

# **Mattawan Early Elementary**

## **Student Handbook**

### **School Colors**

Blue and Gold

### **Mascot**

Wildcat

Willie Wildcat

### **Fight 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!

**Mattawan Consolidated Schools Superintendent**

Randy Fleenor

**Mattawan Early Elementary Principal**

Melissa Martin

**Mattawan Early Elementary  
Dean of Teaching & Learning**

Pete Campbell

### **Early Elementary Hours**

8:35 AM Students may enter the building

8:40 AM School day begins/Tardy tone

3:45 PM Dismissal - Full Day

12:05 PM Dismissal - Half Day

### **Important Phone Numbers**

Mattawan Schools 269-668-3361

Early Elementary Office, extension 8600

Later Elementary Office, extension 8500

Middle School Office, extension 8400

High School Office, extension 8300

Transportation, extension 8710

Food Services, extension 1765

### **Board of Education**

Marika Hawes-Ruhrup

Shari Magrath

Bruce Miller

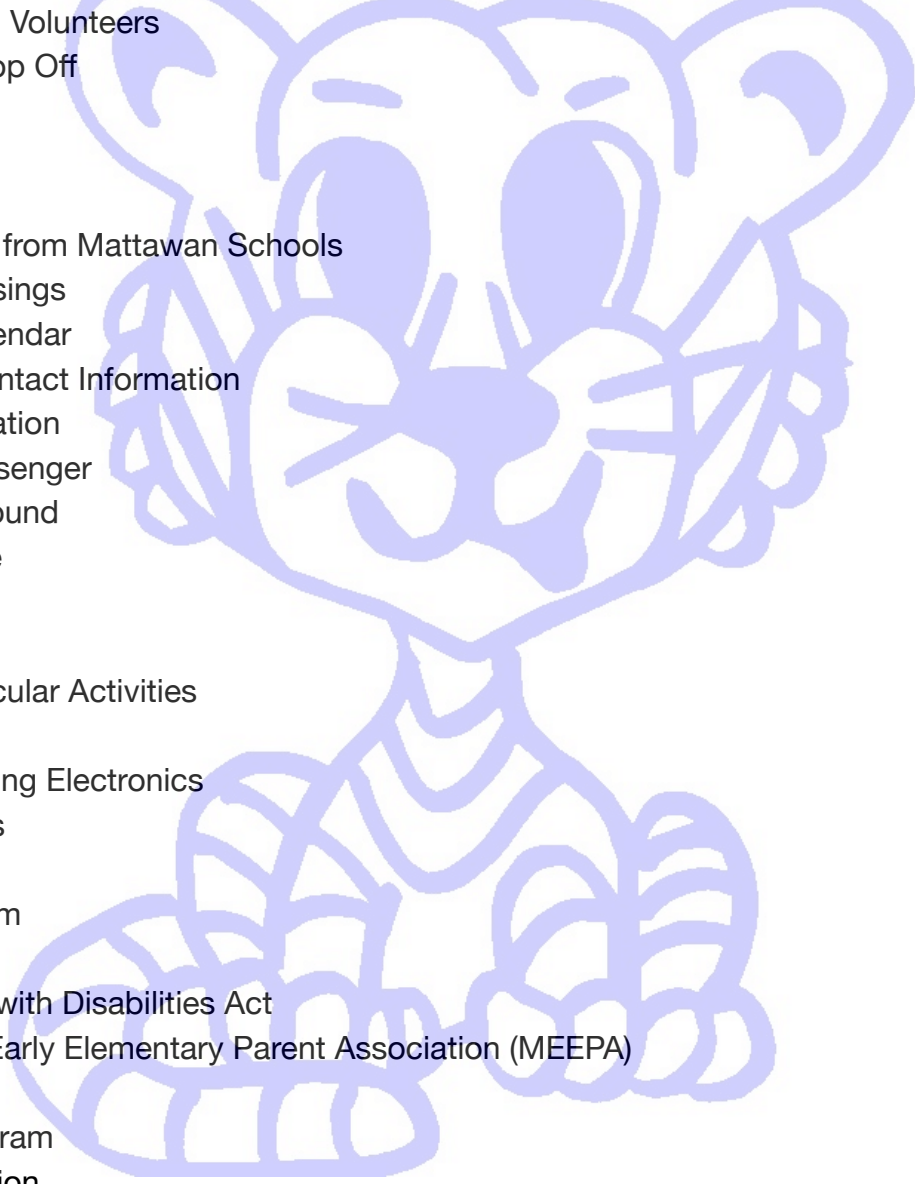
Mark Noffsinger

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## Visitors and Volunteers

The Early Elementary 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 Early Elementary 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 via LobbyGuard 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.

