school. Visitors will need to ring our doorbell and be greeted by one of the office staff. Students and staff have been directed, by administration, NOT to open doors to visitors. Please understand this is for the safety of all children.

VOLUNTEERS

All volunteers must be screened before volunteering in a classroom and/or for a field trip, etc. If you were recently screened and approved, it is good for the next three years. If you haven't been approved and think that you may want to volunteer, please bring your driver's license to the main office and we will provide a background check application; please allow two weeks for the approval process. For answers to questions regarding this procedure, please contact our Central Office at 668-3361 for assistance.

AMERICANS WITH DISABILITIES ACT

Mattawan Later Elementary does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Mattawan Consolidated School's Assistant Superintendent at 668-3361, extension 1770. Auxiliary aids needed for effective communication in programs and services of our school district are also available through the Special Education office.

TRANSPORTATION

Mattawan has a large fleet of buses to transport elementary students who live $\frac{3}{4}$ of a mile or further from school. The following guidelines have been established for students riding a bus:

1. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Director of Transportation.
2. The bus driver has similar authority as a classroom teacher and is to be given the same respect and cooperation by all students.
3. The school-wide discipline plan regarding expected behaviors is to be followed while riding the bus. It is important that parents stress safety when talking to children about the privilege of riding a school bus.
4. Seats may not be saved for other students.
5. If a student must cross the road after leaving the bus, students are required to cross in front of the

bus after the driver has checked traffic and given approval to cross.

6. State law dictates the establishment of bus stops. These state regulations occasionally require a bus to stop some distance from a student's driveway to conform with the law.
7. Once students board the bus they must complete the bus ride. Students may not be released from busses enroute to and from school.
8. Questions regarding bus transportation may be directed to Mr. Scott Hitchcock, Director of Transportation, at extension 174

GENERAL RULES AND GUIDELINES

The revised rules that will be posted on each bus are brief and simple. They are:

1. Follow directions when they are given.
2. Remain seated.
3. Use a quiet, polite voice.
4. Keep hands, feet and all other objects to yourself.
5. Do not throw or shoot objects.
6. Respect the rights of others.
7. Observe proper loading/unloading and bus stop safety procedures.

MICHIGAN LAW ON STOPPING FOR SCHOOL BUSES

You are required to stop when overtaking or meeting a school bus which has stopped and is displaying two alternating flashing red lights

Stops must be made at least 20 feet in front of or to the rear of the bus and you may not proceed until the school bus resumes motion, or visual signals on bus are no longer activated

DROP OFF AREAS/PARKING IN FRONT OF SCHOOL

There is a specified drop-off/pickup location in the front of the Later Elementary School. For access, please use the school entrance on Front Street. By using this **specified drop-off/pickup location in front of the Later Elementary School**, children do not need to walk in the parking lot and building staff are able to supervise them. ***Please never back up your car when students are present.***

If you are planning on picking up your child at the end of each school day, please notify your child's teacher indicating your intentions, and the notification will be kept on file in the office. Again, we have a **specified drop-off/pickup area in front of the Later Elementary School** which is designated for this purpose. Thank you in advance for your cooperation.

EMERGENCY DRILLS

Children are taken through four types of emergency drills each school year. Drills for severe weather, fire, bus evacuation, and lockdowns are all practiced by students. Severe weather, lock down, and bus evacuation drills are practiced in the fall and spring of each year. Fire drills are conducted periodically throughout the entire school year.

EARLY DISMISSAL-WEATHER RELATED & OTHERWISE

Certain weather conditions may cause Mattawan Consolidated School to alter typical school activity. Decisions regarding severe weather and other emergencies will be made according to the following guidelines.

Tornado Related Procedures

1. The principal shall have on file and assure general staff knowledge of emergency procedures to be used in the event of severe weather emergencies.
2. If a "Code Yellow" (tornado watch, meaning potentially severe conditions exist) is issued by the Weather Bureau and/or Civil Defense authorities, students will remain at school for the remainder of the normal school day. Administrators shall watch for imminent severe weather. If imminent severe weather exists, students will be instructed to take cover according to the established procedures that utilize the safest shelters possible.
3. If a "Code Red" (tornado warning, meaning an actual tornado has been sighted) is issued by the Weather Bureau and/or Civil Defense authorities, students will be instructed to take cover according to the established procedures that utilize the safest shelters possible.

