



MATTAWAN CONSOLIDATED SCHOOL

EARLY CHILDHOOD EDUCATION CENTER
HANDBOOK

EMPOWERING THE FUTURE TOGETHER...
WITH MATTAWAN PRIDE

HANDBOOK 2024-2025

MATTAWAN EARLY CHILDHOOD EDUCATION CENTER
56720 Murray Street, Mattawan, MI 49071
269.668.3361

MATTAWAN EARLY CHILDHOOD EDUCATION CENTER

2024.2025 SCHOOL YEAR

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

Ted Roethlisberger, President: troethlisberger@mattawanschools.org
Shari McGrath, Vice President: smcgrath@mattawanschools.org
Vickie Mabin Herzberg, Treasurer: vherzberg@mattawanschools.org
Mark Noffsinger, Secretary: mnoffsinger@mattawanschools.org
Onur Arugaslan, Trustee: oarugaslan@mattawanschools.org
Rick George, Trustee: rgeorge@mattawanschools.org
Marika Hawes-Ruhrup, Trustee: mhawas-ruhrup@mattawanschools.org

**Mattawan Early Childhood Education Center
IMPORTANT INFORMATION**

PRINCIPAL
Dr. Louis Williams

YOUNG 5's HOURS

8:25 am..... Car Rider and Bus Rider Arrival
8:40 am..... Tardy Tone
3:45 pm..... Bus Dismissal - Full Day
3:50 pm Car Rider Dismissal
12:05 pm..... Dismissal - Half Day

PRESCHOOL HOURS

8:30-11:30 AM Session

12:20-3:20 PM Session

IMPORTANT CONTACTS

Mattawan Schools 269.668.3361
Early Childhood Office..... 269.668.3361, Extension 8800
Early Elementary Office..... 269.668.3361, Extension 8600
Later Elementary Office..... 269.668.3361, Extension 8500
Middle School Office..... 269.668.3361, Extension 8400
High School Office..... 269.668.3361, Extension 8300
Transportation Department..... 269.668.3361, Extension 1745
Food Services Department 269.668.3361, Extension 1765

CONNECT WITH US

Website: www.mattawanschools.org
Mobile App: Search Mattawan Consolidated School in the App Store
Social Media: Facebook/Twitter/Instagram

WILDCAT PLEDGE

I AM a Mattawan Wildcat.
I pledge to BE KIND, BE RESPECTFUL
of myself and others, BE RESPONSIBLE
for my actions, BE SAFE by following
the rules, and strive to be my best!



MATTAWAN EARLY CHILDHOOD CENTER
Growing FUTURE Wildcats

TABLE OF CONTENTS

Visitors and Volunteer	1
Morning Drop-Off	1
Dismissal.....	1
Late Arrival and Early Dismissal	2
Attendance	2
Withdrawal from School	2
School Closings	2
School Calendar	3
Student Contact Information	3
Communication.....	3
Lost and Found.....	3
Dress Code	3
Snacks.....	3
Drills	4
Outside School Items	4
Childcare	4
Health	4
Insurance.....	6
Playground.....	6
Lunch Program.....	6
Transportation.....	7
Building Organization.....	8
School Supplies	9
Make up work.....	9
Report Cards	9
Conferences	9
Technology.....	9
District Policy on Restorative Justice	10
Behavioral Model for ECEC	11
Multi-Tiered Support Systems	11
Americans with Disabilities Act	12
Equal Opportunity/Nondiscrimination Statement.....	12

OUR MISSION

Our mission is to provide the highest quality whole child education for all students in a caring, safe, and inclusive environment. We will ensure that systems are in place to support positive and encouraging learning environments where students are healthy, supported, and grow their social and emotional intelligence.

OUR VISION

Mattawan Early Childhood Education Center will create an emotionally safe learning community in which every individual will be valued, engaged, and empowered.