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. Please allow two weeks for the background check approval process. Background checks are valid for four years in all buildings on our campus.

## Student Drop Off

Our student drop off area is located off of Western Ave. Please pull up as far as possible to (or just past) our main entrance. Students may be dropped off starting at 8:35 AM. **Adults will remain in vehicles while students are being dropped off with staff assistance. Unless approved by building administrators, parents will not walk their child to the building entrance at drop off.**

If you need to enter the building, please park your car in our main entrance parking lot and proceed to the office to sign in before going to any classrooms.

## Late Arrival

You may notify the office or your child's teacher if your child will be late to school due to an appointment. For students arriving prior to 10:40 AM, time out of school is marked as "late arrival". After 10:40 AM, this time is marked as "half day absent". Upon arriving at school, please bring your student to the office and sign him/her in. We can then mark attendance and ensure that your student knows where his/her class is located at the time of his/her arrival.

## Dismissal

Dismissal is at 3:45 PM. Please try to schedule pick ups 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 Early Elementary 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. 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 your child of a change in dismissal plans, please call the office at extension 8600 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 clearly displayed in the car's passenger side window. Adults will stay in cars while our staff assists the designated child(ren) to each car. Should your child need help with his/her car seat or safety belt, please carefully pull up just past the loading area, then pause again to assist as needed. **Unless approved by building administrators, parents will not meet their child(ren) on our main sidewalks.**

If you need to make arrangements for someone other than a parent to pick up your child, please contact the office. 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 car line must have the window sign displayed in his/her passenger window, and the child must be able to identify the driver as a known person.

## 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 8600, 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.



Students with ten or more unexcused absences per trimester will be reported as truant to the State of Michigan per Michigan law.

For attendance purposes, arrivals after 8:40 AM are recorded as either tardy or late arrival, depending upon the reason for the late arrival. Students arriving after 10:40 AM will be marked absent- half day. Dismissals before 2:35 PM will also be marked half day absent. Dismissals between 2:35 PM and 3:44 PM will be marked early release.

## 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](http://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.



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, marital statuses, etc.

## **Communication**

The Early Elementary Weekly News 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 8600 or email [messengersupport@mattawanschools.org](mailto:messengersupport@mattawanschools.org).

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 Elementary.

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 three or four times each school year and is available on the district website.

## **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 InfoCenter website at <https://go.schoolmessenger.com>. The following information is required: email, password, and 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](mailto:messengersupport@mattawanschools.org).

## Lost and Found

Articles found in school with no identification information are placed in a “Lost and Found” box. Two Lost and Found boxes exist in the Early Elementary building, as well as a lost and found in our office for non-clothing items. 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 Fit for Life or the playground.



## Snacks

Mattawan Early Elementary 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.

## Drills

Children practice 6 fire, 2 tornado, 2 shelter-in-place lockdown, 1 inside threat lockdown and 2 bus evacuation drills throughout the school year.

## **Extra-Curricular Activities**

Extra-curricular activities are advertised throughout the school year in our weekly newsletter. These programs are not sponsored by Mattawan Early Elementary, 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. 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](http://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 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:

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

**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 these matters 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 Rules:** 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 outlined on the District website under “Parents and Students” tab. Please read the brochure carefully so that you understand the extent of the coverage.

## **Americans with Disabilities Act**

Mattawan Early 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 Supervisor of Special Education Kim Porco. Kim may be reached at (269) 668-3361 extension 1772. Auxiliary aids needed for effective communication in programs and services of our school district are also available through the Office of Special Programs.

## **Mattawan Early Elementary Parent Association (MEEPA)**

The Mattawan Early Elementary Parent Association has the following objectives:

- To support and enrich the education of our children
- To provide a channel of communication between home and school
- To foster a sense of community spirit; and
- To sponsor fundraising projects that generate money for enrichment activities, equipment and academic needs that otherwise might not be available.

