

# Cardinal Elementary



**Discover, Learn, Succeed**

***Student Handbook***  
**2023 - 2024**

*This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know.*

*Become familiar with the following information and keep the handbook available for reference. If you have any questions that are not addressed in this handbook you are encouraged to talk to your teachers or the building principal.*

*This handbook reflects the current status of the Board’s policies and the School’s rules as of June 30, 2023.*

*If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023 the language in the most current policy or administrative guideline prevails.*

All information in this handbook is subject to Board Policy review and/or changes.

**DISCLAIMER: The specific disciplinary actions in this handbook are guidelines and are subject to change from the administration. The Administration has the right to implement new rules and regulations that are not stated in the handbook and which are necessary to maintain and promote an appropriate environment for learning. In the event that changes are made to this handbook a notice will be put in the school newsletter.**

<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
<i>Concealed possession of a weapon</i>	<i>Visible possession of a weapon</i>	<i>Possession of a weapon and verbal/physical threat to use</i>	<i>Use of a weapon</i>
<i>2-5 day OSS based on possession Parent conference required May result in Level II, III, or IV, upon investigation</i>	<i>5-10 day OSS based on possession Parent conference required May result in Level III or IV upon investigation</i>	<i>10 day OSS Possible long term suspension Recommendation for expulsion Police notification</i>	<i>See website for MDE &amp; School Board Policy</i>
<b>OSS = Out of School Suspension</b>			

### Map of Cardinal Elementary

### **Anti-Bullying Policy**

Bullying of a student by other students or any member of the staff is a violation of policy. Bullying is defined as any form, of aggression, verbal, cyber or physical, that is intentional, repeated, and involves an imbalance of power between two people. Bullying does not include any form of relational aggression, which is two students who are being mean and/or aggressive towards each other. Bullying of any kind will result in disciplinary proceedings. A student who believes that he/she has been subjected to bullying should promptly notify the building principal, assistant principal, or the counselor.

### **Vape Policy**

#### **USE/POSSESSION AND/OR DISTRIBUTION OF TOBACCO PRODUCTS, E-CIGARETTES AND NICOTINE VAPORIZERS\*\***

Smoking/vaping is not permitted by students on school property at any time or at any school function.

First Offense:	One day out-of-school suspension.
Second Offense:	Three day out-of-school suspension.
Third Offense:	Five day out-of-school suspension.
Fourth Offense:	Seven day out-of-school suspension.
Fifth Offense:	Ten day out-of-school suspension pending a board expulsion hearing.

\*Distribution may result in additional consequences.

### **Weapon's Policy**

State law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object that is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of people. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The following chart contains the disciplinary steps for violating this weapon's policy:

## ***Cardinal Elementary***

***2310 Marquette Ave.  
Muskegon, MI 49442  
231-760-1700***

### ***Heather MacDonald***

*Principal*

### ***E'lyse Benson***

*Assistant Principal*

### ***Welcome to Cardinal Elementary School.***

*All the staff members are pleased to have you as a student and we will do our best to help make your experience as productive and successful as you wish to make it.*

### **CARDINAL ELEMENTARY STUDENT HOURS**

*School day: 8:10 – 2:55 p.m.*

*Early Release: 8:10 – 1:50 p.m.*

*These times are subject to change.*

### ***Cardinal Elementary Vision Statement***

*Our vision is to create a school culture in which students develop life skills and academics to become responsible, productive members of society.*

### ***Cardinal Elementary Mission Statement***

*We educate, nurture and inspire Cardinal Elementary students to become responsible, productive members of society.*

# TABLE OF CONTENTS

## SCHOOL INFORMATION

Introduction.....	2
Disclaimer.....	2
Contact Information.....	3
School Hours.....	3
Vision & Mission Statement.....	3
O.V. District Information.....	6
Cardinal Elementary Staff.....	6
Title Programs.....	6-7
Building Map.....	7

## SECTION I - ATTENDANCE

Arrival and Dismissal of Students.....	8
Attendance and Tardy Policies.....	9-10
Make-Up Work.....	9
Perfect Attendance.....	10

## SECTION II - ACADEMICS

Report Cards.....	11
Multi-Tiered Systems of Support (MTSS).....	11
Online Classes.....	11
Student Fees.....	11

## SECTION III - DAILY EXPECTATIONS

Playground and Building Procedures.....	12-13
Field Trip Policies.....	13-14
Computer Discipline Policy.....	14
Dress Code.....	15
Lost and Found.....	16
Recesses.....	16

## SECTION IV - PARENTAL INVOLVEMENT

Change of Telephone Number and Address.....	16
Communication Procedures.....	17
Parent Teacher Conferences.....	17

## Community Eligibility Provision (CEP)

All students at Cardinal Elementary are provided with a free lunch through this program. An additional milk may be purchased for 75 cents. Adult lunches can be purchased for \$4.00.

## SECTION VIII — DISCIPLINE

### Student Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

In the event the above course of action does not result in the fee being paid, the board authorizes the business office to take the student and/or his/her parents to small claims court for collection.

### Harassment Policy

Harassment of a student by other students or any member of the staff is a violation of policy. *Harassment is defined as any verbal or physical act of aggression relating to someone's ethnicity, disability, race or sexual orientation.* Harassment includes unwelcome sexual remarks/advances, or any form of improper physical contact. Harassment of any kind will result in disciplinary proceedings. A student who believes that he/she has been subjected to harassment should promptly notify the building principal, assistant principal, or the counselor.

- Electronic Devices should not be heard or seen and are only permitted with the permission of the bus driver. (**Not allowed for elementary students K-5**)
- No skateboards, scooters, balls and sport equipment on bus unless in a bag.
- Buses are monitored by security cameras.
- Damage must be reported to the bus driver.

*In the event that a child damages transportation property, a fine will be assessed to the family. The fine will be reasonable, seeking only to compensate transportation for the expense of the loss incurred.*

## Bus Conduct Referrals

Bus transportation is an essential part of the school day. It is a privilege to ride the bus. Students must follow the rules of the transportation department. If a child is not following the bus safety rules, the bus driver writes a bus conduct report.

- 1st report** = Written warning will be given
- 2nd report**= 1 day suspension from the bus
- 3rd report**= 3 day suspension from the bus
- 4th report**= 5 day suspension from the bus
- 5th report**= 7 day suspension from the bus followed by a conference with the parent
- 6th report**= Removal from the bus for the remainder of the school year

## SECTION VII — FOOD SERVICE

### Universal Breakfast Program

Cardinal Elementary participates in the Federally funded Universal School Breakfast, a school program that offers breakfast to all students at no charge. Parents need to provide a doctor's slip if their child has any food allergies so accommodations can be made.

Visitors.....	17
Parent-School Compact.....	18
PTO.....	19
Background Checks.....	19-20

## SECTION V - STUDENT MEDICAL/SAFETY

Illness and Contagious Conditions at School.....	21
Medication Policy.....	21
Special Health Problems.....	22
Accidents or Illnesses at School.....	22
Emergency Procedures and Policies.....	22-23
Dismissal Instructions.....	22
School Connects Alert System.....	22
Man-Made Emergency Procedures.....	23
Extreme or Illegal Acts.....	23
Bomb Threat Policy.....	23
Lockdowns.....	23
Weather-Related Emergency Procedures.....	23-24
Fire and Tornado Drills.....	23
Snow Day Cancellation/Dismissal from School.....	23
Tornado Advisories.....	24
Building Doors Locked.....	24

## SECTION VI - TRANSPORTATION

Transportation Policy.....	24
District School Bus Safety Rules.....	25-26
Bus Conduct Referrals.....	26

## SECTION VII - FOOD SERVICE

Universal Breakfast Program.....	26
Community Eligibility Provision (CEP).....	27

## SECTION VIII - DISCIPLINE

Student Fines.....	27
Harassment Policy.....	27
Anti-Bullying Policy.....	28
Nicotine/Vape Policy.....	28
Weapons Policy.....	28-29

## ***O.V. District Information***

[www.orchardview.org](http://www.orchardview.org)

<b><i>Central Office</i></b>	35 S. Sheridan Street Muskegon, MI 49442 231-760-1300	
<b><i>Orchard View Early Elementary</i></b>	2820 MacArthur Muskegon, MI 49442 231-760-1850	Grades pre-school - 1
<b><i>O.V. Middle School</i></b>	35 S. Sheridan Street Muskegon, MI 49442 231-760-1500	Grades 6-8
<b><i>O.V. High School</i></b>	16 N. Quarterline Muskegon, MI 49442 231-760-1400	Grades 9 - 12
<b><i>O.V. Community Education</i></b>	1074 Shonat Muskegon, MI 49442 231-760-1350	Pre-school through senior citizens
<b><i>Transportation Department</i></b>	16 N. Quarterline Muskegon, MI 49442 231-760-1330	Busing information

### **CARDINAL ELEMENTARY STAFF**

Please refer to O.V.'s website/Cardinal Elementary for staff listings.

[www.orchardview.org](http://www.orchardview.org)

### **TITLE PROGRAMS**

#### **Non- Discrimination Policy**

It is the policy of the Orchard View School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

**Civil Rights Act of 1964 – Title VI** - No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discriminations under any program or activity receiving Federal financial assistance.

## **DISTRICT SCHOOL BUS SAFETY RULES**

- Students are allowed only one designated pick up and one drop off address.
- Students may not ride a bus other than the one to which they are assigned. This also applies to getting off at a different stop.
- Parent(s)/guardian(s) are to make requests for bus changes in writing to the transportation office.
- The bus driver/aide is in charge of the bus at all times. Students are expected to obey the directions of the bus driver/aide.
- Students are to be at the designated bus stop 10 minutes before their bus arrives. Buses cannot wait.
- Students are to stay off the roadway while waiting for the bus.
- Students are to cross in front of the bus, not behind the bus and to look for drivers signal before crossing. Ten feet is the recommended distance for crossing in front of the bus.
- Students are to wait until the bus has come to a stop before attempting to enter or leave the bus. They must stay seated until the bus stops.
- The driver may assign students a seat.
- When seated, feet are to be kept out of the aisles.
- Students are not to move about while the bus is in motion.
- No Eating on the bus. Drinking on the bus is only permitted with the permission of the bus driver.
- Hands and head must be inside the bus at all times.
- Students may not use profane or vulgar language.
- Students may not shout at passing persons or vehicles.
- Objects or paper may not be thrown from the bus or on the bus.
- Students must be considerate of all others on the bus.

The decision to dismiss rests with the superintendent or his designee. If you suspect school will be cancelled or dismissed, listen to the local radio stations. Please do not call the school or the transportation department.

### **Tornado Advisories**

During a tornado watch, children will remain in school until the regular dismissal time.

A Tornado/Severe Thunderstorm warning is issued by the local weather service office whenever a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar. Your child/children will be cared for at school.

Parents have the option of picking up their children at school during a watch or warning. Follow normal check out procedures at the office.

## **SECTION VI — TRANSPORTATION**

### **TRANSPORTATION POLICY**

“The School Code” does not intend transportation to be an absolute right available under all circumstances that could not be forfeited by some act on the part of the student. Students are to be aware of the transportation “policy and consequences of misconduct”, and the possible forfeit of their right to transportation.

Only those students who meet the district’s transportation guidelines and have completed the bus registration form are eligible to ride school buses. Cardinal Elementary does not set the guidelines or determine who may or may not ride the bus.

**Discrimination Based on Sex – Title IX** – No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

**Rehabilitation Act of 1973 – Section 504** – No other qualified handicapped individual in the United States, as defined in (29 U.S.C.S.706 (7)), shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive Agency or by the United States Postal Service.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities and services.

- Any questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, Title VI, which prohibits discrimination on the basis of race, color, or national origin, or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to the individual below.
- If any person believes that Orchard View School District has inadequately applied the principles and/or regulation of Title IX, Title VI or Section 504, he/she may bring forward a complaint to the individual stated below.
- All vocational education programs follow the district’s policies of non-discrimination on the basis of race, color, national origin, sex, or handicap in all activities and in employment. In addition, arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.

For more information, you may contact the following individual:

Greg Bodrie  
Fruitport Community Schools  
3255 Pontaluna Road  
Fruitport, MI 49415  
Phone: (231) 865-3188

## SECTION I — ATTENDANCE

### ARRIVAL AND DISMISSAL OF STUDENTS

To provide for a safe environment for all students we require:

1. Students must not arrive before 8:10 a.m. as there is no outside supervision at those times.
1. School dismisses at 2:55 on regular school days and 1:50 on early release days. It is important that students be picked up on time. For children not picked up on time we are instituting the following steps:
  1. The first time a child is not picked up on time the parent will receive a warning.
  2. The second time a child is not picked up on time the parent will be required to come in for a meeting.
  3. The third time a child is not picked up on time the authorities will be called.

We understand that emergencies come up. In the event of an emergency, please call the office at 760-1700 to let us know.

### STUDENT DROP-OFF & PICK-UP

Buses will drop off and pick up students in the North Lot off of Sheridan. This parking lot may be used by buses and staff ONLY. For the safety of our students, the North Lot is closed to **all** parents and visitors.

