

POLICY

NOTIFICATIONS

SEVERE OR INCLEMENT WEATHER PROCEDURES



In the event of severe or inclement weather, the following procedures will be followed:

Tornado Related Procedures

If a tornado watch (potentially severe conditions exist) is issued by the Weather Bureau or Civil Defense Authorities, students will remain at school for the remainder of the normal school day. Administrators, or designees, shall watch for severe weather in the local area. If imminent severe weather exists, students will be instructed to take cover according to established procedures that utilize the safest shelters possible.

If a tornado warning (an actual tornado has been sighted) is issued by the Weather Bureau or Civil Defense Authorities, students will be instructed to take cover according to established procedures that utilize the safest shelters available.

After-school activities, including the use of facilities by outside groups, will automatically be canceled in the event a tornado watch or warning extends into the late afternoon or evening hours.

Non-Tornado Related Conditions

In the event severe weather or other emergency occurs while school or school activities are not in session, the Superintendent may cancel or postpone school or school activities. Appropriate media shall be notified according to established procedures for communicating such action.

If school is in session when a severe snow storm or other emergency is imminent or in progress, students may be systematically dismissed according to established procedures when transportation can be provided if local conditions. Dismissal shall occur according to the usual sequence of buildings. Students that are not transported shall be dismissed at the same time students that are transported by school vehicles are dismissed. Appropriate media is notified for communicating such action.

When school has been canceled for the day due to conditions other than tornado watches or warnings, the Superintendent may determine the advisability of holding school activities such as practices or evening events as conditions evolve during the day.

STUDENT RETRIEVAL DURING EMERGENCY SITUATIONS

In the event of an emergency when students are required to either evacuate buildings or take shelter in place, it is important that parents do not come to school to retrieve children until advised by administration via media coverage to do so. Mattawan Consolidated School has developed appropriate plans to protect your child and we will work diligently to keep your child safe and secure. Your cooperation is a key component to the success of maintaining an orderly and safe environment for all students. In the event of an emergency, please tune to the following television and radio stations to receive up to the minute information about an emergency situation.

- **WWMT - Channel 3**
- **WOOD TV - Channel 8**
- **WKZO - AM Radio 590**

WELLNESS POLICY

The Mattawan Consolidated School Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. For more details on this policy [po8510] please see www.mattawanschools.org.

Free & Reduced Priced Lunches

Mattawan Consolidated School participates in the Federal School Lunch program. Certain persons are eligible for free or reduced priced lunches. Notification of procedures and necessary forms are on the District website and in each school office.



MEAL APPS DUE TASTY. HEALTHY. FREE.
COLLECTING 2022.2023 FAMILY MEAL APPLICATIONS

The USDA has just released the new Free and Reduced Family Meal Application. Mattawan is participating in the Seamless Summer Option of the National School Lunch and Breakfast Programs for the 2022-2023 School Year, where all students that are enrolled at our district can receive a healthy and nutritious breakfast and lunch at No Charge, it is critical that ALL families complete and return the 2022.2023 meal application so that we can ensure that additional funding for supplemental State and Federal programs are available to meet the needs of our students.

POLICY NOTIFICATIONS

BLOODBORNE PATHOGENS

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine property medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect the incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

QUALITY CONTROL STATEMENTS

Asbestos Information

Mattawan Consolidated School contracted to remove nearly all asbestos materials in our buildings. Asbestos in public areas was removed. Where advised asbestos in non-public areas was treated and secured rather than being removed in accordance with the Asbestos Hazard Emergency Act (AHERA). Following is an update:

"Mattawan Consolidated School contracted for a three-year Asbestos Re-Inspection Management Plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The re-inspection was completed June 13 and 14, 2001. This three-year Asbestos Re-Inspection Management Plan is currently available for review in all school offices in the district."

"The Management Plan contains information regarding the location of asbestos-containing materials in school buildings, the condition of the asbestos, and a plan for dealing with any remaining asbestos. A re-inspection of all district buildings is required by law every three years."

USE OF PESTICIDES

Pesticides are periodically applied to school property. Pesticides are usually applied during non-school hours. Parents/Guardians may request an Advisory Form from Brian Cornish, Director of Facilities, by calling (269)668-3361, extension 1750. The Advisory Form will provide prior information on any application of an insecticide, fungicide, or herbicide made to the school grounds or buildings during this school year. In certain emergencies, pesticides may be applied without prior notice to prevent injury to students. Advisory Form participants will be notified following any such application.