We appreciate the parental involvement and support that make these endeavors possible and look forward to each new school year. MEEPA can always be contacted at [meepaboard@gmail.com](mailto:meepaboard@gmail.com).

MEEPA parent meetings are usually held on the third Tuesday of each month in the Early Elementary Cafe at 6:30 pm. Families will be notified of any date/time changes. Free childcare is provided by Mattawan High School National Honor Society volunteers.

## Playground

- 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.
- 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.
- 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.
- Disagreements are to be handled in ways other than through physical fighting. “Play fighting” is never appropriate — boxing and wrestling are not appropriate activities on the playground.
- Tackle football and related rough games such as “king on the mountain” may not be played on the playground.
- Children may not climb backstops, trees and other items not specifically designed as climbing devices.
- All play toys, toy guns, play knives, and similar items should be left at home.
- 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.
- 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.
- If there is snow on the playground, children will be required to wear snow boots and snow pants.

**Windchill Table:** Temperature and windchill are always considered when making a decision regarding outdoor recess during the winter. If the windchill 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 40 minute lunch/recess rotation each day. Again for the 21-22 school year, all students are eligible for a free/no-cost lunch. Menus are available online.

A free/no-cost lunch is offered to all students on half days of school to take home with them. To sign up for a lunch on half days of school, refer to our weekly newsletter a few weeks prior to the date of the half day.

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.

**RevTrak:** Money for lunch may be deposited online through RevTrak, or students may bring money and give it to their teacher. RevTrak is accessible through our website under Parents and Students. The child's student number will be needed to put money into their account, you can call the office to obtain their student number. 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:** Since we will be participating in the "Seamless Summer Option" of the National School Lunch and Breakfast Programs for the 2021-2022 School Year, where all students that are enrolled at our district can receive a healthy and nutritious breakfast and lunch at No Charge, **it is critical that all families complete the meal application so that we can ensure that additional funding for our school district's supplemental State and Federal programs are available to meet the needs of our students.** Applications for the Free and Reduced Lunch Program are available on line via [mattawanschools.org](http://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 8:35 AM daily beginning on the first day of school. Like hot lunch, breakfast is free for all students in the 21-22 school year.

**Lunch Visitors:** We ask that lunch visitors eat only with their student and refrain from asking friends to join them. 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 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 — **No Exceptions**
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:

- Inappropriate language to other students on the bus. This could be a major offense, depending on severity and/or repeated offenses
- Not remaining seated
- Bringing items on the bus that are not allowed
- Minor horseplay
- 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
- Changing seat assignments
- Last one off/on the bus during loading or unloading
- Cleaning the bus
- 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 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
- 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.



## Building Organization

Mattawan Early Elementary serves approximately 900 students in grades Young Fives, Kindergarten, First and Second. There are 37 homeroom classes. The organization of the school accommodates the developmental needs of young children and provides for continuous progress for all students.

Programs for students needing additional learning support are provided in both language arts and mathematics for all grades. Resource room and/or special education services are available. Children receive instruction in music, art, physical education, library skills and technology/media skills.

## Grade Level Organization

**Young Fives and Kindergarten:** 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. If a student will turn 5 between September 2 and December 1, the parent may sign a waiver to have the child attend Kindergarten 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 and Kindergarten placement occurs in early August.

**First Grade and Second Grade:** Heterogeneous, self-contained classrooms are the setting for learning at these grade levels. We embrace the Workshop approach to teaching and learning in Reading, Writing and Math. Explicit teaching points are introduced in mini-lessons to the whole class followed by opportunities for the students to apply new knowledge independently, in partners and in small groups. Teachers confer with individuals and small groups to provide an instructional match for each student. Ongoing assessment ensures that children are challenged appropriately at their instructional level.

## School Supplies

The General Supply List:

- **Pencils** - (pre-sharpened Ticonderoga brand strongly preferred) One dozen per student
- **Crayons** - One 24 count Crayola preferred
- **Elmer's glue sticks** - Two to four per student (the larger 0.77 oz preferred)



- **Headphones** - One pair per student, placed in a ziploc bag and labeled with child's first and last name (no ear buds please)
- **Kleenex** - One to two boxes per student
- **Clorox Wipes** - Two to three bottles per student

A teacher-specific supply list will be provided to each student/family in the letter that students receive in August, sharing the child's new teacher assignment.

