



MATTAWAN CONSOLIDATED SCHOOL

**LATER ELEMENTARY
HANDBOOK**

EMPOWERING THE FUTURE TOGETHER...
WITH MATTAWAN PRIDE

HANDBOOK 2024-2025

MATTAWAN LATER ELEMENTARY SCHOOL
56720 Murray Street, Mattawan, MI 49071
269.668.3361

MATTAWAN LATER ELEMENTARY

2024-2025 SCHOOL YEAR

OUR PROMISE

Empowering the Future, Together...with Mattawan Pride.

MISSION

Partnering with our community and families, we provide the highest quality education for all students in a caring, safe, and inclusive learning environment.

VISION

Mattawan Consolidated School will be the leading collaborative learning community in which every individual will be valued, engaged, and empowered in an ever-changing, global society.

PARTNERSHIPS:	We engage with our school community to define our shared vision for student success
RESPECT:	We treat others the way we want to be treated.
INCLUSION:	We believe everyone should feel respected, valued, and supported for their diversity.
DEVELOPMENT:	We believe in continuous growth.
EXCELLENCE:	We believe in setting and achieving high expectations.

SCHOOL COLORS

Blue and Gold

MASCOT

Wildcat

SPIRIT SONG

Fight on our Mattawan - Never, never yield.

The blue and gold - We proudly hold

As we march down the field.

Rah! Rah! Rah!

Our team is here to win - No foe do we fear.

FIGHT! FIGHT! For Mattawan. Hear our Cheer! RAH!

DISTRICT ADMINISTRATION

Randy Fleenor, Superintendent

Jay Larner, Assistant Superintendent

Pam Stermer, Chief Financial Officer

Kim Porco, Director of Whole Child Services

Jenny Ross-Klingel, Director of Curriculum

Melia Phelps, Director of Special Education

MATTAWAN BOARD OF EDUCATION

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WELCOME TO MATTAWAN LATER ELEMENTARY

Dear Mattawan Later Elementary Families:

Another school year has begun and we are so excited to welcome students back! We want to take this opportunity to thank you for choosing Mattawan for your student's education. We continue to be dedicated to helping our students grow academically and socially.

It is important that students and parents/guardians 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 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 student. 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 for taking the time to review the handbook with your student, and thank you in advance for signing and referencing it throughout the 2024-2025 school year.

Sincerely,

Kristen Pratley

Principal

Mattawan Later Elementary School

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 Human Resources, 56720 Murray Street, Mattawan, MI 49071, 269-668-3361 with inquiries regarding nondiscrimination policies.

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COMMUNICATION

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 voicemail. 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 48 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 four times each school year and is available on the district website.

2024-2025 LATER ELEMENTARY SCHOOL CALENDAR

Below are notable 2024-2025 school calendar dates, the 2024-2025 school year calendar can be viewed in its entirety at www.mattawanschools.org.

August 28.....1st Day of School [Full Day]
September 1 & Monday September 4, 2024Labor Day [No School]
November 20 – November 24 Thanksgiving Recess [No School]
December 24 – January 9, 2025Winter Break [No School]
March 29 – April 5, 2025.....Spring Break [No School]
May 27, 2025 Memorial Day [No School]
June 5, 2025Last Day of School [1/2 Day]

GENERAL SCHOOL SCHEDULE

8:45 am	Student Entry
8:50 am	Tardy Bell
8:55 am	Morning Announcement
3:55 pm	Dismissal Bell

HALF DAY SCHEDULE

8:45 am	Student Entry
8:50 am	Tardy Bell
8:55 am	Morning Announcements
12:15 pm	Dismissal

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 homeroom, which is part of a teaching team. Students have specials (art, music, library, fitness, technology), recess, and lunch with their homeroom classmates.

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. 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 and intervention.

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 or mathematics receive small group and/or individualized instruction. An excellent special education staff is also available for students.

HOMEWORK

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:

1. Provide time for students to practice what they have learned
2. Prepare for an upcoming class discussion or assignment
3. Study for an assessment opportunity
4. Work on special projects
5. Finish work that was not completed in class
6. Helping set up a consistent, organized place for homework to be done
7. Providing a consistent schedule for completing homework
8. Helping create a schedule that reflects that particular week's activities
9. Encouraging, motivating, and prompting your child, but not sitting with your child or doing the homework with them.
10. 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, databases, 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. **If you are interested in JA volunteering in your child's class, please contact their teacher.**

EXTRA-CURRICULAR ACTIVITIES

Lacrosse

Basketball

Dance & Theatre

Young Rembrandts Scouting [Boys & Girls]

Swimming

Soccer

Football

Little League Baseball & Softball

4H

Hockey

ENRICHMENT ACTIVITIES

Many activities are provided through the efforts of the Mattawan Later Elementary Association of Parents (MLEAP). Winter roller skating parties, science days, field trips, among many other fun and educational events and activities. 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

RESTORATIVE JUSTICE

Restorative justice is an approach to addressing conflict and misconduct that focuses on healing rather than punishment and values accountability over exclusion. Restorative Justice assumes that misconduct and conflict injure those directly involved (victims and offenders) as well as the broader community to which they belong. Rather than relying on punishment, Restorative Justice expects those who cause injuries to make things right with those they've harmed and with their community.

If a student has exhausted the initial redirection and intervention from their teacher, they will be sent to the Behavior Interventionist for further action. Students will typically be asked a series of questions like:

1. What are you doing?
2. What are you supposed to be doing?
3. Are you doing it?
4. What are you going to do about it?

PROGRESS REPORTING

The reporting of students' progress at school occurs through **parent-teacher conferences** in the fall and early spring, through **progress reports and report cards**, 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 prohibited for safety reasons. Soda pop is also prohibited.

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, Christina Haller, at 668-3361, extension 1865.

BREAKFAST PROGRAM

Breakfast is served at 8:35am 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 welcome to eat lunch with their student. You will need to call ahead to schedule your day. **Please have your license to use our Lobby Guard before entering the building to receive your visitor label.** Payment for an adult lunch can be made at the time lunch is served. There will be a designated table in the cafeteria for your visit.

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. **All personal toys must remain at home. Play knives, guns, or any type of weapon are not permitted on school property at any time.**

LOST AND FOUND

Articles found in school with no identification will be placed in a special location. If your child has lost something, please remind them to check the lost and found area or please come in and look for yourself. Because elementary school children often lose or forget personal belongings, please identify lunch boxes, books, shoes and anything else that can be marked conveniently. Labeling all personal items allows for easy identification to return items to their owner.

HEALTH ROOM

Children may be sent to the Health Room during the day because they are not feeling well, have received an injury, or had a bathroom accident. In most instances, your child will be allowed to rest and then return to class. If a temperature over 100.4 degrees or higher is detected, students will be required to go home. In all cases of vomiting/diarrhea, we require children to go home. In the case of a bathroom accident, the school does have some extra clothing. It is suggested that parents keep a change of clothing in your child's backpack for use during the school day. Please launder all borrowed clothing and return them to school. The exception is underwear- any underwear provided by the school becomes your child's property.

MEDICATION

Before any medication can be administered at school, the appropriate medication authorization forms must be filed with the office. This form is available in our office or online. This written and signed request must be submitted annually. Parents should determine with their doctor whether the medication 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 appears that such medication during school hours is necessary for the health and well-being of the student.
2. Medication may be administered once a fully completed Request to Administer Medication form is submitted to the office.

3. All medications must be in the original container and have the pharmacy label attached with the name of the pharmacy and phone number. The label must match the Request to Administer Medication Form including the student's name, the name of the medication, and the dosage.
4. The preparation of the medication shall not require any special skills.
5. All medication is secured in the LES office.
6. Medication is administered in the school office by an adult designated by the school administrator and verified by another adult employee.
7. Records of when the school administers medications are kept in the school office.
8. No medications can be sent to school with your child. All medications must be brought to the office by an adult. This includes all prescription and over-the-counter medications (cough drops, Orajel, etc.)
9. Elementary students may not administer any medication of any kind to themselves or another student.
10. In special circumstances, students may be allowed to self-carry/self-administer certain emergency medications (Epinephrine Auto-Injectors, Inhalers, and diabetic supplies). To self-carry these emergency medications, the appropriate line on the Request to Administer Medication Form must be signed by a physician and a parent stating that the student can safely handle and administer the emergency medications. The elementary student must show competency in self-administration of the medication. Competency will be evaluated by the District Nurse.

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 with promptly phoning in illnesses and providing Immunization records is appreciated.

FEVER

Children are sent home from school whenever a fever of 100.4 degrees is detected. It is our policy that children remain home from school until the fever has been broken for 24 hours without the use of fever-reducing medications.

MITES AND LICE

Please caution children against sharing combs, brushes and clothing, especially hats. If your child develops a case of lice, please let the school office know and check with your doctor or pharmacist for the most effective way to treat.

IMMUNIZATION

State law prohibits a principal or teacher from admitting new students to school without a record of the required doses of Measles, Mumps, Rubella, Polio, Diphtheria, Tetanus, Pertussis, Hepatitis B and Varicella OR a waiver from the VanBuren County Health Department. To remain 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 non-medical waiver, you must contact the VanBuren County Health Department at (269) 621-3143 extension 1332 to schedule an educational session. Children who have not completed the required immunizations may be excluded until requirements are met.

INSURANCE

In keeping with the area school districts, Mattawan Consolidated School District does not provide any type of health or accident insurance for injuries incurred by your child at school. As a service to students and their families, the District is making available a voluntary student accident insurance plan for your child at a very nominal cost to the families. The premium for this policy is minimal per year for school-time coverage. All school sponsored and supervised activities and time spent in school are covered in accordance with the terms and limitations of the policy. For an increased premium, the policy will cover your child 24-hours a day, 12 months a year, rather than only during school-time. For the student athletes in grades 9-12, there are

additional options available to cover interscholastic football. Benefits and rates are available through our District Central Office. 269-668-3361.

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, 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 semester. 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.

The following are the guidelines that will trigger school action:

1. After the 5th absence, a call home will be made, as well as a letter sent indicating the seriousness of the issue.
2. 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.
3. This policy will not be enforced for students with a documented extended illness or injury that require multiple absences.

Parents/guardians 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.

SCHOOL SECURITY/VISITORS

Visitors are 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 and staff.**

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. Auxiliary aids needed for effective communication in programs and services of our school district are also available through Student Services.

TRANSPORTATION

Bus information is available for the new school year on our website. If you have any questions regarding transportation, you may contact the bus garage at extension 8710. 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. The bus driver has similar authority as a classroom teacher and is to be given the same respect and cooperation by all students. The school-wide discipline plan regarding expected behavior 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.

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. The following rules and expectations are designed to enhance the safety, orderliness and enjoyability of bus rides. General rules and expectations posted on each bus are brief and simple. They are:

GENERAL BUS RULES

1. Follow directions given by the driver
2. Remain seated while the bus is moving
3. Use a quiet, polite voice
4. Keep hands, feet and all other objects to yourself
5. Do not throw or launch objects

6. Respect the rights of others
7. Observe proper loading/unloading and bus safety procedures

OTHER EXPECTATIONS

1. Be on time
2. No eating or drinking on the bus
3. No animals or other similar creatures on the bus (Unless approved ADA exception.)
4. There must be silence at railroad tracks
5. Aisles and area surrounding the back door must be kept clear
6. No knives, firearms and/or other items that could be classified as potential weapons
7. No saving of seats
8. Obey applicable Student Handbook rules

Minor offenses will initially be dealt with by the driver through warnings, changes in seat assignments, or similar consequences. Repeated problems will be referred to a behavioral interventionist and, potentially, a building administrator. Once referred to an administrator, consequences may be given that include detention, conference with parents, or suspension from the bus.

MINOR OFFENSES MAY INCLUDE

1. Inappropriate language to other students on the bus. This could be a major offense, depending on severity and/or repeated offenses
2. Not remaining seated
3. Bringing items on the bus that are not allowed
4. Minor horseplay, play fighting, boxing, wrestling
5. Not making seat room for other students
6. Not sitting in assigned seat
7. Eating or drinking on the bus
8. Littering, throwing papers or using spit wads, writing on seats or walls, etc.

POSSIBLE CONSEQUENCES FOR MINOR OFFENSES

1. Private conversation with student
2. Verbal warnings
3. Changing seat assignments
4. Last one off/on the bus during loading or unloading
5. Cleaning the bus
6. Reassigned seat near the front of the bus

Major offenses involve serious misconduct or a threat to the safety or welfare of the bus and its riders. Offenders will be referred to a behavioral interventionist and a building administrator. Serious or repeated problems may result in temporary suspension of riding privileges or permanent removal from the bus.

MAJOR OFFENSES MAY INCLUDE

Major disturbances are ones that require stoppage of the bus or endanger passengers by diverting the driver's attention from driving.

1. Inappropriate gestures or language that is profane, persistent, prolonged, loud or offensive
2. Throwing objects out window or putting body parts out window
3. Excessive or prolonged horseplay, wrestling, play fighting, boxing
4. Defacing or destruction of school property or the property of others
5. Insubordination or refusal to cooperate with reasonable requests from the driver
6. Disrespectful behavior or gestures to driver
7. Fighting
8. Endangerment at the bus stop (crossing too closely in front of the bus, not staying 10 feet back from the bus, throwing objects at the bus, etc.)
9. Endangering others at bus stop
10. Destruction of private property at bus stop
11. Failing to follow proper loading or unloading safety procedures

POSSIBLE CONSEQUENCES FOR MAJOR OFFENSES

For these offenses, the driver will notify the building administrator. Serious or repeated problems may result in temporary suspension of riding privileges or permanent removal from the bus.

MICHIGAN LAW ON STOPPING FOR SCHOOL BUSES

Drivers 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 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.

SCHOOL CLOSING

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

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 at 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. Additionally, Kid Builders runs a before and after school program for elementary students in our building, contact 269.668.7777.

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. Students should 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 expected to leave toys at home. This includes handheld electronics, laser pointers, music players, toys, 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.

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, knives, firearms, and other potential weapons SHOULD NOT be brought to school at any time.** If in doubt, ask first.

CELL PHONE GUIDELINES

(Varies from board policy 5136 & 2461 due to student age) Cell phones and smart watches are allowed on school property; however, they are not to be used on school property. This includes school buses. If your child has a cell phone or smart watch and they bring it to school, please remind them of this expectation. Cell phones and smart watches are a significant distraction in the learning environment. Please support your child in focusing on their learning while at school.

MATTAWAN CONSOLIDATED SCHOOL
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.
- 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

MATTAWAN CONSOLIDATED SCHOOL

Student Acceptable Technology Use Agreement

FORM 8330 F10 – Page 2

- 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



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.