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Note	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed In August 2011. If you have questions or would like more information about a specific issue or document contact your school principal or central office staff or access the document on the Districts website: nvps.net by clicking on "Policies and Bylaws of Northview Public Schools " under the District Information tab.
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Northview Public School Student/Parent Handbook

Welcome to North Oakview Elementary School. All the members of the staff and I are pleased to have you as a student/parent and will do our best to help make your experience as productive and successful as you wish to make it. We hope that this Student/Parent Handbook will help answer any questions you may have about our routines and expectations in our learning community.

The staff at North Oakview is proud to offer a positive educational experience that is based on high academic standards for all students. We ask you to join us in the responsibility we all have to ensure that this environment continues to offer the best opportunities for all to learn.

We believe we have a responsibility to help our students:

- Be Ready
- Be Respectful
- Be Responsible
- Be Safe

Please keep this handbook as your reference for this school year. If you need further assistance, or have any questions, please call 361-3450.

Sincerely,

Teya Cotter, Principal
North Oakview Elementary

Contact us:
Teya Cotter, Principal (616-361-3450 ext. 4200)
Laura Ness, Social Workers (616-361-3470 ext. 4242)
Judy Koster, Building Administrative Assistant (616-361-3450 ext. 4201)
Dr. Mike Paskewicz, Superintendent (363-6861)

Adopted by the Board of Education August 2011
Discipline Code Adopted by the Board of Education August 2011

Forward

This student handbook was developed to answer many of the commonly asked questions that North Oakview families may have during the school year and to provide specific information about certain Board policies and procedures. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the teacher or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the Northview district. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of August, 2011. If any of the policies or administrative guidelines referenced herein are revised after August, 2011, the language in the most current policy or administrative guideline prevails.

Mission of Northview Public Schools

Northview Public Schools mission is to prepare students for life's next step.

North Oakview Mission

North Oakview students will be literate problem solvers who are hardworking and motivated citizens in their school and community. Students will be Respectful, Responsible, Ready and Safe.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Mr. Craig McCarthy
Assistant Superintendent
616-363-6861

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Parent Involvement

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goals(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child;
- F. developing English language proficiency.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Elementary buildings of this District encourage parent involvement in our schools. The following are a list of activities involving parents:

- A. Offer a new family orientation evening to inform parents new to the district of parent involvement and the schools policies and procedures. The District has made a commitment to the parent's right to be involved in the educational process of their child.
- B. Provide child's individual assessment results, reading results, progress reports, report cards, and parent conference information.
- C. Post and invite parents to PTC meetings at the individual buildings.
- D. Schedule parent/teacher conferences and parent requested conferences.
- E. Publish District and School Newsletter(s) informing parents about activities and events.
- F. Distribute periodic newsletters from teachers informing parents of upcoming events and curriculum being taught.
- G. Distribute home language surveys annually to identify students for who English is a second language to provide a means for developing individualized instruction when needed.
- H. Encourage continued positive partnership involvement throughout the community by staff and administrators.
- I. Encourage parents to serve as chaperones for class field trips and other school activities.
- J. Utilize the website to communicate information to parents.

Relations with Parents

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parents. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required, or seeking assistance if needed, due to a limitation in reading/and or understanding of communications shared.
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

School Day

8:00 a.m.	Breakfast is served in the Cafeteria
8:15 a.m.	School begins for A.M. Kindergarten and Grades 1-4
11:25 a.m.	A.M. Kindergarten dismissed
11:20 a.m.	Third & Fourth grade lunch – First & Second grade recess
11:42 a.m.	First & Second grade lunch – Third & Fourth grade recess
12:05 p.m.	All students in all programs begin their afternoon
3:15 p.m.	School Dismissed

Injury or Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Special Education Department. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Section I: General Information

Enrolling in the School

State law requires students to enroll in the school district in which their parent or legal guardian resides.

unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document,
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency,
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The administrative assistant will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) with out written permission signed by the custodial parent(s) or guardian.

Scheduling and Assignment

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Transfer Out of the District

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from West Oakview, the parent must notify the principal. Transfer will be authorized only after the student's parents have completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the superintendent.

Medical Procedures Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

Use of Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
 - [] Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - [] Medication **MAY NOT** be sent to school in a student's lunch box, pocket, backpack or other means on or about his/her person, except for emergency medications for allergies and /or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Individuals with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Special Services at 616-361-3446 to inquire about evaluation procedures and programs.

Student Records

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Board Policy 8330 states that in order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests;
 - 2. vocational preference inventories;
 - 3. achievement tests;
 - 4. standardized intelligence tests.
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified or the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take

steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

Directory Information

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the Board policies 8330 page 4 to 7.

FERPA

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the office of the superintendent. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or

- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Student Fees, Fines, and Supplies

North Oakview Elementary charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss of damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Student Fees: Kindergarten Snack/Activity Fee

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Meal Service

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Food Service Director at 616-363-4857.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.00 for lunch and .50 for milk or juice. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Food Service person at 616-361-3460 or contact the school administrative assistant for information.

Evacuation Drills Fire, Lock Down and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud, consistent alarm sound with lights flashing.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The signal for students to take cover in severe weather will be given over the PA system. There is no alarm signaled for severe weather.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the intercom that the building is in a Code Red Lock Down.

Unusual Situations Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: Television channels 3, 8, 13 and Fox 17. This information is also available on all local radio stations. In addition to the various news media, special announcements like school closing may be given over the Instant Alert system. This system will place a phone call to the registered cell phone or home phone of Northview families.

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used

in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a visitors badge. Any visitor found in the building without a badge shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Each year we have a volunteer consent form that must be completed before volunteers are allowed to work with students. Volunteer hours are from 8:15 to 3:15 unless special arrangements have been made with the teacher. Students may not bring visitors to school without prior written permission from the Principal.

Lost and Found

The lost and found area is in the bench by the Media Center. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year. We urge parents to mark all personal belongings with the child's name in ink or with a nametag.

North Oakview PTC

The North Oakview PTC is a volunteer parent committee that works to support the school in our efforts to educate the children we serve. The 2011-2012 PTC meetings will be held in the library on the fourth Tuesday of each month at 4:30 p.m. The PTC will distribute reminders of meetings and upcoming events in the weekly Friday Folder. For more information about the PTC please contact:

2011-2012 President: Kristen Miles – 365-1817

Drop Off and Pick Up

Parents can drop off and pick up students at the front of the building. However, the area along the curb is NOT for parking. If you must leave your car, please park in the side lot. On party days parents are asked to park in the High School lot behind the building. We will make sure the doors are open in the back of the building. Parking violators may be ticketed per the Kent County Sheriff's Department.

Morning Admittance of Students to the Building

Teachers will have the students line up at 8:15 when the bell rings. During inclement weather students may be admitted before the bell. ***Walkers and parents who bring children by car should plan to arrive no earlier than 8:00 a.m.*** Students arriving for breakfast may arrive at 8:00 a.m. ***They will only enter the building for breakfast through the gym doors.*** All other doors will be locked. No students should be in the building before the bell unless they are eating breakfast. Each teacher will pick up their class from a designated area every morning. Students cannot enter the building unless their teacher has picked them up.

Admittance Requirements to the Building

Due to the need for greater security in all buildings, the only door that will be used for admission for parents and other guests during the school day will be the front door by the office. All other doors will be kept locked and any visitors will need to be admitted by someone in the office. Parents are not to wait at interior doors within the building at the end of the day. Please refrain from using your cell phone when you enter the building.

Building Security

ALL outside doors are locked at all times, except the main entrance. All visitors are asked to enter through the front door and sign in at the office. They are also required to wear a visitor's tag. Visitors will be admitted by office staff.

Adults who are supervising students at recesses are equipped with electronic devices so that they can have instant communication with the office. The bright orange vests they wear can identify the adults on duty in the morning, at lunchtime, and in the pick up line after school.

Teachers and other staff members have been trained in emergency procedures, which were developed in conjunction with the sheriff's department.

Changes in Daily Routine

Send a note or call when:

- You are leaving your children in someone else's care.
- You are picking your child up after school (and they normally walk or ride the bus.)
- Your child has a dental and/or doctor appointment and will be arriving late or leaving for part of the day.
- You are giving permission to stay for an activity.
- When any situation exists that might cause anxiety for your child or a change in his/her normal routine as it relates to school.

Emergency Procedure Forms

Please keep the school informed as to your current:

- Address
- Telephone number
- Place of employment and telephone number
- Doctor's name
- Friends, neighbors, or relatives who can be reached when you are away (Please fill out the building emergency card at the start of your child's school year at North.)

You will be given an emergency procedure form to fill out. Please keep this up-to-date. Our classroom teacher will have a fan out where parents will call other parents in the class to inform them that school will be dismissed early. ***Please teach your child where to go and what to do when he or she arrives home and finds no one there. Practice these instructions with your child. This is especially important in case school should be dismissed early due to inclement weather or for some other essential reason.***

Releasing a Student from School

Parents are requested to stop in the office when they pick up a student prior to regular dismissal time. The date, time and adult with whom the student leaves are recorded in the office. We will not release a student to someone not listed on his/her card. We also need notification (preferably written) if your child is not to ride the bus home and/or you are going to pick him/her up. ***If we are not notified, the student will ride the regular bus home.***

Illness at School

If your child becomes ill at school, we will contact you to pick him/her up. We have no accommodations for sick children at school. Please help us by keeping your child at home in the morning if they are ill or have a contagious condition. ***A child should be fever free without the aid of medication for 24 hours prior to returning to school.***

Staying in for Recess

We believe that physical activity and fresh air have a positive effect on student learning. Children are expected to go outside for recess. Please be sure they wear appropriate outerwear (boots, snow pants, hat, mittens, etc.) in the winter. During inclement weather (such as rain or wind-chill below zero), students will have indoor recess. Special medical reasons will be honored when the request is put in writing. If a child needs to stay in for more than a day, a written doctor's excuse will need to be on file.

Head Lice

Most head lice infestations occur in children between 1-12 years old. That's why it is not uncommon for an occurrence in elementary schools. Lice are transmitted through head to head contact or through the simple exchange of hats or combs. (Lice do not jump or fly)

To prevent the spread of head lice at school, we will take the following precautions: provide storage bags for children's coats and hats in lockers, disinfect headsets used with computers, sweep the floors regularly, and remind children not to borrow other's combs or hats.

Unfortunately, there is no foolproof way to prevent the spread of head lice. Prevention is key in dealing with head lice. If you identify head lice on your own child, please keep your child home for treatment and notify us as soon as possible.

Do not panic. Head lice are a maddening problem but are not a risk to your child's health. When a case is reported to us, we will send a note home with others in the class so that their parents can check them at home. (It is not always possible or feasible for school personnel to check heads at school. Even when we do check, we could miss a case or falsely identify a case. Also, it would take over 70 hours of instructional time to thoroughly and carefully check each child's head.)

We will examine heads of children who complain of itching at school or if the teacher suspects they may have lice. We will also check the heads of those identified with cases of lice upon their return to school to make sure they are nit-free.

This is what you can do at home to help us prevent the spread of head lice:

1. Examine your child's head on a regular basis. You need to work in a bright light and use a magnifying glass if necessary. Methodically work through $\frac{1}{4}$ inch sections of your child's hair. Lice are small insects, about the size of a sesame seed. Their eggs (called nits) are even smaller. Nits are yellowish-white in color and oval shaped. They are tightly stuck on to single shafts of hair and can be found throughout the hair, especially at the back of the neck, behind the ears, and on top of the head. Look closely and carefully. ***Several times in the past, parents have sent their children back to school, thinking they had taken care of the problem, when in fact nits were still visible. Parents often think that their child is getting lice from others at school, when in fact their child's infestation keeps recurring because the eggs they can't see hatch and the cycle repeats itself.***
2. Look for signs or symptoms such as frequent scratching of the scalp.

3. If lice are detected, consult your doctor about the best treatment. (Be skeptical of what friends may suggest as effective treatments.) Examine other family members to see if they are free of lice.
4. Clean up your home environment. Wash all washable clothing in hot water. Bed linens, pillow cases, blankets, etc. should also be washed in hot water and dried in a hot dryer for over twenty minutes. Soak all brushes and combs in hot water for ten minutes, thoroughly vacuum rugs, upholstered furniture, mattresses, pillows, stuffed toys and other items. Items that cannot be washed should be put in a plastic bag for 14 days to ensure that no lice survive.
5. No lice product is 100% effective. Re-inspect for lice and nits on the 10th day after treatment. If you see evidence of lice, you will need to retreat.
6. If you have been successful treating the lice, no lice will be seen and no new nits will be laid.
7. Please do not send your child to school until she/he is nit free. We have no way of knowing if a nit is alive or dead, so all nits need to be removed. Nit removal is a slow, tedious process. They have to be removed one by one.
8. Bring your child personally to the office upon their return to school so they can be checked before going to their classroom. If nits are detected, you will be asked to take them back home.

Parties and Treats

Class parties are held three (3) times throughout the year. These parties are held at the end of the day and the parents assume expenses. The Room parents assist teachers with these parties. The first party is the Halloween Party in October; the second is a holiday party in December and the third is a Valentine's Party in February.

Birthday treats may be brought to school. Please make advance arrangements with your child's teacher. Healthy treats are encouraged. **Please avoid snacks with peanuts, due to the allergic reaction some of our students may have.** We would also ask that, if you are planning a birthday party for your child and he/she would like to invite some classmates, you send invitations through the mail rather than passing them out at school, unless you are planning to invite all students in the class.

Section II: Academics

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No student may participate in any school sponsored trip without parental consent. Parents will be notified at least a week in advance of any scheduled trip.

Attendance rules apply to all field trips.

Please note that our district transportation policy does not allow for younger siblings to be transported on the school bus.

Grades

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students

at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

K-4 Level Set

3-Understands concepts
2-In process of understanding
1- Not yet understanding concepts
X – Instructed in grade level concepts
CA – Curriculum Adjustment

Learner Behaviors

M – Most of the time
S – Some of the time
R - Rarely displays skill
CA – Curriculum Adjustment

K-4 Letter Grade

A+ 100%
A 99% - 93%
A- 92% - 90%
B+ 89% - 87%
B 86% - 83%
B- 82% - 80%
C+ 79% - 77%
C 76% - 73%
C- 72% - 70%
INC Incomplete
CA Curriculum Adjustment

K-6 PE Level Set

3 – Understands the concept and can perform the skill
2 – Understands the concept but needs practice to perform skill
1 - Struggles to understand the concept and perform the skill
CA – Curriculum Adjustment

Student Assessment

The Michigan Educational Assessment Program (MEAP) is given in third and fourth grade. Parents are sent the results of these tests when they are received by the school.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Special Education Department at 616-361-3446 to inquire about evaluation procedures and programs offered by the District.

Friday Folders

Each student is provided a folder that is referred to as the “Friday folder”. These will be sent home each week (usually on Friday) throughout the year. PLEASE make a habit of reading through your child’s folder each week and return any requested information the following day. The Friday folders are an important communication link between school and home.

Section III: Student Activities

School Sponsored Clubs and Activities

North Oakview Elementary provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non-School Sponsored Clubs and Activities

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that the non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with the School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or the school mascot.

Section IV: Student Conduct

Attendance

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning achievement results from active participation in the classroom and other school activities which cannot be replaced by individual study.

- Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.
- The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

Tuancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any marking period, a student will be considered "habitual truant" which can result in:

- A letter of warning will be sent to the students parent/guardian after **10 days of absences**

- A truancy report will be sent to the local truancy officer if the student continues to miss school.
- Assignment to an alternative placement with loss of participation in school activities and events;
- A poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- A hearing before a judge in a court of law;
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and /or tests:

1. illness
2. recovery from accident
3. required court attendance
4. professional appointments
5. death in the immediate family
6. observation or celebration of a bona fide religious holiday

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parent must provide an explanation for their child's absence by no later than 12:00 p.m. on the day of the absence or by the following day. They are to call the school office at 361-3460 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her [] grading record [] transcript concerning his/her frequent absence from school. Such a report may be provided postsecondary institutions and /or possible employers.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office beginning with the first day of a

suspension. Make up of missed tests may be scheduled when the student returns to school.

Excusable, Non-approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Notification of Absence

If a student is going to be absent, the parents must contact the school 361-3460 by 9:15 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Tardiness

A student, who is not in his /her assigned location by 8:15 a.m. or 12:05 p.m. for afternoon sessions, shall be considered tardy. Any student arriving late to school is to report the school office before proceeding to class.