## Enrichment Activities

Mattawan Early Elementary is devoted to having children enjoy the experience of learning in a variety of ways. The Mattawan Early Elementary Parent Association (MEEPA) generously sponsors many of the following activities: Kalamazoo Symphony Orchestra, field trips, Grandparents/Grandfriends Day, Kalamazoo Nature Center visits and visiting authors. Additional special family evening events put on by groups of teachers include the Barn Dance, Math Night, STEAM Night and Fun Family Fitness Night.

## Make Up Work

A major portion of instruction in the Early Elementary 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.



## 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.

## **Student Behavior Plan**

Students are expected and encouraged to remain at Level C behavior throughout the school day. Level C is defined as "Cooperation" (actively listening, following directions, and caring for others). Level B is defined as "Bothering" (when a student's behavior is bothersome to their peers and inhibiting their own and their classmates' learning). Level A is defined as "Alarming" (when a student's behavior is unsafe to themselves and/or their classmates). Child-friendly posters are displayed in each classroom and throughout the school as visual reminders of behavior expectations.

### **LifeSkills**

Alongside "Little Wildcat Behavior," we focus on LifeSkills to help students succeed and be good citizens. Our eight LifeSkills are being introduced as follows:

- September: Friendship and Responsibility
- October: Perseverance and Problem Solving
- November: Cooperation and Patience
- December: Flexibility and Caring

These repeat in sequence following the December/January holiday break.

## **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. Potential Language on Expulsion/Suspension for Physical or Verbal Assault -Grades 6<sup>th</sup> and above (Board Policy 5610.01)**
- 3. Potential Language on Expulsion/Suspension for Physical or Verbal Assault -Grades 5<sup>th</sup> and below (Board Policy 5610.01)**
- 4. Language of Recording (audio or video) School Meetings, Classes, or Activities (Board Policy 2461)**
- 5. Language for the Recording Aggressive Acts (verbal or physical) between Students**

### **1. 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 disability
- 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
- 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.

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

## **2. Potential Language on Expulsion/Suspension for Physical or Verbal Assault** **- Grades 6<sup>th</sup> – 12<sup>th</sup> (Board Policy 5601.01)**

Board Policy 5610.01 (p. 2 of 9) states that the Board shall permanently expel a student in grade six or above if that student commits a physical assault at school against a District employee, volunteer, or contractor. The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical or verbal assault at school against another student.

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

The Board shall suspend or expel a student in grade six or above 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 communicate intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat.”

## **3. Potential Language on Expulsion/Suspension for Physical or Verbal Assault** **- Grades K-5<sup>th</sup> (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.

#### **4. 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.

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.

#### **5. Language for the Recording Aggressive Acts (verbal or physical) Between Students or Students and Staff**

Mattawan takes the safety of their student body and faculty very seriously. If an altercation takes place while on school property or at a school-sponsored event, any persons who choose to videotape 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.

## **Early Elementary School Behavior Rubric**

The following two pages contain the Behavior Rubric and behavior rubric definitions for the Early Elementary School, revised and effective August 2017.