4. After-school activities, including use by outside groups, will automatically be canceled in the event of a Code Yellow or Code Red. Only in very unique circumstances, with the personal approval of the Superintendent, will activities be allowed to be held.

Non Tornado Related Conditions.

In the event a severe snow storm or other emergency is predicted or in progress, students will be systematically dismissed when transportation can be provided if local conditions appear safe. Dismissal shall occur according to the usual sequence to provide best continuity. Students that are not transported shall be dismissed with other students of the building they attend. Local media will be notified of an early dismissal. **Parents should make arrangements for such emergency plans in the event school is dismissed during regular school hours. Plans should be discussed with children and the school informed in writing about emergency arrangements.**

Staff personnel shall assure safety of students according to established procedures under the guidance of the designated building administrator.

School closings are announced regularly on local broadcast stations. We recommend that parents listen to advisories on TV and radio in the event of severe weather; however, our automated school messenger system is designed to notify you via email, text, and phone. We request that only emergency phone calls be made to school during severe weather conditions. ***(forms and/or instructions will be available for you to update your contact information and notification preferences for our school messenger system)***

WIND CHILL TABLE

As wind speed increases, the air temperature against your body falls. The combination of cold temperatures and high winds creates a cooling effect so severe that exposed flesh can freeze. Temperature and wind chill are always considered when making a decision related to outdoor recesses during the winter.

LATER ELEMENTARY PARENT ASSOCIATION (MLEAP)

The Mattawan LES Parent Association (MLEAP) strives to:

1. support and enrich the education of our children
2. provide a channel of communication between home and school
3. foster a sense of community spirit
4. sponsor fund-raising projects for enrichment activities, equipment, and academic needs that otherwise might not be available

PARENT ASSOCIATION MEETING DATES

The Mattawan Later Elementary Association of Parents (MLEAP) meets approximately every other month beginning in September. Information and specifics can be found at: <https://www.facebook.com/mleapboard1> and questions can be emailed to: mleapboard@gmail.com

Officers

Co-chairs Sarah Bouma & Rudi Betzold
Treasure Brenna Nelson
Secretary Dawn Lester

CHILD CARE

Several quality child care facilities are located within convenient distances of our school.

Extensive listings of these child care centers are available to you through the Child Care Resource and Referral Service - 349-3296.

By calling the Child Care Resource and Referral Service, you will receive valuable information to assist you in making important decisions about the care of your children.

KID BUILDERS DAY CARE PROGRAM

Kid Builders offers before and after-school child care. Students from the Later Elementary building may access this service. You can get information about times, availability, and rates by calling the Kid Builders office at 668-7777.

DRESS CODE

Students need to dress so that they are comfortable and able to participate in all of the activities included in their learning day. Please be aware that students go on the playground daily and also have physical education/fitness class once each week. Tennis shoes need to be worn for physical education/fitness.

During warm weather, most students wear shorts. Please, no short shorts. Another request is that students wear shirts/tops that cover their shoulders, stomachs and backs. (No spaghetti straps, bare backs or midriffs, please.)

Sandals may be worn in warm weather although closed toe shoes are recommended for recess as injuries can occur during physical activities while wearing sandals/flip flops. Hats or caps may not be worn in the building unless it is a school wide hat day.

TOYS AND HANDHELD ELECTRONICS

Children are requested to leave toys at home. This includes handheld electronics, laser pointers, music players, etc. Sometimes things get broken or misplaced. When this happens, students become upset and unhappy. This distracts from their learning. Trading or selling toys is not allowed. Please remind your children to leave their toys at home.

If there is an exception to this rule (students using e-readers for reading activities only, field trip with lengthy bus ride, etc.), communication will occur between home and school.

USE OF SCHOOL MATERIALS

Mattawan Consolidated School provides children with basic materials with which to work while at school. There is no charge for their use when due care and concern is shown. If, however, excessive wear or destruction occurs, parents will be contacted and reimbursement requested.

GENERAL MILLS BOX TOPS

The Later Elementary collects General Mills Boxtops For Education as well as School Spirit Labels. They may be turned in at the Later Elementary office. The collection of box tops and labels have been used in the past to "purchase" our school's playground toys and help pay for enrichment activities. Thank you for your continued support of this special collection project.