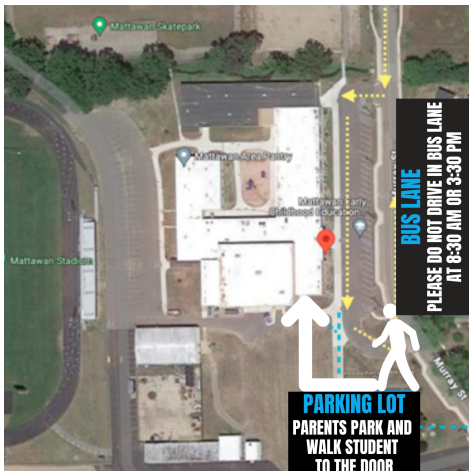
VISITORS AND VOLUNTEERS

The ECEC is locked down during the school day. Visitors are required to enter our building through our main, front doors. There is a call button at the main entrance. Press the button to call our office. Students and staff have been directed to refrain from opening any doors for visitors, even if they recognize the person by sight.

Visitors and volunteers are welcome in our building. Please sign in at the office and take a visitor sticker prior to entering any other areas of the school. If you are having lunch with a student, please proceed to the cafeteria where you will be joined by your student. We ask that lunch visitors eat only with their student(s), refraining from asking other students to join them. Parents or Guardians may order an adult lunch prior to 10:00 am. Payment may be made in the cafeteria upon parent/guardian arrival.

Volunteers and/or chaperones are required to submit a Request for Authorization to Volunteer Form. This form can be obtained in our office or is available on our website. This form authorizes us to submit a background check. You will be required to show your driver's license and provide a signature. Please allow two weeks for the background check approval process. Background checks are valid for four years in all buildings on our campus.

MATTAWAN EARLY CHILDHOOD EDUCATION CENTER TRAFFIC FLOW MAP PARENT PICK-UP/DROP-OFF ZONE



FRONT OF BUILDING

WORK WITH US TO CREATE A SAFE AND WELCOMING ENVIRONMENT FOR OUR STUDENTS.

Your cooperation in adhering to the school's traffic flow is essential for the safety of our students. Please help us ensure a safe and efficient school day by following the designated traffic flow.

MORNING DROP-OFF

Drop off will take place at the gym doors on the side of the building. Parent or guardian should park in the side parking lot and walk the student to the door to release them to a staff member. Once the student comes into the building, they will either sit with their class or head down to their teacher's classroom depending on the time.

DISMISSAL

Dismissal is at 3:45 PM. Please plan to schedule pick-up at this time, avoiding an early release. It is detrimental to your child's learning as well as building-wide end of the day procedures when classrooms are interrupted for early dismissals. It is the policy of the ECEC to not have any children waiting for parent pick up in the office before dismissal. If we know your child is going to be picked up early, we will inform the classroom of the intended early dismissal and ask that the student be ready for pick up. When the parent/guardian arrives for pick up, we will call the student down to the office. With the exception of emergencies, early dismissal requests should be made in advance. Thank you for your understanding of and patience with this policy.

Parents and visitors should not enter our building at dismissal. If you need to meet with your child's teacher, please contact them by phone or email. If you need to notify the ECEC of a change in dismissal plans, please call the office at extension 8800 before 3:00 PM. Calling before 3:00 PM allows us to deliver a message to the teacher before dismissal procedures begin.

For those families picking up a child by car at the end of the day, please make sure to have the sign indicating the child/children being picked up with you indicating you are an approved pick-up. Anyone needing to speak with a staff member right after school should also park and come to the office. Due to safety and time sensitive reasons, staff will not be able to engage in conversations when dismissing students.

If you need to make arrangements for someone other than an authorized adult to pick up your child, please contact the office. Together we will decide if the student should meet the pick-up person outside or in the office at the end of the day. We may determine that it is necessary for us to see identification from the person picking up. This is to ensure the ultimate safety of and security of your child. Any person(s) picking up a child via our pick up line must have the designated sign with them, and the child must be able to identify the adult as a known person.