Material Safety Data Sheets [MSDS]

Under Section 313 Community Right-to-Know Act, Material Safety Data Sheets are available for your viewing in all school offices.

Right to Inspect Instructional Materials

A parent, guardian, or adult student may review instructional materials such as textbooks, library books, reference works and other instructional aides used in the district. Please contact the building principal for requests, suggestions, or complaints regarding instructional materials.

Personal Curriculum

Annual Notice of right to request a personal curriculum modifying Michigan Merit Curriculum requirements for graduation with a regular High School Diploma.



The Trusted Platform
for School Community Engagement

Mattawan Consolidated School

You can take advantage of our
Text Messaging Service

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.

You can participate in this free service* just by sending a text message of "Y" or "Yes" to our school's short code number, **68453**.

You can also opt out of these messages at any time by simply replying to one of our messages with "Stop".

SchoolMessenger is compliant with the Student Privacy Pledge™, so you can rest assured that your information is safe and will never be given or sold to anyone.



Opt-In from
your mobile
phone now!



Just send
"Y" or "Yes"
to 68453

i Information on SMS text messaging and Short Codes:
 SMS stands for Short Message Service and is commonly referred to as a "text message". Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as "short code" texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you've ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

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ANNUAL POLICY NOTIFICATIONS

EQUAL OPPORTUNITY EMPLOYER

The Mattawan Board of Education does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status, or any other legally protected characteristic in its programs and activities, including employment opportunities. Please contact Jay Larner, Assistant Superintendent, 56720 Murray Street, Mattawan, MI 49071, (269) 668-3361, extension 1770 with inquiries regarding nondiscrimination policies.

Records regarding each student are maintained by the student's school office personnel. The information is available for review only by the parents or legal guardian of the student, student that has declared adult status (eighteen (18) years of age or older), and those designated by Federal Law or District regulations.

REQUEST FOR PUBLIC RECORDS

Freedom of Information Act

Randall Fleenor, Superintendent, is our District's Freedom of Information Act (FOIA) Coordinator. He may be reached at [269] 668-3361, extension 1700.

EDUCATION OF HOMELESS STUDENTS

Kim Porco, Director of Whole Child Services, is our District's Homeless Liaison. She may be reached at [269] 668-3361, extension 1772.

Section 504 & ADA

AMERICANS WITH DISABILITIES ACT COMPLIANCE OFFICER

Jay Larner, Assistant Superintendent, is our District's Section 504/ADA compliance officer. He may be reached at [269] 668-3361, extension 1770.

Civil Rights Compliance Officer

Jay Larner, Assistant Superintendent, is our District's Civil Rights Compliance Officer. Mr. Larner may be reached at [269] 668-3361, extension 1770.

Harassment

Harassment of students, staff (including those who volunteer their services), or applicants for employment is prohibited, and not to be tolerated. Any person that believes s/he has been or is a victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly a **Title IX Coordinator, Jay Larner**, Assistant Superintendent can be reached at [269] 668-3361 extension 1770.

Electronic Surveillance

Electronic surveillance, both video and motion detection, is used on the premises of Mattawan Consolidated School.

Search & Seizure

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, in all situations in which the student is under the jurisdiction of the board, the school authorities may search the person or property (lockers and vehicles) of a student, with or without the student's consent, whenever they have individualized, reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules.

Student Accident Insurance

The Board of Education underwrites the cost of a supplemental accident insurance policy for every student. If a student is injured at school, the student is covered for cost that the parents' insurance does not cover. Claims should be reported promptly and are handled through the school office.

Please contact **Jay Larner, Assistant Superintendent**, if you have any questions relative to the preceding Annual Notices. Mr. Larner may be reached at [269] 668-3361, extension 1770.

Mattawan Consolidated School

56720 Murray Street, Mattawan, MI 49071

Ph: [269] 668-3361 | FAX: [269] 585-3043

Civil Rights Compliance Officer

The Board of Education encourages visits by parents, guardians and district residents. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor's guidelines. School administration has the authority and legal obligation to prohibit entry of any person or to expel any person when there is reason to believe the presence of such person would be detrimental to the good of the school climate or safety. If such individual refuses to leave the school grounds or creates a disturbance, the school administrator is authorized to request from law enforcement whatever assistance is required to remove the individual.