Vacation during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their classroom teacher as soon as possible to obtain the assignments.

If a student misses a teachers test due to excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a State mandated test or other standardized test, the student should consult the principal to arrange for taking the test.

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without a chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

Code of Conduct

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted with these general guidelines.

Students and parents should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be asked to call home for other clothing.

Student Discipline Code

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not violate any individual rights constitutionally guaranteed to students.

North Oakview is a positive behavior support school. Our policy states:

North Oakview Uses Kind:

Looks
Gestures
Words
Actions

At North Oakview We Are:

Responsible
Respectful
Ready
Safe

Let's Work together to Create a BULLY FREE ZONE at Northview Public Schools,
Where everyone is respected!

There is a specific rubric outlining Behavior and Consequences. This is sent home with every child at the beginning of the school year. Parents are requested to sign and return a sheet stating that they have read our discipline policy.

Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch time/after-school detention;
- in-school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

There are times students serve in-school discipline. Students that have had a referral to the office often have a consequence and miss recesses or classroom breaks or other special privileges. The consequences are also listed on the Behavior and Consequence sheet.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process,

the student shall not be allowed to remain in school.

the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall

be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed

after the return to school.

while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is non-appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

Search and Seizure

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,

4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class. Permission may be granted for display or distribution during lunch and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Electronic Devices

Please do not send electronic music devices such as IPOD's and cell phones to school. We cannot monitor everyone's 'playlist' and some may contain inappropriate language/references for elementary aged students. If a student has a hand held game, cell phone, IPOD/electronic device, he/she must keep it in a backpack while at school.

Corporal Punishment

Corporal punishment, as defined by Public Act 521 of 1988, prohibits the threat or use of physical pain or restraint in local and intermediate school district to penalize student misconduct, except when students behave in a manner injurious to themselves, people or property.

Student Vandalism

Damage to facilities and equipment caused by willful action of a student will be considered the responsibility of the parents and the student. Parents shall be contacted in writing for payment of damages. Uncollected payment will be turned over to the Central Office and the school attorney.

Sexual Harassment of Students

The Northview Public Schools prohibits sexual harassment of students. Sexual harassment of students is not only illegal; it is disruptive to the educational process and interferes with this district's commitment to provide a stable learning environment of its students. All students, district staff, and volunteers are expected to conduct themselves with respect for the dignity of others. The Northview Public Schools, because of its desire to prevent and prohibit sexual harassment of students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this district. This policy prohibits sexual harassment of students by district staff, board members, district volunteers, students, or other members of the public at school or school activities.

Sexual harassment includes but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment.

Mandatory Expulsion of Students

The Northview Board of Education prohibits all students from bringing or possessing a dangerous weapon into a weapon free school zone, without the express consent or permission of a school

administrator or police officer. A weapon free school zone exists at every public and private K-12 school in Michigan and includes school grounds and school vehicles which transport students.

A student who is found to possess a dangerous weapon in a weapon free school zone will be permanently expelled from Northview and from all public schools in the State of Michigan, with the possibility of reinstatement only after specified time periods.

The following objects are considered dangerous weapons by state and federal law: a gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. Any Northview student who has any one of these weapons in his/her possession at a Northview school, on Northview school grounds, in Northview vehicles, or at any K-12 school, school vehicles or school grounds, shall be permanently expelled from Northview and from all other public schools in Michigan. We will also, as required by state law, notify police.

Students are expected to know what objects are considered dangerous weapons and are required to avoid bringing them to school or on school grounds. If any students or parent has any question about whether an object is a dangerous weapon, you should contact your building principal.

Section IV: Transportation

Bus Transportation to School

The school provides transportation for all students who live in the district. The transportation schedule and routes are available by contacting the bus garage at 616-361-3480.

Students may only ride assigned school buses and must 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 principal.

Please do not leave your children unsupervised at the bus stop. They should be directed to wait in their assigned spot and not cross out into the road. Your supervision of bus stops will prevent many problems from occurring.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to leading (on the road and at school)

Each student shall:

- be on time at the designated loading zone

- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Video on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus. Only students registered for a bus may ride that bus.