LATE ARRIVAL AND EARLY DISMISSAL

You may notify the office or your child's teacher if your child will be late to school due to an appointment. For attendance purposes, arrivals after 8:45 AM are recorded as either tardy or late arrival, depending upon the reason for the late arrival. After 10:45 AM, this time is marked as "half day absent". Upon arriving at school, please bring your student to the office and sign them in. We can then mark attendance and ensure that your student knows where their class is located at the time of their arrival. Dismissals are 1:45 PM will also be marked half day absent. Dismissals between 1:45 PM and 3:45 PM will be marked early release.

ATTENDANCE

Prompt and regular attendance is encouraged for all students. When absence is necessary, please call the school prior to 9:00 AM to inform us of the absence. The office has a 24-hour voicemail at (269) 668-3361 extension 8800, so messages may be left any time of day. When leaving a message, please clearly state the student's name, teacher's name and reason for absence including any known symptoms and diagnoses. Automated daily absence calls are made to verify unexcused absences.

WITHDRAWAL FROM MATTAWAN SCHOOLS

Prior to withdrawal, all school books and materials must be returned. A Withdrawal Form should also be submitted to the school office. This form can be obtained from any school office or by going to our website (mattawanschools.org).

SCHOOL CLOSINGS

Certain weather conditions may cause Mattawan Consolidated School to alter typical school activity. Information regarding school closings can be obtained on our local television channels. Mattawan Consolidated School has also implemented an automated calling system to inform parents of weather related closings or delays. Parents must complete a one-time 'opt in' to SchoolMessenger, which is our automated service. Mattawan Consolidated School will utilize the phone numbers and email addresses on file for the primary guardians. Please update the office on any phone number or email changes as soon as possible.

Decisions regarding severe weather and other emergencies will be made according to the following guidelines:

Tornado Related Procedures: If a tornado watch 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 will 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.

If a tornado warning 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. In the event of a severe snowstorm or other weather-related emergency predicted or in progress, students will be dismissed when transportation can be provided if local conditions appear safe enough for transport. Parents will be informed of the early dismissal via the SchoolMessenger system.

SCHOOL CALENDAR

Please see our website under Our District/District Calendar or under Parents and Students.

STUDENT CONTACT INFORMATION

When enrolling your child, please make sure that you provide accurate contact information including emergency contacts and daycare contacts. Make sure your child's contacts are aware that they are on your child's record at school and may receive a phone call if the school is unable to reach you. Please keep the office up-to-date on any changes in information including email address, mailing address, phone numbers, custody status, etc.

COMMUNICATION

The school newsletter is delivered via email once a week on Tuesdays. This newsletter provides weekly updates and the latest information regarding school activities and programs. All email addresses utilized are the email addresses on file for the primary guardians. If you are not receiving the newsletter, please call the office at (269) 668-3361 extension 8800.

Important information is contained in the weekly newsletter including access to conference scheduling, ordering of half-day sack lunches and other events taking place at the Early Childhood Education Center. In addition to our building-wide weekly school newsletter, teachers may have classroom newsletters or other forms of classroom communication as well. The Wildcat Connection, a district-wide communication, is mailed to district residents four times each school year and is available on the district website. Please contact our district office for additional accessibility options. 269-668-3361 ext. 8700.

SCHOOLMESSENGER

SchoolMessenger is a rapid alert/notification system used by Mattawan Consolidated School. It allows for parents, guardians and staff to receive information and notifications from the district using different communication methods including telephone, SMS (text), and email. To sign up, go to the Info Center website at <https://go.schoolmessenger.com>. The following information is required:

- Email
- Password
- location.

The sign-up verification screen directs you to verify your account by following the instructions that were emailed to you. If you have any problems, you can email messengersupport@mattawanschools.org.

LOST AND FOUND

Articles found in school with no identification information are placed in a "Lost and Found" box. During conferences, lost articles are set on tables in the halls for families' inspection. After spring conferences, items remaining in our Lost and Found are donated. Please identify lunch boxes, books, shoes, and all outdoor clothing with your child's name.