KNIVES, FIREARMS AND OTHER POTENTIAL WEAPONS

Students and parents, please be reminded of the legislation prohibiting knives, firearms and/or other items that could be classified as potential weapons being present at school. Plainly stated, none of the above should be brought to school at any time. If in doubt, please ask first!

CELL PHONE guideline for MLES (varies from board policy 5136 & 2461 due to student age)

Cell phones are allowed on school property; however, they are not to be used on school property. This includes school busses. If your child has a cell phone and they bring it to school, please remind them of this expectation.

LES 3-5 Behavior Consequence Guidelines

Behavior	1st Office Visit	2nd Office Visit	3rd Office Visit	4+ Office Visit
<p>1A. Inappropriate Actions & Comments: Name calling, swearing, inappropriate language, weapon gestures</p> <p>1B. Play Fighting & Horseplay: Pushing, poking, shoving, tripping, play fighting, grabbing, jumping on</p>	<p>(2 teacher interventions prior to being sent down)</p> <p>*15 second intervention *Electronic Report *Reflection Form *Teacher contacts home</p>	<p>*15 second intervention *Electronic Report *Up to 1 Lunch/Recess; 0 if use of Restorative Justice (RJ) *Reflection Form *Teacher contacts home & Intervention Specialist consequence follow-up</p>	<p>*15 second intervention *Electronic Report *1-2 Lunch/Recess; 1 if use of RJ *Reflection Form *Teacher contacts home & Intervention Specialist consequence follow-up *Consultation with Intervention Team</p>	<p>*15 second intervention *Electronic Report *1-2 Lunch/Recess; 1 if use of RJ *Reflection Form *Intervention Specialist contacts home & sets up parent meeting *Consultation with Intervention Team</p>
<p>2A. Minor Insubordination: Repeated reminders and/or classroom disruption</p> <p>2B. Minor Intimidation & Harassment: Teasing, put-downs, insulting remarks, mean/rude gestures, spreading rumors, lying, mean notes, taunting, ridiculing, humiliating, intimidation, mean tricks, laughing at, eye rolling, any other behavior that would hurt others feelings, minimal physical contact.</p>	<p>(2 teacher interventions prior to being sent down)</p> <p>*15 second intervention *Electronic Report *Up to 1 Lunch/Recess; 0 if use of RJ *Reflection Form *Teacher contacts home</p>	<p>*15 second intervention *Electronic Report *1-2 Lunch/Recesses; 1 if use of RJ *Reflection Form *Teacher contacts home & Intervention Specialist consequence follow-up</p>	<p>*15 second intervention *Electronic Report *1-2 Lunch/Recesses; 1 if use of RJ *Reflection Form *Teacher contacts home & Intervention Specialist consequence follow-up *Consultation with Intervention Team</p>	<p>*15 second intervention *Electronic Report *1-3 Lunch/Recesses; 1-2 if use of RJ *Reflection Form * Intervention Specialist contacts home & sets parent meeting *Parent Meeting with Behavior Plan discussion</p>
<p>3A. Moderate Physical Contact: Hitting, kicking, tripping, pushing, shouldering, pinching, hair pulling, scratching, etc.</p> <p>3B. Moderate Intimidation & Harassment: Taunting, ridiculing, humiliating, emotional blackmail, swearing/name calling at someone, name calling towards adults, electronic intimidation, graffiti/vandalism/property damage less than \$20.00.</p> <p>3C. Moderate Issues of Dishonesty, Stealing, or Cheating</p>	<p>*15 second intervention *Electronic Report *1-2 Lunch/Recesses or ISS; 1 recess or ½ day ISS if use of RJ *Reflection Form *Teacher contacts home & Intervention Specialist consequence follow-up</p>	<p>*15 second intervention *Electronic Report *1-3 Lunch/Recesses or ISS; 1-2 recess or 1 day ISS if use of RJ *Reflection Form *Intervention Specialist contacts home *Consultation with Intervention Team</p>	<p>*15 second intervention *Electronic Report *1-4 Lunch/Recesses, ISS or OSS; 1-3 recess, 1 ½ day ISS or 1 day OSS if use of RJ *Reflection Form *Intervention Specialist contacts home & sets up parent meeting</p>	<p>*15 second intervention *Electronic Report *1-5 Lunch/Recesses, ISS or OSS; 1-4 recess, 2 days ISS, or 2 days OSS if use of RJ *Reflection Form *Intervention Specialist contacts home & sets another parent meeting, implements behavior plan *Parent Meeting prior to re-entry</p>