## Mattawan Early Elementary Behavior Rubric

Level and Type of Behavior	Frequency and Possible Responses	Restorative Practices
<b>Level 1</b> -Cheating -Defiance - Minor -Disrespect - Minor -Disruption - Minor -Lying -Inappropriate Language -Out of Area -Inappropriate Interactions	<b>Initially-</b> Classroom Behavior System; Movement/Change; Classroom Job; Reward Incentives; Self-Monitoring  <b>Occasionally-(Any/All 'Initially' Possible Responses and/or)</b> Alternate Work Time; Option for Personal Work Space; Organizational Tools; Parent Communication; Room Swap; Staff Member/Student Conversation  <b>Frequently- (Any/All 'Occasionally' Possible Responses and/or)</b> Alternative Seating/ Personal Workspace; Behavior Team/ Administrator Notification; Breaks; Loss of Privileges; Planned Ignoring; Staff Member/Student Reflection Sheet and/or Conference	-Praise -Acknowledge Positive Behavior Choice (student) -Acknowledge Positive Behavior (other students) -Review PBS Expectations and Rules -Staff Member/Student Conference -Student-Led Routines -Teaching Procedures
<b>Level 2</b> -Abusive Language -Cheating -Defiance - Minor, continuing -Disrespect - Major -Disruption - Minor, continuing -Lying - Minor, continuing -Physical Aggression - Minor -Property Damage -Stealing -Technology Violation - Minor and/or -Initial -Inappropriate Interaction	<b>Any/All Level 1 Possible Responses and/or</b> <b>Initially-</b> Behavior Contract; Breaks; Non-Verbal Cues & Signals  <b>Occasionally-(Any/All 'Initially' Possible Responses and/or)</b> Counselor/Administrator Referral; Daily Behavior Form; Loss of Privileges; Motivation Survey; Parent Meeting; Sensory Tools, Social Stories; Visual Cues & Signals  <b>Frequently-(Any/All 'Initially' Possible Responses and/or)</b> Behavior Intervention Plan (BIP) and/or Functional Behavior; Assessment; Check In - Check Out; Additional Classroom (Personnel) Support; Individual & Visual Schedules; Reward System; Staff Member Escort	Alternatives to suspensions* Additional Classroom (Personnel) Support Mentoring Teach Self-Monitoring Practices Teach Conflict Resolution Skills Teach Coping Skills Teach Relationship Skills Teach Relaxation Skills Teach Social Skills
<b>Level 3</b> -Abusive Language - Major -Defiance - Major -Disrespect - Major, continuing -Disruption - Major -Out of Bounds -Physical Aggression - Major -Possession of Weapon -Stealing - Repeated -Technology Violation - Major -Vandalism -Inappropriate Interaction	<b>Any/All Level 1 and Level 2 Possible Responses and/or</b> <b>Initially-</b> Alternatives to Suspension*; In-School Suspension; Out-of-School Suspension; Time Out  <b>Repeated-</b> Alternative Schedule and/or Location; In-School Suspension; Out-of-School Suspension; Staff Member Escort; Timeout	Parent Re-entry Meeting Collaboration with Physician and/or Mental Health Provider Building Community Service Act

\*Alternatives to suspension: Problem solving/contracting; Restitution-in-kind restitution; Skill modules, Parent involvement/supervision; Counseling, Community service; Behavior monitoring; Coordinated behavior plans; Alternative programming; Appropriate in-school suspension.

## 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.

<b>Behavior</b>	<b>Definition</b>
Abusive Language - Minor	Student engages in low-intensity instance of inappropriate language.
Abusive Language - Major	Student delivers verbal messages that include swearing; name calling, or use of words in an inappropriate way.
Cheating	Student deliberately violates rules of activity.
Defiance - Minor	Student engages in brief or low-intensity failure to follow directions or talks back.
Defiance - Major	Student engages in refusal to follow directions or talks back.
Disrespect - Minor	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Lying (under Level 1)	Student delivers a message that is untrue.
Lying - minor, continuing	Student delivers a message that is untrue, occurs regularly.
Out of Area	Student is in an unapproved location; student not transitioning with class; student not in expected location.
Out of Bounds	Student is in an area that is outside of school boundaries (as defined by school).
Physical Aggression - Minor	Student engages in non-serious; but inappropriate physical contact.
Physical Aggression - Major	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Stealing	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.
Stealing - Repeated	Student is involved by repeatedly being in possession of, having passed on, or being responsible for removing someone else's property.
Technology Violation - Minor and/or Initial	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, tablet, pager, music/video players, camera, and/or computer.
Technology Violation - Major	Student engages in inappropriate (as defined by school) use of cell phone, tablet, pager, music/video players, camera, and/or computer.
Vandalism/Property Damage	Student participates in an activity that results in destruction or disfigurement of property.
Inappropriate Interaction	Inappropriate interaction towards one or more students, verbal and/or physical.

Definitions as defined on SWIS 5.6 Office Referral Form Definitions

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:

Jay Larner  
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. Jay 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](mailto:OCR.Cleveland@ed.gov)

Cross-Reference:  
NEOLA 2260 *Nondiscrimination and Access to Equal Educational Opportunity*

Notes:

