

NORTHVILLE PUBLIC SCHOOLS
SILVER SPRINGS ELEMENTARY SCHOOL
19801 Silver Springs Dr.
Northville, Michigan 48167
(248) 465-2300

Silver Springs Elementary School Student Handbook



Where Leaders Soar to Success!

NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, genetic information, or disability. The District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, 42 USC SS2000d et seq. and 42 USC SS 2000e et seq.; Title IX of the Education Amendments of 1972, 20 USC SS1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC S794; the Americans with Disabilities Act of 1990, 42 USC SS12101 et seq.; Michigan Handicappers' Civil Rights Act, MCL SS37.1101 et seq.; and, the Elliott-Larsen Civil Rights Act, MCL SS 37.2101 et seq.

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin, should be directed to:

Title VI

Assistant Supt. For Instructional Services
Northville Public Schools
501 West Main Street
Northville, Michigan 48167
(248) 344-3520

Title IX

Assistant Supt. of Human
Resources
Northville Public Schools
501 West Main Street
Northville, Michigan 48167
(248) 344-3537

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Bethany Santer
Director of Special Services
Northville Public Schools
501 West Main Street
Northville, Michigan 48167
(248) 344-3530

**NORTHVILLE PUBLIC SCHOOLS
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Dear Silver Springs Community,

Welcome to Silver Springs Elementary School! This handbook will provide you with general information regarding our curriculum, school policies, expectations and procedures.

Silver Springs Elementary is outstanding in many ways. As the 62nd “The Leader in Me” Lighthouse School, our focus is to integrate Steven Covey’s 7 Habits of Highly Effective People into our curriculum to promote leadership among our students. This process of developing leaders empowers students and helps unleash each child’s full potential. The Silver Springs Staff is an incredible team that not only creates a culture of leadership, but is dedicated to employing best practice instructional strategies to provide our students with a solid foundation which fosters a love for learning and helps our students take risks to meet challenges. In close association with our teachers, Silver Springs Parents are partners in everything we do! From volunteering in the cafeteria to providing resources our students and staff need to do our best and most important work, our parents walk beside us every step of the way *every* day. I encourage you to look for ways you can share your talents with our school through our Parent Teacher Association (PTA), Parent Lighthouse Team, and Dad’s Club.

We hope this booklet will answer some questions you may have about us. With your support, I look forward to the excitement of the school year and believe that, together, we can make a difference. If at any time you have any questions or concerns regarding Silver Springs Elementary School, please give me a call or stop by the office.

Sincerely,

Katie Booth
Silver Springs Principal

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MISSION OF THE NORTHVILLE PUBLIC SCHOOLS

Our mission is to challenge all students to reach their potential and to meet the demands of the future as responsible citizens through a dynamic, comprehensive curriculum provided in a caring environment by people committed to excellence.

NORTHVILLE PUBLIC SCHOOLS GRADUATE PROFILE/ADULT ROLES

A Northville Public School Graduate has demonstrated a mastery of core knowledge and skills to become a/an:

AnalYTical Thinker

-who is a resourceful individual who uses core knowledge to process and manage information to solve problems.

Effective Communicator

-who comprehends and expresses ideas clearly through various means of communication.

Quality Producer

-who continually seeks to achieve quality results through individual accountability, leadership and/or teamwork using multiple methods, technologies and resources.

Continuous Learner

-who improves self through life long learning with a sense of confidence to adapt to change, set, and achieve goals.

World Class Citizen

-who is responsible to self, others and the environment as a contributing member of a democratic society in a diverse world.

*Student Learning Outcomes Committee Consensus: April 12, 1994
Citizen/Staff Technology Advisory Committee Consensus: February 1995*

ELEMENTARY CURRICULUM

ENGLISH LANGUAGE ARTS (ELA)

The Northville Public Schools ELA curriculum is in alignment with the state standards. Further information may be found on the state website: [Michigan State Standards](#).

These are the areas of study in ELA:

Reading

- Word recognition & Word Study
- Vocabulary
- Fluency
- Narrative Text
- Information Text
- Comprehension
- Reading Attitude

Writing

- Writing Genre
- Writing Process
- Personal Style
- Grammar and Usage
- Word Study/Spelling*
- Handwriting**
- Writing Attitude

Speaking

- Spoken Discourse
- Speaking Conventions

Listening and Viewing

- Response to listening and viewing
- Conventions

*Rather than traditional spelling lists and tests, your child will work with words in a variety of ways to learn spelling strategies that will be assessed in authentic writing samples.

**A functional approach to handwriting is used which places emphasis upon communication, expression, legibility, and neatness. The Handwriting Without Tears method has been adopted by Northville Public Schools. This technique teaches children of all learning styles and ability levels to write neatly and efficiently.

MATHEMATICS

The Northville Public Schools Math curriculum is in alignment with the state standards. Further information may be found on the state website: [Michigan State Standards](#).

The instructional focus will include the following:

- Counting and Cardinality (Kindergarten)
- Operations and Algebraic Thinking
- Number and Operations in Base Ten
- Measurement and Data
- Geometry

SCIENCE

The Northville science curriculum emphasizes the interrelationships between the life, earth, and physical sciences. It is a “hands-on, minds-on” program that encourages investigations and research. Further information may be found on the state website: [Michigan State Standards](#).

The instructional focus will include the following:

- Science and engineering practices
- Cross cutting concepts
- Disciplinary core ideas of science and engineering.

SOCIAL STUDIES

Social Studies is the integrated study of the social sciences to prepare young people to become responsible citizens. Our curriculum, which is aligned with the State of Michigan Curriculum Framework, focuses on the following content strands:

- History
- Geography
- Civics/Government
- Economics
- Public Discourse, Decision Making, and Citizen Involvement

PHYSICAL EDUCATION

The Northville K-5 physical education program is multi-faceted in nature. Students are given the opportunity to demonstrate their knowledge of technique as well as particular physical skills. Additionally, the development of social skills is fostered with every unit taught. The overall goal of the program is to provide students with the information and skills necessary to effectively define and maintain a “healthy, active lifestyle”.

Throughout the K-12 educational process, students are given the knowledge to organize, implement, and participate in both individual and group physical activities. Through participation in a variety of experiences, students demonstrate a competency in many movement forms. In a physical activity setting, they exhibit good sportsmanship and respect the individual differences of other students while they assess, achieve, and maintain fitness goals.

Physical Education classes are taught two times per week in grades K-5. Children are encouraged to wear white-soled gym shoes when using the gym/multi-purpose room. Students should wear shorts or slacks during regularly scheduled gym classes. If a child is unable to participate in this class due to health reasons, please submit a note from the doctor stating the reason and length of time.

HEALTH

Health instruction includes a lesson in HIV/Aids in fifth grade, as required by law. Advance notice will be sent to parents, who have the opportunity to withdraw their student from this lesson. Girls in grades 4 and 5 and boys in grade 5 receive instruction in reproductive health, also required by law. Parents will have the opportunity to view curriculum and materials prior to lessons being taught and will be sent a permission slip to authorize their child's participation.

ART

Our art teachers incorporate the Discipline Based Art Education (D.B.A.E.) model into the curriculum. The D.B.A.E. model focuses on art history, appreciation, aesthetics, and production. Students attend art classes once each week. Each year, several students donate one of their works to be framed and hung in the school and in the NPS Board of Education Art Gallery. Art work is displayed throughout the year in the building and through a variety of special shows. The Art teachers highly recommend that your child not wear his/her best clothing on Art Day...paint spills and splashes do happen!

MUSIC

Music classes meet once each week. Emphasis is placed upon self-expression, the enjoyment of music in our lives, and teaching reading through music. The students are exposed to a wide variety of musical experiences including singing, moving, playing, listening, creating, and performing. Materials used in class are chosen for their cultural and historical significance.

WORLD LANGUAGE

Foreign Language classes meet once each week for students in grades kindergarten through five. Emphasis is placed upon conversation/communication along with the study of culture and geography. A variety of resources, including music, props, and role-plays are used within the classroom to introduce and practice vocabulary.

LIBRARY/MEDIA

Students, staff and parents are welcome to use our school library and media facilities. The media center is always a bright, comfortable place where students gather to share stories and become information literate.

Each week, kindergarten through fifth grade classes are scheduled in the Media Center for book check out. Our collection is automated. Each child has his/her own library number, which is kept in the library media center. This number is the student's ID number, and is assigned when s/he enters Northville Public Schools and is retained until graduation from high school.

Kindergarten and first graders are permitted to check out one item (magazine/book) at a time. Second through fifth graders may check out two items.

Please reinforce the importance of taking good care of library media center items and returning them when due. All efforts are made to repair damaged items. However, replacement costs are billed to the student when items are lost or damaged beyond repair. Fines are **not** charged for overdue items.

Students choose materials based on personal interests and research needs without restrictions. You are encouraged to participate in your child's education by taking time to enjoy reading and talking about the selections your child brings home.

Birthday Book Club

At Silver Springs, children have a unique opportunity to experience contributing and a sense of sharing with other children by donating a book to the Media Center as he/she celebrates his/her birthday. New books may also be donated in memory of a special grandparent, friend, etc. A selection of new books is kept on a non-circulating shelf. A few weeks before your child's birthday, he/she will have the opportunity to choose a book from this selection and to donate this book in honor of his/her birthday. Summer birthday students also have a special "selection time". The cost of each book is adjusted yearly based on the current publishing price. A full explanation of this program is sent home in the Fall.

Parent Lending Library

There is a special Parent Lending Library located in the hallway near the computer lab. It contains materials which may be of interest to you on child-rearing, curriculum programs, copies of PTA handbooks and student handbooks, our School Improvement Plan, etc. Materials are checked out by putting your name and the date on the book card and placing the book card in the checkout box. Materials should be returned within two weeks.

Book Fairs

Book fairs are held twice per year in the media center during parent/teacher conferences.

STUDENTS WITH SPECIAL NEEDS

We strive to meet the special needs of each student at Silver Springs School. In addition to our regular classroom staff, staff specializing in the areas of speech, reading and math, special education, social work, and psychological testing are available to diagnose and recommend special programs or strategies to meet the needs of exceptional students. This team of specialists, along with the principal and a classroom teacher representative(s), meet once a week as an MTSS Team. In addition, the District has an Assistant Superintendent of Instructional Services and Director of Special Services who may provide resources and consultant services to classroom teachers to create enrichment activities to challenge students.

The District also has a magnet program for academically talented students in grades 3 through 5, known as the **Alternative Learning Program for Students (ALPS)** which is currently located at Amerman Elementary School. Students are admitted into the ALPS program through a screening process to determine eligibility for the program. Students are screened for admittance into the ALPS program based upon the results of the NWEA tests, classroom assessments and additional assessments. Third through fifth grade students new to the District should contact the ALPS office or log onto the NPS website (<http://www.northvilleschools.org>) for testing dates and additional screening information. Additionally, 5th grade NWEA, classroom assessments, placement test and M-Step data are used for placement in Middle School advanced math and an Academic Resource course opportunity. Parents receive notification if their students qualify for placement in these programs. Questions regarding placement should be directed to the NPS Office of Instruction.

If you have concerns regarding your child, you are encouraged to contact your child's principal.

TITLE I AT SILVER SPRINGS

Title I is a federally funded program created to help students who for a variety of reasons find one or more of the core subjects challenging. It is designed to help the lowest students at each grade level progress more quickly and make continuous gains on grade level assessments.

At the beginning of every school year, students are assessed in reading, math and writing. These assessments, along with teacher recommendations, determine who is entitled to the extra support provided by the Title I program. Assessments will monitor each student's progress throughout the year. Our goal is to ensure every child develop the foundational skills needed to achieve success at school.

The Title I Program provides your children with extra instructional time either one on one or in small groups. During this time, the Title I teacher will work on lessons created to address individualized needs. A variety of activities will be utilized to accommodate different learning styles.

Please see our school website for more information about our Title I Program at <http://silversprings.northvilleschools.org/>

TITLE I PARENT COMPACT

Parents, students and teachers sign the compact annually at our Parent-Teacher or Student-Led conferences. A copy of our compact may be found on our school website at <http://silversprings.northvilleschools.org/>

ELEMENTARY ASSESSMENT PROGRAM

In addition to ongoing classroom-based assessment, students take part in the following standardized tests during their elementary years:

Grade Level	Assessment Tool	Content Areas
Kindergarten	NWEA	English/Language Arts-ELA, Mathematics
First Grade	NWEA	English/Language Arts-ELA, Mathematics
Second Grade	NWEA	English/Language Arts-ELA, Mathematics
Third Grade	MSTEP NWEA	English/Language Arts-ELA, Mathematics, Science
Fourth Grade	MSTEP NWEA	English/Language Arts-ELA, Mathematics, Science
Fifth Grade	MSTEP NWEA	English/Language Arts-ELA, Mathematics, Science, Social Studies

POLICIES AND PROCEDURES

Your cooperation in helping your child understand our school policies is greatly appreciated. If you have any questions or concerns regarding these policies, please contact your building principal.

ATTENDANCE

If your child will be absent or tardy, please do the following:

Call the Silver Springs Schools Attendance Line at (248) 465-2305 at any time prior to 9:15 a.m. on the day of the absence. Simply listen to the recording, press the appropriate number for Silver Springs School, and leave a message including: your child's name, teacher's name, whether your child will be absent or tardy, and the reason for the absence or delay. Please note that the prompts may change from time to time. For your child's protection, we will attempt to contact a parent at home or work if we do not hear from you. In order to avoid unnecessary calls to your home or place of employment, we ask for your cooperation in calling the attendance line whenever your child will be absent or tardy.

We know good attendance is integral to our students' academic success. The following Administrative Procedure details the interventions we have established to ensure our students' attendance in school each day. We will partner with our students and families to address attendance concerns.

Excused Absences:

The District considers the following examples of Excused Absences, provided that the parent or guardian gives proper notification to the school attendance office no later than 10:00 a.m of the morning following the absence:

- A. medical
- B. college visits
- C. required court attendance
- D. professional appointments
- E. school-related absences: field trips, athletics, guidance counselor or other special circumstances
- F. observation or celebration of a recognized religious holiday
- G. funerals

Although absences may be excused, it does not detract from the importance of being in school and participating in the learning process. While both excused and unexcused absences will be considered when addressing attendance issues, parents and students have the opportunity at any time to explain the reason(s) for the absences and provide documentation.

Unexcused Absences:

All absences which are not Excused Absences are considered Unexcused Absences.

Extended Absences:

Students absent from school for a period of greater than 4 consecutive weeks will be dropped from enrollment unless proper medical or other documentation is provided. Students with greater than 4 consecutive weeks of absences due to vacation will be dropped from enrollment.

Extenuating Circumstances:

We recognize there may be unexpected, serious circumstances which arise during the course of the school year. Families are encouraged to contact building administrators immediately to report such events so we may work together to insure the child's success.

Intervention, Truancy and Consequences:

Communication from school to home is essential in developing a mutual support system to encourage student attendance. The building shall notify parents of daily absences using the online *ParentPortal* as well as *EduLink* parent notification system. Buildings will contact parents and provide intervention and consequence according to the following guidelines.

Parents are encouraged to contact building administration at any point to discuss their child's attendance, address concerns and provide documentation.

The following represents a comprehensive K-12 intervention plan which allows for flexibility when appropriate.

After 4-6 absences within a semester:

A letter will be sent home raising the concern about the number of absences from school and stressing the importance of attending school. Parents are encouraged to contact the building should additional information need to be shared about student absences.

After 7-10 absences within a semester:

A letter will be sent home warning of the concern about the number of absences from school and requiring a needed improvement in attendance. A parent/school staff meeting will be initiated. Parents will again be provided a letter warning of the concern about the number of absences from school.

Parents are encouraged to discuss their child's attendance, address concerns and provide documentation.

An intervention plan will be crafted to improve attendance for the student. Parents will be provided a written attendance report and information regarding compulsory attendance.

After 12-14 absences within a semester:

A parent/school staff meeting will be initiated. Parents will again be provided a letter warning of the concern about the number of absences from school. Parents will be notified that failure to improve student attendance will result in a referral to the Northville Youth Assistance Program.

After 15 absences within a semester:

The parent and students will be referred to Northville Youth Assistance for additional support and development of an intervention plan and continued monitoring. Parents will be provided a written attendance report and information regarding compulsory attendance.

After 20 absences within a semester:

The parents and student will be again be referred to Northville Youth Assistance for truancy for continued intervention and monitoring. Written documentation of all previous communication and intervention attempts will be shared with Northville Youth Assistance. Parents and student may be referred to the county Prosecutor's Office for truancy.

Discipline and Consequences:

Building administration may implement disciplinary consequences ranging from administrative intervention through expulsion in response to habitual truancy, although intervention is preferred.

Work Completion During Absences

Make-up privileges are allowed **for absences that are excused**. Grades can be earned if students make up their work within a reasonable time after the absence. A reasonable time is defined as generally no more than twice the number of days of the absence, subject to health or other extenuating circumstances. If work is not made up within that time, a failing grade for the test(s) or assignment(s) may be given.

Tardiness and Early Dismissals

Students are expected to be on time for school each day. A letter will be sent home raising the concern about the number of tardies to school and stressing the importance of being on time after six tardies. Parents are encouraged to contact the building should additional information needs to be shared about student tardies. **If your child is late for school, a parent must accompany him/her to the office to sign-in.**

Northville Public Schools also tracks early dismissals.

If you choose to sign out your child prior to dismissal, this absence will be documented and noted in a system that is similar to tardy documentation in the office and on the report card.

Attendance Recording and Record Keeping

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences **every day**. Therefore, a student who is absent from any given class period would be missing a significant component of the course;
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused vs. unexcused);
- D. requiring an admit slip from a secondary student when s/he returns from an absence and invoking a consequence if s/he does not have one;
- E. incorporating defined, daily participation as part of the teaching/learning process and each grading period;
- F. requiring students to make up missed quizzes, tests, and other pertinent assignments whenever possible without disrupting instructional time

Participation in State Mandated Assessments

It is expected that all students participate in state mandated assessments when they occur during the school year. Absences during state testing are part of the student's overall attendance record and will be included should attendance intervention be required.

Illnesses at School

In the interest of health and safety of all students, parents will be contacted when students are too ill to remain at school. Parents are expected to pick their children up from school promptly. EMS will be contacted whenever school officials deem it necessary. In the event of a fever over 100⁰F, the student's temperature will be rechecked every 1/2 hour. If the fever continues to rise, or if the child's condition worsens significantly and a parent has not yet picked up the student, EMS will be contacted and the child will be transported to a medical facility. **Students need to stay home for at least 24 hours following any instance of illness, fever, or communicable disease. Parents are advised to establish back-up plans for unexpected situations or illnesses in advance. It is very uncomfortable for children who are sick to remain at school, and such a situation may compromise the health of other children.** Please refer to the "Health Appraisal/Immunizations/ Communicable Diseases section in this handbook for more information.

BELL SCHEDULE

Arrival- Please note: There is no adult supervision of students prior to the start of school.

<u>A.M.</u>	8:41	First Bell Rings	<u>P.M.</u>	12:37	K-5 th grade classes resume
	8:46	K-5 Instruction begins		3:45	K-5 Dismissal
	11:20	Kindergarten lunch begins			
	11:55	1 st - 5 th lunch begins			

Please note: The dismissal time for all half-days of school is 12:15 p.m.

BICYCLES/ROLLER SKATES/SKATEBOARDS/SCOOTERS

Upper elementary students may ride their bikes to school once permission is obtained from the school office. Children should contact the school office to obtain a permission form, have it signed by their parents, and returned to the office. Permission to ride is based upon availability of bike rack space, and is only granted to upper grades. Failure to follow the safety rules listed in the permission form may result in the loss of bike riding privileges. **Please note that students are required to wear bike helmets.** Upon reaching the school sidewalk, all students must **walk** their bikes to the rack. **Bike riding, roller-skating, scootering, and use of shoes with wheels are prohibited on school property from 8:30 a.m. – 4:00 p.m. Skateboarding is prohibited on school property at all times.**

BUS TRANSPORTATION

Bus transportation is provided for elementary students living a distance of 1.0 mile or more from school. Riding the school bus is a privilege. Improper conduct on the bus will result in a warning and if continued, will result in that privilege being denied.

COMMUNICATION

Important school information is generally sent home on Mondays, in a white "Monday Envelope" which should be returned to school on Tuesdays. Individual classroom communication is sent home by the classroom teacher as indicated in the information disseminated at the annual Fall Open House. To contact your child's teacher, you can leave a message by phone 24 hours a day, send a note, or E-mail message.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it provides the foundation for how we live and work together. It is the training that develops self-control, character, orderliness, and efficiency. We look at the mistakes children make as an opportunity for learning and ask that you support the logical consequences your child may be faced with in school. By experiencing real-life consequences for his/her decisions throughout childhood, your child will be better prepared for responsible adulthood.

Students:

- can expect clear expectations of appropriate behaviors and consequences for their actions.
- can expect to take ownership for their behaviors while being provided with tools needed to solve problems.

can expect to think and grow from the consequences of their decision making.
can expect to recognize how his/her behavior affects others.
can expect their dignity to be maintained in a respectful and empathetic environment.

Consideration of Mitigating Factors

Prior to a discipline decision which would result in a long-term suspension, expulsion or permanent expulsion, the District shall consider each of the following factors:

- 1) The student's age;
- 2) The student's disciplinary history;
- 3) Whether the pupil is a student with a disability;
- 4) The seriousness of the violation or behavior committed by the pupil;
- 5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member;
- 6) Whether restorative practices will be used to address the violation or behavior committed by the student; and
- 7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

If, after such consideration, the District determines a lesser intervention is appropriate, the District may proceed with a lesser intervention.

The factors identified above need not be considered in determining whether to permanently expel a student for possession of a firearm.

Bullying

All students who attend Silver Springs Elementary School are protected from bullying of any type, for any reason, on District property, District transportation or at District sponsored activities and events. The District believes that all students are entitled to a safe and positive educational environment and school experience. Bullying in any form will not be tolerated and may be subject to disciplinary action. All students are encouraged to immediately report bullying behavior to a school principal, ice principal, teacher, counselor or social worker and it will be promptly investigated pursuant to Board policy 2131. "Bullying" and "Cyberbullying" are defined in the Student Code of Conduct.

The District will first consider restorative practices to remediate offenses such as: interpersonal conflicts, bullying and cyberbullying as a part of the discipline process.

School Violence Hotline

A toll-free *School Violence Hotline* has been established by the Michigan State Police Operations Center, and is operational 24 hours per day, 365-days per year, at **1-800-815-TIPS**. The School

Violence Hotline is intended to provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The hotline should only be used when the student feels s/he cannot talk to a trusted adult first. Confiding in a trusted adult is by far the best way to deal with information about school violence, with contacts made to the local police department as well as school officials. Any risk of immediate harm should be reported to 911 immediately.

OK2SAY

The State of Michigan has developed OK2SAY. “OK2SAY is the student safety program which allows students to confidentially report tips on potential harm or criminal activities directed at school students, school employees, and schools. It uses a comprehensive communication system to facilitate tip sharing among students, parents, school personnel, community mental health service programs, the Michigan Department of Health and Human Services, and law enforcement officials about harmful behaviors that threaten to disrupt the learning environment.” taken directly from (http://www.michigan.gov/ok2say/0,5413,7-309-77651_77653---,00.html)

Please refer to the Northville Public Schools Student Code of Conduct (Board Policy #5131) for a more complete guide to the rules of conduct. Changes in the Student Code of Conduct may occur during the school year by the Board of Education. A copy of the NPS Student Code of Conduct is available on the district website at <http://www.northvilleschools.org/>.

DRESS CODE/DISTRACTIONS TO THE SCHOOL ENVIRONMENT

Students are expected to be well-groomed and neatly dressed at all times. Any form of dress or hair which is considered contrary to good hygiene, is distracting or disruptive in appearance, or detrimental to the purpose and conduct of the school will not be permitted. This includes T-shirts with statements that are age-inappropriate, imply that the child is in command, promote disregard for school rules or tell children that it is acceptable not to listen, condone insolence for people with disabilities or encourage teasing or dishonesty. Overall, these kinds of messages legitimize disrespectful behavior. We ask for parents’ continued support in helping children choose clothing that will not detract from the learning environment or devalue the principle of respect. If the appearance is not acceptable, the student and parent will be notified and a change will be requested.

Likewise, any materials brought into school (pictures, toys, etc.) which are disruptive or detrimental to the purpose or conduct of the school will be confiscated, and may be picked up from the school office by a parent or guardian. This includes the popular items of the moment which are often disruptive to the school environment.

ARRIVAL PROCEDURES FOR STUDENTS (8:30 a.m.)

Drop-off begins at 8:30 a.m. There is no adult supervision before this time.

Kindergarten, First, and Second Grade Students sit by class and read quietly in the gym. Third, Fourth, and Fifth Grade Students sit by class and read quietly in the Multi-Purpose Room. Staff members monitor students and maintain a quiet environment for students as they read. All students wait for the 8:47 bell at which time their teacher walks them to their classroom. Parents can assist by making sure books are available in backpacks each morning.

Car Riders (8:30-8:41 a.m.)

- Have your child(ren) kissed and ready to exit the vehicle when you reach the unloading zone. Please stay in your car. Only children should exit the vehicle.
- You will notice 5th Grade Safety Patrol Students present at the unloading zone. **Please pull your car all the way forward**, come to a complete stop, and allow these student leaders to open your car door.
- The second bell (tardy) rings at 8:47 a.m. and all doors will be locked. If you arrive after this time, you must park your car and sign your child(ren) into school at the front office.

Walkers

- Students will enter through the gym door (K-2) or the Multi-Purpose Room door (3-5).
- If parents choose to walk their child(ren) to the school door, they should park in the lower parking lot (closest to Silver Spring Drive) and use the crosswalk to enter the building.
- Parents are encouraged to say their good-byes outside the school building and allow students to walk by themselves to their classroom line in order to build independence.

Bus Riders

- Students that ride the bus unload next to the gym. Students will enter the building through the gym door (K-2) or the Multi-Purpose Room door (3-5).

DISMISSAL PROCEDURES FOR STUDENTS (3:45 p.m.)

In order to ensure the safety of all students, parents are asked to declare a pick up location to their child's teacher. Any changes to this location must be made in writing to the teacher. **We realize there are occasions when plans may change. If end of day plans change during the school day, please contact the school office before 3:15 p.m.**

Car Riders

- Display your Family Name Card on the right side of your dashboard for easy recognition.
- Pick up your child(ren) in the designated loading zone only.
- Do not exit your vehicle to load your child(ren) as these are moving loading zones only.

Parent Walk-ups

- If you drive to Silver Springs, you may park in the lower parking lot (closest to Silver Spring Drive) and use the crosswalk and sidewalk to walk to the building. Do not park in the upper parking lot (in front of the front entrance) as we need our car loading loop to move continuously at dismissal time.
- You may wait for your child outside the Multi-Purpose Room doors in the back of our school building near the playground. Parents should not park their car and have their child(ren) walk to the car. Students will exit the building through the Multi-Purpose Room doors.

Walkers

- Students will exit the building through the Multi-Purpose Room doors.
- Students should leave the school property and not use the playground equipment unless accompanied by an adult.
- In order to ensure the safety of students, walkers should not walk to a parked car in the school parking lot. These students should follow the "Parent Walk-Up" procedures.

Staggered Kindergarten Dismissal

- Kindergarten students are released at 3:42 p.m. to avoid the rush of older students exiting the building. Parents may pick up their child at the main entrance to the school.

Inclement Weather

- On days with inclement weather, drop-off and pick-up lines may be extra crowded. Please be patient.
- Please follow the same procedures listed above.

Please take a look at the school map and note the flow of traffic, as well as areas where parking is NOT permitted.

EARLY PICK-UP FROM SCHOOL / AFTER SCHOOL ARRANGEMENTS

Please notify the office and your child's teacher if you will be picking your child up early. **Early pick-up interrupts instructional time for the entire class and should be avoided. Early dismissals will be tracked and reported, just as tardies are reported.** If it is essential to pick your child up prior to dismissal time, we ask that you report to the office to have your child paged and to sign your child out of school. If a person other than those listed on your child's emergency card will be picking your child up from school, we must be notified in advance.

After school plans that involve going some place other than home **require a note** signed by the parent for the teacher, office, and bus driver as appropriate. If your child is signed up for Kids' Club that day, the Early Childhood Office or Silver Springs Kids' Club must also be notified.

Changes in end of day plans should be communicated to your child before school. We realize there are occasions when plans may change. If end of day plans change during the school day, please contact the school office before 3:15 p.m. Please help us keep your child safe.

ELECTRONIC DEVICES

Electronic devices/games are not permitted at school, on school grounds, or on the bus, without the prior approval of the principal. Cell phones may NOT be turned on during school hours. They must remain in the student's backpack. Electronic devices confiscated from students may be picked up by parents in the school office.

EMERGENCY FORMS

Emergency forms are sent home at the beginning of each school year to be reviewed, revised, signed, and returned to school immediately. The information on these forms is important to your child's health and safety. In the event of an accident or illness at school, the emergency form provides the school with needed direction. Please note any allergies or medical conditions even if medications are taken only at home. **Students may only be released to adults listed on the emergency form.** Please take care to list someone close by who can be reached during the day should an emergency arise and we are unable to contact either parent. Any change of address, phone numbers, medical information, etc., should be called into the office immediately.

EMERGENCY DISMISSAL

In the event of an early dismissal due to emergency, please prepare your child in advance with instructions should s/he arrive home and you are not there. Give your child the name of a neighbor to go to, a phone number to call, etc. In cases of early dismissal, it is our goal to dismiss elementary school

children as close to 3:41 p.m. as possible. To help ensure the safety of your child(ren), **all parents are required to fill out and return the Emergency Closing of School Form**, which are sent home at the beginning of each school year. **When preparing instructions for your child, please keep in mind that the school may not be able to call individual families.** If school closes early as a result of an emergency, we will assist your child by reviewing these instructions with him/her. The emergency number for school should our phones be out of order is the Board of Education Office number: (248) 344-3500.

EMERGENCY PROTOCOL

Providing a safe place for students and staff to learn and grow is one of the most important responsibilities of any school system. When a crisis occurs, Northville Public Schools officials follow detailed emergency response protocols – developed, practiced and refined in partnership with local police and fire officials – aimed at keeping students and staff safe during an emergency situation.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a set of proactive strategies that move beyond traditional lockdown and increase the chance for survival during a violent intruder event. ALICE is supported by more than 2,300 law enforcement agencies across the country and complies with the new standard of care recently developed by the Federal Department of Education, the FBI, the Department of Homeland Security, and the Federal Emergency Management Agency.

ALICE training empowers adults and students with strategies to keep themselves and each other safe – through access to more information, a greater emphasis on evacuating when possible, enhancing lockdown protocols, and providing age-appropriate lessons and information.

Students will be taught the A.L.I.C.E protocol in their classrooms. Throughout the school year, a minimum of three practice ‘Enhanced Lockdown’ drills, following our A.L.I.C.E. protocol, will occur.

EMERGENCY- PARENT, GUARDIAN, CARE GIVER ROLE

Please see the “Parent, Guardian, Care Giver Role” document at the end of this handbook. This document outlines the types of drills and emergency procedures and parent responsibilities in emergency situations.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or mechanical failure, the decision to cancel school for the day will be made as soon as possible prior to 7:00 a.m. All announcements regarding school closings, bus delays, emergencies, etc. are made on the following radio stations: WAAM, Ann Arbor; WNIC, Dearborn; WCAR, Detroit; WJR, Detroit; and WWJ, Detroit.

HEALTH APPRAISAL/IMMUNIZATIONS/COMMUNICABLE DISEASES

In the interest of public health, children are required by state law and/or District policy to have a physical examination including vision screening, and an up-to-date immunization record prior to enrollment. Failure to complete the required level of immunization will result in exclusion from school. Parents will be notified if students are exposed to communicable diseases, and are required to report any instances of communicable disease to the school office. Students with a known or potential communicable disease or contagious condition (e.g. measles, mumps, chicken pox, unidentified skin rash, etc.) must be removed from school and should be under a physician's care until authorized by the physician (in writing) to return to school. Please note that students must remain home for at least 24 hours following any instance of illness, fever, or communicable disease. If your child has a case of head lice, it must be reported to the school office. Lice must be treated and the student has to be nit-free prior to returning to school. A recheck is conducted after ten days.

HARASSMENT & DISCRIMINATION

Northville Public Schools believes that students learn best in a school environment free of unlawful harassment and discrimination. Board Policy prohibits unlawful harassment and discrimination of students at school, on the school bus, and at school sponsored activities and events. This prohibition covers harassment and discrimination based on sex, race, color, religion, national origin, disability, or any other legally protected trait of a student.

Sexual harassment may occur in grades K-5. Students are expected to treat each other with respect and to stop unlawful or offensive conduct, when asked to do so. Unwelcome sexual conduct, whether verbal or physical, is prohibited; making sexual jokes, using sexual names ("gay," "ho", etc) or making sexual slurs, touching a student's private parts without consent, or over the student's objection, are all wrong and violate school rules. Sexual harassment or discrimination based on a student's gender or sexual orientation are violations of law and Board Policy and are not tolerated.

The District considers the age and maturity of young children when assessing whether unwelcome sexual harassment has occurred. For example, a first grader who kisses another student on the playground, is not by itself, sexual harassment. However, when a fifth grade student who makes sexual comments and touches another student's private parts, which causes emotional distress and falling grades to the other student, sexual harassment occurs.

Touching of students by adult employees or volunteers is not sexual harassment unless it is of a sexual nature, or can reasonably be construed as sexual. Taking a child's hand or a comforting or encouraging hug, without more, are not sexual harassment. The District considers all of the facts and circumstances. Romantic or sexual relationships between students and staff are always wrong, are illegal and prohibited.

If you or your child believe that your student is the subject of unlawful harassment or discrimination by another student, district employee, administrator, board member, school vendor or other adult on school premises, on the school bus, or at any school sponsored activity or event, please immediately contact any of the central office administrators identified on the first page above, or a principal, assistant principal, teacher, social worker, or counselor, for help. The District's complaint procedure is available online at <http://www.northvilleschools.org/apps/pages/notifications>. The District strongly encourages students, parents and guardians to report evidence of violations of this important policy. The District will promptly investigate and if warranted, take appropriate remedial and corrective action. Interim measures may also be taken to minimize if not eliminate the recurrence of any unlawful harassment or

discrimination, and to help any student who is found to be a victim of unlawful action in violation of Board Policies. Students and parents may also report violations of unlawful sexual harassment to local law enforcement.

Retaliation against students or parents who report violations of policy, is also prohibited and will not be tolerated. Students or employees who engage in such retaliation will be disciplined, up to and including expulsion from school or termination of employment.

KINDERGARTEN READINESS

Children are encouraged to start kindergarten when they are age eligible. In Michigan this means five years of age on or before September 1st. The Northville Public Schools curriculum provides for differentiation and learning experiences to accommodate the individual learning styles and levels of all students in the classroom.

LISTSERV

Parents are encouraged to sign up for the ListServ to receive the latest information from the school district and each elementary building. To do so, simply go to the district's web page, <http://www.northvilleschools.org/> and follow the on-line instructions.

LOST AND FOUND

Our lost and found articles, which are usually plentiful, are located in a box in the hallway around the corner from the office. Small, delicate, or expensive articles are kept in the office. Please check these areas from time to time for missing items. One way to minimize losses is by marking or labeling all articles of clothing, tote bags, lunch boxes, etc. which your child brings to school. **Items not picked up are donated to charity following each marking period.**

LOST BOOKS/MATERIALS

Students are responsible for materials checked out of the library and/or are assigned to them in the classroom. Any books (library or classroom) or materials which are damaged, lost, or misplaced are the responsibility of the student. The students will be asked to cover the cost of lost or damaged materials.

LUNCH PROGRAM – MISTAR

The Northville Public Schools provides a hot lunch program for interested students. Menus are available on the district website, with meal prices noted. Milk may be purchased separately. Juice and snacks are also available for sale.

Northville Public Schools utilizes a computerized cash system to better serve students and parents as well as keep an accurate accounting system. All students have an account number which is their i.d. number given when registering for school. This i.d. number is theirs until they graduate. Money is deposited into accounts (in any amount) through MiStar ParentPortal, which may be accessed 24 hours a day at <http://www.northvilleschools.org/webconnect>, or by having the student bring a check or cash to school with them. Any lunch money or checks sent to school should be put into a sealed envelope marked with the **child's name, teacher's name, and amount of money being sent**. Checks should be made payable to Northville Public Schools, and marked with the student's name as well. Any money left in the account will be carried over to the next school year.

At the elementary level, money may be deposited through MiStar ParentPortal, or by sending a check or cash (in any amount) to school with the student. Each elementary has a Specific Day to send in money

for deposit (Silver Springs day is Thursday); however, MiStar ParentPortal, may be accessed 24 hours a day. If there is no school on a payment day or your child is absent on payment day, money may be sent the day before or after. The money is deposited into their account before lunch and deducted after the student purchases lunch. Students choosing to purchase milk only or snack items in addition to lunch, **MUST BRING CASH**. At this time we are unable to deduct milk or snack items from the elementary lunch accounts.

MEDICATION / HEALTH CARE PLANS

Ideally, all medication should be administered at home. **When it is essential that your child receive medication at school, parents are required to complete a Permission to Administer Medication Form, which includes the doctor's signature.** The form is included in this handbook. Additional forms are available in the school office. Medication is dispensed only in the office at 11:40 a.m. or 12:35 p.m., unless another time is medically necessary. **Students MAY NOT have medication in their possession, unless a written physician's note is submitted to the principal stating that it is medically necessary for the student to carry the medication on his/her person.**

Medication must be in its original container with the proper label attached, and must be prescribed by a physician. **Please note that over-the-counter medications must also be accompanied by a physician's prescription or note. Unused medication will be discarded by the end of June unless it has been picked up by a parent.**

If your student requires accommodations due to a medical condition or has a medical condition that could result in an emergency situation, an Individual Emergency Health Care Plan signed by the child's physician must be on file before your student is admitted to school. This applies to all students who have allergies requiring an epi-pen, students with inhalers, and any students requiring medical treatment or monitoring during the school day. If your child has such a condition, please contact the school office immediately.

MONEY AT SCHOOL

We suggest that children do not bring large sums of money to school. Money for lunches, field trips, books, etc. should be sealed in an envelope with the child's name and room number on the outside. Whenever possible, especially for larger sums, a check should be sent.

OPEN ENROLLMENT POLICY

The District's Open Enrollment Policy addresses situations in which parents would like students to attend a school within the district that is not in their attendance area. Should a parent decide to make an open enrollment request to attend or remain at a school other than the designated school of attendance on online form must be completed. Open Enrollment must be submitted on an annual basis, with transportation provided by the parent. Please refer to the District website, [open enrollment link](#) for further information regarding the Open Enrollment guidelines and deadlines.

PARENT CONFERENCES

Arrangements for a conference or visit with your child's teacher can be made by sending a note to the teacher or telephoning the school office. The District also provides for two formally scheduled conferences each school year. The first conference period is in the fall while the second is in the spring.

PARENT INVOLVEMENT

Parents are encouraged to volunteer at our school. At teacher discretion, parent volunteers work with students, assist teachers with clerical tasks, shelve books in our media center, and support students and teachers in a variety of ways both inside and outside of the classroom. A multitude of PTA committees are chaired by parents and provide daily support in a wide-range of capacities.

We also hope that parents will support the education of their children by:

- Helping children to value education and understand individual responsibility.
- Emphasizing the importance of attendance, completion of work and compliance with rules of conduct.
- Providing positive home conditions that support learning and appropriate behavior.
- Learning school policies and procedures.
- Monitoring homework and school-related activities.
- Serving as an advocate for their child's educational needs.
- Contacting teachers and/or administrators and effectively communicating concerns, questions, or suggestions.

ICHAT FORMS

Northville Public Schools requires a background check via the Internet Criminal History Access Tool (iChat) for volunteers. This includes: Field Trip Chaperones, Regular classroom volunteers, and Extra Curricular Group Leaders. Each form must be accompanied by a copy of your driver's license. Please complete an iChat Volunteer form in the school office.

PARTIES / TREATS / HOLIDAYS

Generally, classrooms celebrate the following days with class parties: Halloween, December holidays, Valentine's Day, and end of the school year. **Birth day celebrations can be noted with a small, non food token.** In an effort to support healthy life choices, the district is requesting your support in this matter. Please clear these tokens with your child's teacher. Please note that invitations for birthday parties, other celebrations, or play opportunities taking place outside of school MAY NOT be distributed at school.

In accordance with District policy, no weapons of any kind (real or toy) are permitted at school, and may not be included as a part of a Halloween costume. Students may be asked to remove masks or other portions of a costume which may interfere with their work or which might be disruptive to the rest of the class.

PICTURES

School pictures are scheduled to be taken annually in September or October and may be offered again in the spring. These pictures provide our school with an up-to-date picture of your child for permanent school records. Participation in the school picture program is purely voluntary.

PLAYGROUND

Our emphasis is on safe, enjoyable play. Children may not bring hard baseballs or hard coated rubber balls, bats, expensive toys, roller blades, or skateboards to school. Please be sure other playground items are carefully marked with your child's name **and are brought to school in a backpack or a bag.** Children are welcome to use the playground after school once they have gone home and received permission from their parents to return. Keep in mind that there is no adult supervision of the

playground outside of school hours. **Parents are urged to remove all drawstrings from jackets and coats, as they present a choking hazard. Backpacks and objects such as pens, pencils, and markers should remain in the classroom. Shoelaces should remain tied at all times.**

PLAYGROUND RULES

Play safely and respectfully at all times.

Ball Handling

Play ball with respect for the safety of yourself and others in the game.

Balls are thrown on the playground only. They may not be thrown in front of school.

All kickball, soccer, and football games need to be played in designated areas at appropriate times. Body "contact sports" are NOT ALLOWED.

Use only school balls or balls which are soft in appropriate areas on the playground, which have been approved by your teacher and/or the teacher or supervisor on duty.

Snow play is encouraged, but snowball throwing is NOT ALLOWED on school property OR on the way to or from school. Ice patches can be dangerous, so running and sliding on ice is not permitted.

Play away from equipment when not using it. Tag may NOT be played in or around equipment.

Equipment

Use playground equipment as intended for enjoyment with safety in mind.

One person at a time should use a swing. Children must sit in an upright position and may not twirl, swing side to side, or jump off while a swing is in motion. Students are not permitted to run in front of, or behind swings.

Children must go down slides one at a time sitting in an upright position without loitering at the top or bottom. When in line, wait for the person ahead of you to move down the slide before you start up the steps. Climbing up or down the slide is NOT allowed.

When playing on ANY of the large metal pieces of equipment (horizontal ladder, monkey bars, etc.) **both hands** should always be on the bars.

Equipment Rules, Continued

Move across the horizontal ladder using hands only. Children are NOT allowed to sit on, hang by their legs, or move across the top of these hanging bars.

Play away from equipment when not using it. Tag may NOT be played in or around equipment or play structures.

Jump ropes may be used only for jumping and not for playing tug-of-war or other games, and may never be taken on to equipment.

Fair Play

Play fair, share what is yours, and leave that which does not belong to you alone.

Refrain from activities that may hurt others or harm property.

Keep hands to yourself on the playground and in line. Do not pick up sand, gravel, or rocks.

Play respectfully without interfering with the play of others.

If necessary, use your problem-solving skills before reporting them. Share unresolved problems with the teacher or playground supervisor.

Do not exclude others from your play.

The whistle means STOP, LOOK, AND LISTEN.

When the bell rings, line up right away.

Boundaries

Stay within the playground boundaries, showing respect for classrooms in session and neighboring property.

Once on the playground, students may not re-enter the building without receiving permission from an adult. The buddy-system will be used when permission is given.

Students are not permitted to retrieve balls that are off the playground without permission from an adult.

Students should not play in the trees, past the backstop, or past the building in the habitat area.

Guidelines for use of playground by community members:

1. School-sponsored programs and activities, including summer school sports, Community Education, Early Childhood, Kids' Club, Special Education, etc., have first priority for use of playgrounds and/or areas within playgrounds before and after regular school hours and during the summer.
2. Total playground space is open for use by community members any time that students in school-sponsored programs are not in the playground areas.
3. When students in school-sponsored programs are in a particular playground area, cooperation will be needed in sharing the playgrounds. This may result in neighborhood children being asked to move to a different area of the playground than the particular area being used by school-sponsored programs.
4. In the interest of student safety, neighborhood children may be asked to stop an activity deemed unsafe by the supervisor of the school-sponsored program when students in a school-sponsored activity are using a playground area. Examples include roller blade hockey, sledding, baseball, or any other activity involving flying objects.

RECESS / OUTDOOR PLAY

Physical activity is an important part of our school day. Recess takes place outdoors, weather permitting. Please make sure students are dressed appropriately for outdoor play each day. Students go outside as long as the wind chill is above 0°F, with a shortened recess possible depending on conditions. All children are expected to participate in our recess and physical education activities as scheduled. If a child is well enough to come to school, s/he is well enough to benefit from outside activity. A doctor's note is required to keep children indoors for health reasons.

RESTORATIVE PRACTICES

Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Except in cases involving a firearm at school, restorative practices shall be considered as an alternative or in addition to long-term suspension, expulsion or permanent expulsion of a student. The District will first consider restorative practices to remediate

offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, minor class disruption and harassment and cyberbullying as part of the discipline process.

SAFETY PATROL

Our fifth grade student leaders serve our school with “safety patrol” responsibilities. Please encourage your children to follow the directions of these students and obey the school safety rules.

SECURITY

All adult visitors must sign in and wear a badge to indicate that they have stopped at the office. This includes parent helpers, high school helpers, and any adult wishing to go any place in the building, other than the school office. People in the building not wearing badges are questioned by staff and escorted to the school office. For security reasons, classroom teachers have implemented the "buddy system" when students need to use the restroom during the day.

SNOWBALLS

Snowballs may not be thrown on school grounds, at bus stops, or on the way to and from school.

STUDENT LEADERS

Student leadership is an expectation at Silver Springs, and all students identify their strengths to serve in leadership opportunities in the classroom and in the school. Applications for school-wide leadership roles may be found in our Application Station throughout the year. Please encourage your child to seek out leadership opportunities. We're proud of how our students lead at Silver Springs and we want all students to have these opportunities.

STUDENT LEADERSHIP LIGHTHOUSE TEAM MEMBERS

The Student Lighthouse Team is composed of student leaders from grades 1 through 5. Their role is to assist in a variety of student activities at school.

TELEPHONE

Students are encouraged to take responsibility for remembering to bring their lunch, homework assignments, etc. to school each day. We discourage student use of the telephone for any non-emergency situation. **Cell phones may NOT be turned on during school hours.**

VISITORS

All visitors must sign in at the office. Unfortunately, because of liability, student visitors are not allowed unless they are enrolled or they are part of a school-sponsored program.

WALKERS

Children should be careful when walking to and from school, and walk with a buddy whenever possible. They should not cut across lawns or accept rides from strangers. In areas without sidewalks, children should walk as close to the curb as possible. In all cases, students should walk directly to and from school, act as good citizens, be alert to traffic, follow the directions of safety squad members and obey all school rules.

YEARBOOK

PTA sponsors an annual yearbook, which is available for purchase at the end of the year. Pictures are submitted by parents and PTA committee members on a voluntary basis for consideration for the yearbook. Please mark student names, the date, and the event on the back of the picture. We cannot guarantee the return of pictures.

Self-administration means that the student can administer the medication in a manner directed by the physician without additional direction or supervision by school staff. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration. For medication other than inhalers, only that day's supply of medication is to be carried. The school district recommends that spare medication, properly labeled in its original container, be kept in the clinic/office in case the student runs out/forgets the medication. The building administrator may discontinue the student's self-administration privilege upon advanced notice to the parent/guardian. (If the medication is an inhaler and the student is found to be improperly using the medication, the student's physician and parent(s) will be contacted regarding future self-possession). The student must carry a copy of this form at school.

Student Name: _____

To be completed by student:

I agree to:

Never share my medication with another person.

Carry the medication in its original properly labeled prescriptive/over-the-counter container.

Take medication only at the prescribed time/frequency and dose.

Carry a copy of this form with me and present it to school staff if asked.

I am knowledgeable regarding the dose, desired effects, side effects, administration, etc. of the medication(s). I understand if I do not comply with this agreement that the medication will be confiscated and returned to my parent(s)/guardian, and the privilege(s) of self-administration/self-possession denied. (If the medication is an inhaler and it is found that I have improperly used the medication, my physician and parent(s) will be contacted regarding future self-possession).

Signature

Date

Date form received in school office from parent/physician/student: _____

NORTHVILLE PUBLIC SCHOOL DISTRICT

Northville, Michigan

PARENT, GUARDIAN, CARE GIVER ROLE DURING SCHOOL EMERGENCIES

The Northville Public School District has developed a protocol explaining parent responsibilities in emergency situations and reunification of parents and students after an emergency situation at the school. Instinct draws parents, guardians and care givers to the school in emergency situations, but proceeding to the school may place you in danger and your presence at the school will complicate the management of the emergency response.

This is designed to serve as a guide for Parent/Guardian/Care Giver, outlining responsibilities in the event of an emergency situation at your child's school.

School Planning

- Schools have developed and have practiced lockdown and shelter in place drills. Two such drills are required by law each school year starting in 2007.

Definitions:

Lock Down: Where there is danger in or near the school and students and staff need to be protected from that danger. An example of a lockdown could be: an intruder either inside or outside of the school, most likely occurring during or after an overtly violent act.

Shelter in Place: A concerted effort to shelter students and staff inside while minimizing the flow of air both from outside and between separate parts of the school. An example of shelter in place would include tornados, accidents involving hazardous material spills or incidents involving chemical release.

Evacuations: When conditions make it unsafe to remain within the school building.

- Schools have identified safe evacuation routes depending on the type of threat and where the threat may occur on or near the school site.
- Class rosters will be used to account for children during emergency situations.
- In the case of an emergency situation at the school or if an evacuation is necessary, Parent/Student reunification sites have been identified and will be communicated via the District's listserv, website and the local media.

Parent Responsibilities During an Emergency at the School

- Register to be included on the District's listserv to receive information and updates during emergency situations.
- Discuss the purpose of the Lock Down/Shelter in Place drills with your child.
- Do not report to your child's school during emergency situations. Law enforcement will not allow entry to the school site during a lockdown or shelter in place.
- Avoid calling the school or the District during the emergency.
- Monitor emergency information updates using the District's listserv, website and local media.
- After the all clear is given, parents/guardians/care givers may pick up students at the school or the reunification site.
- Parent/Guardian/Care Giver identification will be required before the child is released.