<p>4A. Severe Insubordination: Defiant, blatant refusal to follow adult directions: leaving classroom or building without permission</p> <p>4B. Severe Physical Contact: Punching, slapping, kicking, biting, throwing objects in anger, spitting on.</p> <p>4C. Severe Intimidation & Harassment: Threats of emotional or physical violence- written or verbal, using objects as weapons, racial/ethnic intimidation, sexual harassment, religious harassment</p> <p>4D. Severe Issues of Dishonesty, Stealing, Cheating, or Vandalism greater than \$20.0</p>	<p>*15 second intervention *Electronic Report *Up to 1 day of ISS; 2 recess or ½ day ISS if use of RJ *Reflection Form *Teacher contacts home & Intervention Specialist consequence follow-up *Consultation with Intervention Team *Possible Police Intervention</p>	<p>*15 second intervention *Electronic Report *1-3 days of ISS, possible OSS; 3 recesses or 1 day ISS if use of RJ *Reflection Form *Intervention Specialist contacts home & sets up parent meeting *Consultation with Intervention Team *Parent Meeting with discussion of Behavior Plan *Probable Police Intervention</p>	<p>*15 second intervention *Electronic Report *1-2 days of OSS; 2 days ISS if use of RJ *Reflection Form *Intervention Specialist contacts home *Consultation with Intervention Team *Probable Police Intervention *Superintendent Notification *Parent Meeting</p>	<p>*15 second intervention *Electronic Report *1-5 days of OSS; 3 days ISS if use of RJ *Reflection Form *Intervention Specialist contacts home *Consultation with Intervention Team *Probable Police Intervention *Superintendent Notification *Parent Meeting</p>
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SCHOOL LAW NOTES
THRUN LAW FIRM, P.C.
May 31, 2018

New Laws Grant Schools Authority to Discipline for Off-Campus Sexual Assault On May 9, 2018, Governor Snyder signed a package of three laws aimed at protecting student sexual assault victims who attend school with the perpetrator.

These laws, which will take effect on August 8, 2018, may have significant implications.

The first of the three laws requires courts to prohibit a student adjudicated for criminal sexual conduct or assault with intent to commit criminal sexual conduct from attending the same school building or riding the same school bus as the victim. The perpetrator, not the school, is responsible for complying with such a court order.

If a student perpetrator is a student with a disability and is prohibited from attending a particular school or riding a bus, the school may be obligated by the Individuals with Disabilities Education Act or Section 504 to find alternative schooling or transportation for the student.

The third law specifically amends the Revised School Code to expand a school's latitude to discipline for off-campus sexual assaults against students. State law already mandates, subject to consideration of the seven mitigating factors outline in Section 1310 of the Revised School Code, permanent expulsion of a student who "commits criminal sexual conduct in a school building or on school grounds." The new law also allows a school to suspend or expel a student who commits off-campus criminal sexual conduct against another student in the district. It also mandates, subject to the seven factors, permanent expulsion of a student who "pleads to, is convicted of, or is adjudicated for criminal sexual conduct" against another student in the district.



Student Acceptable Technology Use Agreement FORM 8330 F10

This agreement is entered into on this _____ day of _____, 20____ between _____, hereinafter referred to as **student** and The Mattawan Consolidated Public School, hereinafter referred to as **the district**. The purpose of this agreement is to provide district local area Network (LAN) and Internet access, hereinafter referred to as **networks**, for educational purposes and other authorized uses to the student. As such, this access will 1) assist in academic achievement and collaboration, 2) facilitate personal growth in the use of technology and 3) enhance information gathering and communication skills.

The intent of this agreement is to ensure that students fully understand and comply with all acceptable use policies approved by the district in School Board Policy 7540. In exchange for the use of the network resources I understand and agree to the following:

- All district computers, servers and any information, student data, programs or software provided by the district are the property of the district and are to be used for educational and communication purposes.
- The use of the networks is a privilege. The district may review activities and use of computers and Internet at any time. Using the computers or Internet in an unauthorized manner may result in disciplinary action or removal of access. The student is entitled to a review meeting and due process. Misuse of the networks includes, but is not limited to:
 - ◆ Altering of system software
 - ◆ Placing or distributing unlawful or unauthorized information
 - ◆ Installing viruses or harmful programs on or through the computer system either in public or private files or messages
 - ◆ Misrepresenting other users on the network
 - ◆ Disrupting the operation of the networks through abuse of equipment or software
 - ◆ Malicious use of the networks through hate mail, harassment, profanity, vulgar statements or discriminatory remarks
 - ◆ Unauthorized use for non-curriculum related communication
 - ◆ Illegal installation of copyrighted software
 - ◆ Unauthorized copy or use of licensed copyrighted software
 - ◆ Allowing anyone to use an account other than the account holder (sharing of network login credentials)
 - ◆ Intentionally seeking information of, obtaining copies of or moderating files, other data or passwords belonging to other users
 - ◆ Knowingly attempting to bypass content filtering or other Internet access proxies
- The district retains the right to access and review all computer files, databases and any other electronic transmissions contained in or used in conjunction with the district's system (policy 7540.01). **Students should have no expectation that any information contained on such systems is confidential or private.**
- Mattawan Consolidated School uses Internet content filtering and activity monitoring software as required by CIPA. However, No filtering system is foolproof.
- A student will not use his/her access to intentionally access any material that is unlawful, obscene, pornographic, abusive or objectionable; doing so will result in disciplinary action. If the student is not certain whether material falls outside of these parameters, approval should be sought from their instructors or technology staff prior to accessing or transmitting such material.
- All information services and features contained on the networks are intended for educational use of its registered users and may not be used for commercial purposes. Students will not send chain mail or unsolicited advertising.

MATTAWAN CONSOLIDATED SCHOOL

56720 Murray Street, Mattawan, MI 49071 • 269.668.3361 • info@mattawanschools.org • www.mcttawanschools.org



EMPOWERING THE FUTURE – with Mattawan Pride

- The use of networks are resources for (in order of priority):
 - ◆ Support of the academic curriculum
 - ◆ Telecommunications
 - ◆ School communications
 - ◆ General information
 - ◆ Reasonable personal or association communication to the extent that such use does not violate any express prohibitions of this agreement and does not interfere with the student’s learning process
- The District and/or Internet networks does not warrant that the functions of the system will meet any specific requirements that the user may have or that it will be error free or un interrupted; nor shall it be liable for any direct, indirect, incidental or consequential damages(including lost data, information or time)sustained or incurred in connection with the use, operation or inability to use the system
- the student will diligently delete or otherwise archive all personal data housed on the network at the end of each academic year. Data not removed by the student at the end of the academic year will be removed by the district.
- The district and/ or Internet networks will periodically review and make determinations on whether specific users of the networks are consistent with the acceptable use policies. The district and network reserves the right to log internet use and monitor space utilization by users.
- The student may not transfer file, shareware or software from information services and electronic bulletin boards without the permission of the MCS Technology Director. The student will be liable to pay for the cost or fee of any file, shareware or software intentionally transferred without such permission.
- Student Supervision of networks use is expected by the district’s staff the extent possible. District staff member and the district, however, will be released from liability for inappropriate acts committed by a student with regard to the network or Internet without their knowledge.
- The district will provide each student with a login ID and password for accessing the networks. The student will protect the password, provide for its security and will not share this information with other students.
- Parents/ Guardians of an unemancipated minor student have, at any time, the right to request access to the content of their child’s files.
- Parents/Guardians of a student have, at any time, the right to request the termination of their child’s individual user account.
- If the student’s account privileges are terminated the student shall not use the network while those privileges are suspended or revoked.

In consideration, I hereby release the district, network and their operators and administration from any and all claims of any nature arising from my use or inability to use the district or network resources.

I agree to abide by such rules and regulations of system usage and as new technology becomes available that is added from time to time by the district or network operators. These rules will be available in hard copy in the district office and I will keep a copy for myself.

Signature of student

Date

Signature of Parent

Date

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Parent/Guardian and Student Handbook Acknowledgment and Pledge

Name of Student: _____ Grade: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

REV 08/2018

The Mattawan Board of Education does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, marital status, or any other legally protected characteristic in its programs and activities, including employment opportunities. Please contact the Title IX Coordinator, 56720 Murray Street, Mattawan, MI 49071, 269-668-3361 with inquiries regarding nondiscrimination policies.