DRESS CODE

Students should dress comfortably and without restrictions. Shoes must completely cover the bottom of the feet for safety reasons. Students do go on the playground daily and have Fit for Life (Physical Education) throughout the week. It is best for children to have tennis shoes on the playground and during Fit for Life. Shorts may be worn during warm weather and should cover the upper thigh. Tops should cover the shoulders, stomach and back. Sandals can be worn but are not appropriate for gym or the playground. Students should be sent in weather appropriate clothing for the day.

SNACKS

Mattawan ECEC has a healthy snack policy. This includes snacks supplied for birthdays. (We strongly encourage no food on/for birthdays. Goodie bags for classmates containing non-food items are welcome as desired.) Please follow all guidelines established if your child is in an allergy classroom.

SAFETY DRILLS

Children practice the following safety drills throughout the school year:

- Five (5) Fire Drills
- Two (2) Tornado Drills
- 3 (3) Shelter-in-Place Lockdown Drills
- 1 Inside Threat Lockdown Drill
- 2 (2) Bus Evacuation Drills

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are advertised throughout the school year in our weekly newsletter. These programs are not sponsored by Mattawan Consolidated Schools, although we may provide facilities and/or information.

WEAPONS

Legislation prohibits knives, firearms and other items that could be classified as potential weapons being present at school.

TOYS INCLUDING ELECTRONICS

Toys should be left at home. This includes all electronics (see cell phone policy below.) This prevents loss and theft. Toys that replicate weapons are strictly prohibited. Bringing these types of toys could result in an out-of-school suspension.

CELL PHONES

Cell phones, if brought to school, should remain off and in backpacks. Cell phone usage at school and on buses is prohibited.

CHILDCARE

For childcare information you can access childcareresources.com.

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 return to class. 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 their child's backpack for use during the school day. Please launder all borrowed clothing and return items to school. The exception is underwear- any underwear provided by the school becomes your child's property.

Head Bumps

If your child is sent to the health room due to a "head bump", you will receive a phone call or email notifying you that your child sustained a bump to the head.

Illnesses

We ask that parents keep the school fully informed of any illness their child experiences. There are protocols for when ill students can return to school following sickness to ensure a healthy learning environment. Your cooperation with promptly phoning in these matters is appreciated.

Fever

Children are sent home from school whenever a fever of 100.4 degrees or above 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.

Vomiting/Diarrhea

Students will be sent home for cases of vomiting and diarrhea. It is our policy that students remain home until 24 hours symptom-free without the use of medications. The decision shall be made by the school nurse/administrator/designee.

Conjunctivitis or Pink Eye

Is a contagious and uncomfortable condition. Common complaints are; eye burning, watery eyes, itching, pain, inflammation, pus, and/or crusty eyelids. Keep your child home until your doctor says it is ok to return usually 24 hours after medication has started.

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 it.

Medication

A Request to Administer Medication Form must be filed with the office before a student will be allowed to begin taking any medication during school hours. This form is to be completed by a physician and signed by both the physician and parent/guardian. A new Request to Administer Medication Form is to be submitted each school year or with any medication changes. 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:

- 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.
- Medication may be administered once a fully completed Request to Administer Medication form is submitted to the office.
- 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.
- The preparation of the medication shall not require any special skills.
- All medication is secured in the ECEC office
- Medication is administered in the school office by an adult designated by the school administrator and verified by another adult employee.
- Records of when the school administers medications are kept in the school office.
- 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.)
- Elementary students may not administer any medication of any kind to themselves or another student.
- 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.

Vaccination Records

We ask that parents keep the school fully informed of vaccination records which will be kept here in our office for each child. Your cooperation in promptly providing vaccination records in these matters is appreciated.

Vaccination Rules

State law prohibits a principal or teacher from admitting students to school without a record of the required vaccinations OR a valid waiver from our local health department. You must provide the school with a record showing that your child has received all of the required vaccinations to attend school. To remain in school, you must provide the school with a record showing that your child has received all of the required vaccinations. If you are seeking a non-medical waiver, you must contact the Van Buren County Health Department at (269) 740-4155 to schedule an educational session. Children who have not completed the required vaccinations will be excluded until the 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.

PLAYGROUND

Students are expected to follow playground expectations by being **respectful, responsible, kind, and safe**. Expectations and consequences are posted in the school:



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 frisbees. These, among other things, should not be thrown: snowballs, rocks, stones, sticks, and pine cones.
3. Extreme care should be exercised near the swing and exercise sets. All swings have been converted to the flexible soft-seat type with pinch-free chains.
4. Disagreements are to be handled in ways other than through physical fighting. “Play fighting” is never allowed — boxing and wrestling are not allowed activities on the playground.
5. Tackle football and related rough games such as “king on the mountain” may not be played on the playground.
6. Children may not climb backstops, trees and other items not specifically designed as climbing devices.
7. All play toys, toy guns, play knives, and similar items should be left at home.
8. Children who require the use of the bathroom while on the playground must let a recess paraprofessional know so that an adult is aware of the location of all children.
9. Playground paraprofessionals have access to first aid items and may assist children who experience an injury. Children may also be sent to the Health Room.
10. If there is snow on the playground, children will be required to wear snow boots and snow pants.

Wind-Chill Table

Temperature and wind-chill are always considered when making a decision regarding outdoor recess during the winter. If the wind-chill is reported by local weather stations to be zero or above, children will go outside. Blowing snow, rain, and high winds may also be taken into account when determining the appropriateness of outdoor activity. Clothing worn to school should always be appropriate for weather conditions and possible forecasted weather conditions.

LUNCH PROGRAM



Students have a 50-minute lunch/recess rotation each day. Students may have a hot lunch daily and choose from three choices. Lunch choices are made in the classroom in the morning. Menus are available online. The menus contain pricing information, and possible free lunches available by the state.

Students bringing a cold lunch from home may purchase a milk or bring their beverage from home. Breakable containers are discouraged, as is soda pop. Knives of any sort (including kitchen knives) are prohibited at school.

Students are expected to follow lunch room expectations by **being respectful, responsible, kind, and safe**. Expectations and consequences are posted in the cafeteria.

Meal Magic

Money for lunch may be deposited online through Meal Magic, or students may bring money and give it to their teacher. Meal Magic is accessible through our website under Parents and Students. Money brought in by children should be placed in an envelope, labeled with the child’s name and teacher and the purpose for the money (lunch money).

Free and Reduced Lunch Program

Applications for the Free and Reduced Lunch Program are available on line via mattawanschools.org. A paper copy of the application is also available in our office. This application must be completed yearly for each student. The application from the previous school year expires in October of the new school year.

Breakfast

Breakfast is served at 8:30 AM daily beginning on the first day of school. Like hot lunch, students may purchase breakfast meals. Students receiving free/reduced lunch are also eligible to receive free/reduced breakfast.

Lunch Visitors

We ask that lunch visitors eat only with their student and refrain from asking friends to join them. Parents may pay for an adult lunch in the cafeteria. Adult lunches may be ordered by calling the Early Elementary cafeteria at extension 1665 prior to 10:00 am. All lunch visitors must sign in in the office and wear a visible visitor sticker.

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 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.

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 enjoy-ability 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 an 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 set by the transportation department. 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 the office. Once referred to an administrator, consequences may be given that include detention, conference with parents, or suspension from the bus. Consequences get more severe with repeated offenses. Minor offenses may include:
 - Inappropriate language to other students on the bus. This could be a major offense, depending on severity and/or repeated offenses
 - Not remaining seated or being unsafe on the bus.

- Bringing items on the bus that are not allowed
- Minor horseplay, wrestling, boxing
- Not making seat room for other students
- Not sitting in assigned seat
- Eating or drinking on the bus
- Littering, throwing papers or using spit wads, writing on seats or walls, etc.

Possible Consequences for Minor Offenses

- Private conversation with student/ verbal warnings
- Loss of privileges
- Changing seat assignments
- Last one off/on the bus during loading or unloading
- Cleaning the bus
- Reassigned seat near the front of the bus
- Parent Conferences

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 endangers passengers by diverting driver's attention from driving.
- Inappropriate gestures or language that is profane, persistent, prolonged, loud or offensive
- Throwing objects out window or putting body parts out window
- Excessive or prolonged horseplay, wrestling, boxing
- Defacing or destruction of school property or the property of others
- Insubordination or refusal to cooperate with reasonable requests from the driver
- Disrespectful behavior or gestures to driver
- Fighting
- Endangerment at the bus stop (crossing too closely in front of the bus, not staying 10 feet back from the bus, throwing objects at bus, etc.)
- Endangering others at bus stop
- Destruction of private property at bus stop
- Failing to follow proper loading or unloading safety procedures

Possible Consequences for Major Offenses

For these offenses, the driver will notify the building administrator. Consequences will be determined in conjunction with the transportation director based on the severity of the situation. Serious or repeated problems may result in temporary suspension of riding privileges or permanent removal from the bus.

BUILDING ORGANIZATION

Young Fives

Michigan's updated kindergarten entrance age requirements state that incoming kindergartners must be five years of age by September 1 of that school year. However, a Michigan statute does allow for an "opt-in" or early entrance to Kindergarten or Y5. If a student will turn 5 between September 2 and December 1, the parent may sign a waiver to have the child attend Y5 early. The Kindergarten/Young Fives registration process includes a parent orientation meeting in the spring.

Students with fall birthdays for whom parents sign the waivers are often candidates for the Young Fives program which provides a growing year to develop readiness skills for Kindergarten. Screening for the Young Fives placement occurs in the spring. Screening for Kindergarten occurs in June. Parents and administration will determine best placement for the child. Student's with a birthday between June 1 and December 1 will be automatically placed in Young 5's due to their birthday and placement determination will occur after round up screening.

SCHOOL SUPPLIES

Parents can find the school supply list on the Mattawan Early Childhood Center website listed under the "Parents" tab.

MAKE-UP WORK

A major portion of instruction is activity-oriented with a high level of teacher/student interaction and discussion. Learning takes place through modeling, discovery and thought-provoking questioning. Many lessons do not involve paper and pencil work. Therefore, it is not always possible to send paperwork to replace activities which are missed in the classroom.

The best activity for a sick child is to concentrate on getting well in order to return to school as soon as possible. Make-up work will be scheduled for completion when a student returns to school.

REPORT CARDS

The reporting of students' progress at school occurs through parent/teacher conferences in the fall and spring, through the progress report, and through telephone calls and other contacts throughout the year. Report cards will be created after each semester and posted on PowerSchool.

CONFERENCES

Parent/Teacher conferences will be held in the fall and spring. Specific information related to dates, times and scheduling of conferences will be published prior to conferences in our weekly newsletter. Please remember that we set aside this specific time for parents and teachers to meet and share all of the exciting things your child has been doing. Each teacher has a number of conferences to fit into their schedule, so please choose one of the scheduled times rather than times outside of this schedule. We know that the time goes by quickly and we ask that if you need more time than the 20 minutes scheduled, you set up a follow-up meeting time, call or email so that teachers may stay on schedule on conference days/nights.

Our teachers only have so many time slots, so we also ask that each family select only one slot when all members of that student's family are able to attend. Thank you for your understanding.

TECHNOLOGY

Children will be accessing information and working with technology on a consistent basis in our building. Children are instructed on the proper use of devices, including iPads and laptops.

Your child will access information via the internet on a regular basis. Safeguards are in place to avoid situations where children could access an inappropriate site. All sites for children's use have been previewed, checking for content and appropriateness for children at our school. Students are never allowed to freely browse sites or look up information on the internet without adult supervision. Access to the internet enables students and teachers to explore libraries, databases, and bulletin boards. Adult personnel are continually present when students utilize the internet.