Discipline

- The bus driver will report discipline problems to the Bus Transportation Supervisor promptly.

- Bus slips will be issued for not remaining in seat, disrespect, not listening to the driver, tampering with the school vehicle, not keeping hands and objects to themselves, any physical contact in an effort to hurt another person, etc.
- Consequences can range from a warning to suspension from the bus, depending upon the seriousness of the incident.
- Serious problems will automatically terminate the student's bus privileges for a period of time at the discretion of the Bus Supervisor.
- The bus driver has full charge of his/her busload of students and may assign definite seats.
- If a student attains three (3) bus slips a meeting will be held with the Bus Supervisor, Bus Driver, Principal, and the student's parents.

Self-Transportation to School

Walkers are to walk on sidewalks where provided, or safely off the roadway facing traffic. Students are expected to cross intersections where crossings are marked or where there is a crossing guard. Walkers should go directly home and not stop along the way.

Bicycles may be ridden to school, but we do not encourage it for safety reasons. Children need parent's permission to ride bikes to school. Bicycles must be locked in the bike rack and may not be ridden at recess. The school will not be responsible for damaged or lost bikes. The riders of the bicycle, like the driver of a car, must obey traffic rules. Bikes should be walked through the pedestrian areas. Please do not allow your child to wear roller blades, wheeled shoes or ride skateboards to school.

North Oakview Staff Voice and E-Mail Directory 2011-2012

The following are voice mail telephone numbers and e-mail address for the West Oakview staff. **To go directly to the voice mail, you may dial 365-6162 then dial the extension number.** You may access voice mail or e-mail at anytime day or night to leave a message.

Cotter, Teya	Principal	4200	tcotter@nvps.net
Koster, Judy	Building Adm. Assist.	4201	jkoster@nvps.net
Anthony, Dianne	DHH Teacher	4207	danthony@nvps.net
Balczak, Angie	3 rd Grade	4215	abalczak@nvps.net
Blank, Theresa	1 st Grade	4218	tblank@nvps.net
Butler, Suzanne	Art	4245	subtler@nvps.net
Calhoun, Dana	Kindergarten	4206	dcalhoun@nvps.net
Davies, Carrie	4 th Grade	4225	cdavies@nvps.net
Davis, Kaye	Office Assistant	4241	kdavis@nvps.net
Fink, Shelley	Media Center	4208	sfink@nvps.net
Flynn, Anita	2 nd Grade	4210	aflynn@nvps.net
Gallup, Joy	Literacy Interventionist	4212	jgallup@nvps.net
Gillean, Sue	3 rd Grade	4213	sgillean@nvps.net
Heyboer, Colleen	4 th Grade	4226	cheyboer@nvps.net
Hoffman, Leigh Ann	ELL Teacher	4255	lhoffman@nvps.net
Hoogenstyn, Jason	EI Teacher	4220	jhoogenstyn@nvps.net
Jones, Gayle	Speech	5246	gjones@nvps.net
Koster, Brynn	1 st Grade	4203	bkoster@nvps.net
Lukaart, Tara	2 nd Grade	4211	tlukaart@nvps.net
Mason, Jennifer	1 st Grade	4216	jmason@nvps.net
McNeil, Carol	Music	4246	cmcneil@nvps.net
Nelson, Lisa	3 rd Grade	4224	lnelson@nvps.net
Ness, Laura	Social Worker	4242	lness@nvps.net
Peterson, Jenny	Kindergarten	4204	jpeterston@nvps.net
Putnam, Kelly	1 st Grade	4216	kputnam@nvps.net
Rieck, Marcia	1 st Grade	4205	mrieck@nvps.net
Rysberg, Kelly	4 th Grade	4223	krysberg@nvps.net
Stephens, Scott	Pysical Education	4247	sstephens@nvps.net
VandenAkker, Todd	School Psychologist	6224	tvandenakker@nvps.net
Wilcox, Jamie	2 nd Grade	4209	jwilcox@nvps.net
Wolfe, Kris	2 nd Grade	4214	kwolfe@nvps.net
Wortman, Kathy	Speech	4231	kwortman@nvps.net
Zeitman, Lori	Special Education	4222	lzeitman@nvps.net

Northview Board of Education 2011-2012

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