The South Lot at the front entrance is parent pick up/drop off for 4<sup>th</sup> and 5<sup>th</sup> grade students. The lot has been striped to reflect a pick up lane along the sidewalk and parking spaces for building visitors on the opposite side facing the road. We ask that the pick up lane is used and that cars **pull all the way forward** to allow more cars to fit and the process to go smoothly. Stopping at the beginning or middle will back up the cars on Marquette. **Please do not park and walk up or send students across in this area as there will not be a crossing guard present.** There is only 1 pick up lane. The other lane is for driving through only. *It is strongly recommended that students enter and exit the vehicle from the passenger side to ensure student safety.*

The West Lot is the Parent Pick Up/Drop Off for 2<sup>nd</sup> and 3<sup>rd</sup> grade students. For parents and guardians who wish to park and walk across to pick up their student, a crossing guard will be present. Please model safe crossing by using the crosswalk and following the directions provided by the crossing guards. In this lot, the lane along the sidewalk is for parent pick up and drop off. The other lane to the left is for driving through only. *It is strongly recommended that students enter and exit the vehicle from the passenger side to ensure student safety.*

## Man-Made Emergency Procedures

### Extreme or Illegal Acts

Arson, bomb threats, possession of illegal drugs, possession or use of a weapon, striking or attacking a staff member are considered serious acts and may result in long-term suspension, expulsion and/or police involvement.

### Bomb Threat Policy

If a bomb threat is received, we will follow the procedures developed by the crisis team. If necessary, the building will be evacuated and students will be taken to a safe location. Public broadcasting will provide information.

### Lockdowns

Lockdown drills are practiced three times per year in accordance with the Michigan State Fire Prevention Act 207 (PA-1941). All doors to the building will be locked during these drills.

## Weather-Related Emergency Procedures

### Fire and Tornado Drills

*Fire and Tornado drills are practiced in accordance with the Michigan State Fire Prevention Act 207 (PA-1941).*

### Snow Day Cancellation or Dismissal from School

*On occasion, severe weather or other causes may result in school being cancelled. In most instances, the school will notify these stations; WMUS, 107FM; WKBZ, 95.3FM; WSNX, 104.5FM; WCXT, 105.3FM or television stations Channel 8, Channel 13, or [www.WZZM13.com](http://www.WZZM13.com), by 6:15 a.m. if school is cancelled. You can also find information on the district website: [www.orchardview.org](http://www.orchardview.org).*



## Special Health Problems

Please make the school aware of any health problems concerning your child. We will work with you to make sure your child is safe and healthy. Parents should renew written statements of health every year. These statements should include information about allergies, asthma, seizures, vision/hearing, etc.

## Accidents or Illnesses at School

If a child becomes ill or is injured at school, the parents will be contacted and arrangements will be made for the child to be picked up. If parents cannot be reached, contact will be made with the person designated by the parents on the emergency information form. **Please keep these names and numbers up to date. It is important that we are able to reach someone if the parent is not available.**

## EMERGENCY PROCEDURES AND POLICIES

### ***Dismissal Instructions***

*Dismissal instructions come from the superintendent's office. Parents should explain to their child at the beginning of the school year where the child should go in case of an emergency dismissal during the school day.*

### **School Connects Alert System**

*Instant Alert for Schools* is an essential tool for notification and communication. *It is important for parents maintain current contact information on the PowerSchool Parent Portal.* Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, or text in any combination. If you would like to opt out of our alerts, please contact Cardinal Elementary at 231-760-1700.

Please pull all the way forward as space becomes available, and when leaving, follow the loop of the parking lot all the way around to exit on-to Marquette.

***If you have students in multiple grades (for example 2<sup>nd</sup> and 5<sup>th</sup>), we recommend using the West Lot as the younger students will be closer to their entrances.*** Students arriving late must report to the office to be signed in by their parent/guardian. The student will then be given a tardy slip to enter the classroom. Students will not be admitted to the classroom without a tardy slip.

1. Picking students up early is strongly discouraged.
2. **Students leaving school early *MUST* be signed out at the office.**
3. To ensure the safety of your child, we will check driver's licenses before releasing your child.
4. Middle school and high school students picking up younger students are not allowed on school property until the dismissal bell rings at 2:55 unless they are accompanied by a parent or guardian.

## ATTENDANCE AND TARDY POLICIES

Attending school is both necessary and the law. The state law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Orchard View has an attendance policy to avoid these negative consequences. Recognition is given for perfect attendance each month and for the school year.

Please contact the school when your child is absent, as we are required to track all illnesses and absences. Absences are only excused with a doctor's note.

### **Make-up of Tests and Other School Work**

Students who are 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 the teacher as soon as possible to obtain assignments.

Make-up work due to absences must be completed within a time set by the teacher.

Make-up work due to a 1 or 2 day suspension must be completed within 3 days after returning to school. For suspensions lasting 3 or more days, make-up work must be completed by the date the student returns to school.

## *Truancy Process*

Orchard View Schools works with the Muskegon County ISD to support Operation Graduation.