DISTRICT BOARD POLICIES - BEHAVIOR AND RESTORATIVE JUSTICE

The following is new and improved language related to student conduct and behavior as released by our School Board and Superintendent's Office, effective August 2017.

All MCS students and families should familiarize themselves with these policies:

1. Language of Restorative Justice (Board Policy 5610)
2. Language on Expulsion/Suspension for Physical or Verbal Assault - Grades 5th and below (Board Policy 5610.01)
3. Language of Recording (audio or video) School Meetings, Classes, or Activities (Board Policy 2461)
4. Language for the Recording Aggressive Acts (verbal or physical) between Students

Language of Restorative Justice (Board Policy 5610)

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Superintendent, along with the Building Administration, shall consider the following factors:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a 504 Plan or IEP
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member or guest
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent, along with the Building Administrator, will exercise discretion over whether or not to suspend or recommend expulsion of a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent, along with the Building Administration, can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent, along with the Building Administration, will still consider the factors. The Board of Education will vote on expulsion.

A student may not be expelled or excluded from the regular school program based on pregnancy status alone.

Potential Language on Expulsion/Suspension for Physical or Verbal Assault Grades K-5th (Board Policy 5601.01)

Board Policy 5610.01 (pp. 2-3 of 9) states that the Board may discipline, suspend, or expel a student in grade five or below for a period of time as determined by the Board's discretion if that student commits a physical assault at school against a District employee, volunteer, or contractor.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board may discipline, suspend or expel a student in grade five or below if the student commits verbal assault at school against a District employee, volunteer, or contractor, or makes a bomb threat or similar threat directed at the school building, property, or a school-related activity.

Verbal assault is defined as "a communicated intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat."

"At school" is defined as in a classroom, elsewhere on school premises, on a school bus, or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Language of Recording (audio or video) School Meetings, Classes, or Activities (Board Policy 2461)

Board Policy 2461 states, "Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one or two-way audio communication technology (i.e. technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Building Principal. Any request to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted in writing to the Building Principal.

The Building Principal shall notify the parent(s), in writing, whether the request is denied or granted within five (5) days. If the District audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with the State and Federal law.

If the District audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with the State and Federal law.

Any violations to this policy will be punishable by an out-of-school suspension anywhere from 3-5 days, depending on the seriousness of the violation and school history of similar prior events.

Language for the Recording Aggressive Acts (verbal or physical) Between Students or Students and Staff

Mattawan takes the safety of their student body and staff very seriously. If an altercation takes place while on school property or at a school-sponsored event, any persons who choose to record the altercation instead of going to a responsible adult for help may be disciplined which could include suspension from 1-5 days depending on the severity of the altercation, the student’s school discipline history, or whether the violation of recording by the student threatened the safety of any student or staff member.

ECEC BEHAVIORAL MODEL

Students are expected to follow the rules of Be Respectful, Be Responsible, Be Safe, and Be Kind. These rules apply to each classroom and in all areas of the building, playground, buses and bus stops. As a building, we follow the Capturing Kids’ Hearts behavioral model. If students do not follow the rules in the classroom or in the building, they will receive one of the following consequences. They are in sequential order. Hitting with the intention of hurting someone is an automatic behave out of and immediate think sheet.

ECEC CLASS CONSEQUENCES
Be Kind, Be Respectful,
Be Responsible, Be Safe

1st: Check your behavior. Warning

2nd: 4 Questions

3rd: Think Sheet

4th: Consequence from Think Sheet and Call Home

5th: Behave Out

Hitting to Hurt is straight to Behave Out

CKH QUESTIONS

WHAT ARE YOU DOING?

WHAT ARE YOU SUPPOSED TO BE DOING?

ARE YOU DOING IT?

WHAT ARE YOU GOING TO DO ABOUT IT?

WHAT IS GOING TO HAPPEN IF YOU BREAK OUR SOCIAL CONTRACT AGAIN?

Student Name _____ Date _____

ECEC THINK SHEET
It is important to stop and think about my actions.