District Student Access Technology

An individualized account permits parents/guardians and students to access confidential student attendance and academic information. It is important that this access be kept secure and not shared with others. To safeguard this confidential information, it is imperative that the parents/guardians and students protect the password system designed to provide access to student information. The District will provide this information only to the student or legal parent/guardian. The District cannot and will not be responsible for any disclosure of information that occurs as a result, directly or indirectly, of the parent/guardian or student's failure to safeguard the access information.

Code of Conduct

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 shall require each student of this district to adhere to the code of conduct promulgated by each building administration. All buildings will publish a student code of conduct for board approval.

Registration for Selective Service

Federal Law requires all male students aged eighteen (18) or older to register for the selective service.

The National Defense Authorization Act for Fiscal Year 2002 requires school districts to: give military recruiters the same access to secondary school students as provided to post-secondary institutions or to prospective employers; and provide students' names, addresses and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

ANNUAL POLICY NOTIFICATIONS

Drug Free Schools [5530F2]

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

We are concerned about any student who is a victim of alcohol or drug abuse and will facilitate a process by which the student receives help through programs and services available in the community. Students and their parents should contact the principal, counselor, interventionist or social worker whenever such help is needed.

Protection of Pupil Rights

PPRA governs the administration to students of a survey, analysis, or evaluation to students that relates to one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Local school districts must provide parents and students effective notice of the following rights under PPRA:

- right of parents to inspect, upon request, a survey created by a third party;
- arrangements to protect student privacy;
- right of parents to inspect, upon request, any instructional material;
- administration of physical examinations or screenings that the school may administer to students;
- collection, disclosure, or use of personal information;
- right of parent to inspect, upon request, any instrument used in the collection of personal information;
- local school districts must offer an opportunity for parents to opt their child out of participating; and
- these rights transfer to the student when he or she turns 18 years of age or enters a post-secondary educational institution at any age ("eligible student").

DIRECTORY INFORMATION ON STUDENTS

A parent, guardian, or adult student has the following rights:

- inspect and review the student's education records;
- request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law;
- challenge District noncompliance with a parent's request to amend the records through a hearing;
- file a complaint with the Department of Education;
- obtain a copy of the District's policy and administrative guidelines on student records.
- these rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student").
- the local school district is required to transfer disciplinary records, with respect to a suspension or expulsion, to any private or public elementary or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis in the school.
- A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials. If they are not satisfied with the result of the hearing, a complaint may be filed with the U.S. Office of Education if the parent, guardian or adult student is not satisfied with the accuracy of the records or with the District's compliance with the Federal Rights and Privacy Act.

The following information about each student is considered "directory information" and will be made available upon legitimate request unless a parent, guardian, or adult student notifies the building office in writing within ten (10) days of the beginning of each school year that she/he wishes to OPT-OUT and will not permit distribution of any or all of such information:

- name, address and telephone number; date and place of birth; photograph in both printed and/or electronic form, including the school website, social media and the Internet; major field of study; participation in officially recognized activities and sports; height and weight, if a member of a school student activity (athletics, fine arts, etc.); dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed. Directory information is available to colleges/universities, vocational/technical schools, the armed forces, etc.

If you have questions regarding school records, please contact the building principal.

Health and Reproductive Education

The Board of Education adopted a comprehensive health education program that includes education on human sexuality and venereal and other non-casual contact communication diseases such as communicable disease. It is designed to provide an appropriate means for students to acquire the knowledge, skills and attitudes necessary to maintain good health.

In compliance with State law and with its desire to maintain effective communication with parents and the community, the Board will make arrangements for the programs and instructional materials to be available for review by a parent or interested member of the school community.

Students are required to participate in these courses, but the law allows parents the right to have a child excused from participating in classes which include instruction in sex education, reproductive health and communicable disease education. The Board's policy is to honor parents' written requests that their child(ren) be excused from a portion(s) of a course.

Please contact the building principal if you have any questions or concerns regarding Health and Reproductive Education.