1. How was I feeling?
 mad scared sad silly tired

2. What did I do?
 screaming throwing things destroying work grabbing others hitting
 pushing kicking pinching biting spitting
 not listening bullying running away from staff making a mess refusing to work

3. What will I do next time?

4. What will my consequence be if I do this again?

Parent Signature: _____
Please sign and return

Notes _____

MULTI-TIERED SYSTEM OF SUPPORTS

Multi-Tiered System of Supports (MTSS) is a preventative framework that helps schools and districts identify and address the needs of ALL students through a variety of support levels. MTSS is designed to help schools:



- Identify students early
- MTSS helps schools identify struggling students early so they can receive targeted support.
- MTSS helps schools provide differentiated support for students based on their needs.
- MTSS helps schools prevent poor learning outcomes by identifying students early and providing them with support.
- MTSS supports academic growth, as well as social and emotional needs, behavior, and absenteeism.
- MTSS uses data to help educators make informed decisions about how to best support students.
- MTSS aligns with state standards and systems to ensure academic, behavior, and social success.

In the event that behavior becomes a problem in the classroom learning environment, the school staff will develop an MTSS plan for the student to help them be successful.

MATTAWAN CONSOLIDATED SCHOOL MTSS Process to Meet the Academic, Social, Emotional, and Behavioral Needs of ALL Students



TIER 1

- All students receive high quality classroom instruction and support
- Universal screener data should be used to guide instruction and support
- Differentiate instruction and support to meet the diverse needs of ALL students
- Utilize a decision making process that is based on multiple data points when determining the need for additional student supports

TIER 2

- All students continue to receive Tier 1 high quality classroom instruction and support
- Offer supplemental instruction that includes evidence-based, targeted skill building interventions for identified skill deficit(s)
- Utilize progress monitoring that is aligned to the supplemental intervention and the student goals
- Provide individual or small group targeted instruction/intervention and supplemental supports to meet the student's needs
- Employ a decision-making process that is based on multiple data points when determining the need for additional student supports or returning a student to Tier 1, adjusting or changing the Tier 2 intervention, or referral for Tier 3 intervention supports

TIER 3

- All students continue to receive Tier 1 high quality classroom instruction and supports
- Offer intensive interventions that include evidence-based, targeted skill building interventions for the identified skill deficit(s) [increased intensity, frequency, and/or small group size]
- Employ a decision-making process that is based on multiple data points when determining the need for additional student supports

CHILD

- Students suspected of having a disability continue to receive high quality instruction and supports
- Request (written or verbal) a comprehensive assessment for children suspected of having a disability immediately to school personnel
- Obtain written consent for evaluation from the parent prior to the assessment
- NOT allow the MTSS process to delay nor deny the appropriate evaluation of a child suspected of having a disability
- Understand the MTSS process is not a prerequisite for a comprehensive assessment request
- Develop an IEP for students eligible for special education services
- Determine if students not eligible for an IEP should return to the MTSS process and if they are eligible for a 504 plan

AMERICANS WITH DISABILITIES ACT

Mattawan ECEC 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 Supervisor of Special Education. The office may be reached at (269) 668-3361 extension 1774. Auxiliary aids needed for effective communication in programs and services of our school district are also available through the Office of Special Programs.

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Assistant Superintendent of Student Services
Mattawan Consolidated School
56720 Murray St.
Mattawan, Mi. 49071
(269)668-3361 x1770

The School District's complaint procedure may be obtained from Mr. Larner as well. For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Cross-Reference: NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity ECEC Behavioral Model Students are expected to follow the rules of Be Respectful, Be Responsible, Be Safe, and Be Kind. These rules apply to each classroom and in all areas of the building, playground, buses and bus stops.

As a building, we follow the Capturing Kids' Hearts behavioral model. If students do not follow the rules in the classroom or in the building, they will receive one of the following consequences. They are in sequential order. Hitting with the intention of hurting someone is an automatic behave out of and immediate think sheet.

In the event that behavior becomes a problem in the classroom learning environment, the school staff will develop an MTSS plan for the student to help them be successful.