Operation Graduation is a collaboration with the Muskegon County Prosecutor's office, the Michigan Department of Health and Human Services, Hackley Community Care, and Healthwest.

A consistent countywide focus is necessary because:

- Students who have good attendance, generally achieve higher grades, enjoy school more, and are most employable after school.
- Students who miss too much school often struggle throughout their academic career and may be less likely to graduate.

This collaborative effort focuses on early intervention and individual family needs. It gives the opportunity for all students to succeed. Being in school, every day, is critically important.

**5 Unexcused Absences:** Letter of Importance of school attendance, Consider Tier 2 interventions

**10 Unexcused Absences:** Truancy Letter #1, Consider Interventions and outside agency involvement.

**15 Unexcused Absences:** Truancy letter #2, parent meeting, failure to attend parent meeting results in referral to truancy department.

**No Improvement in Attendance:** Send referral to MAISD, failure to participate in the attendance improvement plan could result in the Truancy Coordinator making a referral to the Prosecutor's office.

## *Tardiness*

Teachers maintain a tardiness record on their students. If students are frequently tardy, the parents will be asked to have a conference with the principal and/or the teacher. A student will be considered tardy if they arrive after the start of the day or leave before the day ends. Excessive tardiness will result in an official letter being mailed to the home.

If a student misses a minimum of 1/2 hour in the morning or in the afternoon, it will be considered a half-day absence for that time period.

## *Perfect Attendance*

Students who have had no absences and less than 5 tardies each semester will qualify for perfect attendance. Rewards will be given at the end of each semester. Students will also receive monthly recognition and a certificate for perfect attendance for the entire school year.

## **SECTION V—STUDENT MEDICAL/SAFETY**

### **Illness and Contagious Conditions at School**

Children with an illness that is contagious should not be sent to school. When the parent notifies the school that a child has contagious condition (e.g., chicken pox, head lice) families of other students in the class will be notified. If there is a concern of a child being contagious, the child will not be able to participate in activities which might spread the contagion until released by the doctor. A child will participate in all school activities, including recess, unless they have a note from the doctor. A child with a temperature of 100 degrees or more will be sent home.

Orchard View Schools has a "no nit policy" regarding head lice. Head lice can be very contagious in a school setting and children with lice or nits will not be allowed in school. Students with head lice must be rechecked at the office before returning to the classroom. Students are not allowed to ride the bus to school until they have been rechecked.

Students should be fever, vomit, diarrhea free before returning to school. Please contact the office if your student is positive for Covid-19.

### **Medication Policy**

"Medication" is all medicines, including those prescribed by a physician, and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. In order for school personnel to administer medication to students, a medical authorization form must be completed by the parent/guardian and be on file in our office. For prescription drugs the form must also be signed by a doctor. Please do not send medications to school unless it is necessary. If possible, administer medications at home.

All medicine must be in the original container (whether a prescription or non-prescription item), labeled with the date, the student's name and the exact dosage that is to be administered. It is standard practice in our elementary school that all medications be kept and administered in the school office by an adult designated by the school administrator. For safety reasons, medications must be brought to school and taken home from the office by a parent/guardian, not the child.

Offense	MCL 28.733 Sex Registry Review	MCL 28.733/Other
Felony Charge	Individuals convicted of a felony listed in Section 2 of the Sex Offender Registry shall not be allowed to volunteer in schools.	Individuals convicted of a felony, other than Section 2 of the Sex Offenders Registry shall not be allowed to volunteer in schools if the conviction was within the past 15 years. Annual written approval from the superintendent or designee is required to volunteer after the 15 year period.
Misdemeanor		Individuals charged with domestic violence, physical abuse, substance misuse to include controlled substances or conviction relating to or jeopardizing the welfare of children cannot volunteer in the schools if the conviction was within the past 5 years.
Pending Charges		A volunteer candidate will not be able to volunteer while charges are pending against the individual.

People meeting the above criteria will not be allowed on school property to attend supervised activities/events without prior notification and approval of the building administrator.

## SECTION II — ACADEMICS

### Report Cards

Report cards listing essential standards will be available in Powerschool at the end of each semester. Progress reports will be given to parents at conferences. We encourage parents to regularly check student progress using the PowerSchool Parent Portal link on the district website.

### Multi-Tiered Systems of Support (MTSS)

Cardinal Elementary has an MTSS Team which monitors students who are at risk academically, at risk for retention, and students with behavior or social emotional concerns. This team works with parents, staff and students to provide support to enable our children to be successful.

If you have concerns with your child's progress academically, socially, or behaviorally please contact Mrs. MacDonald 231-760-1701 to refer them to the team for discussion.

### Student Fees

The Board of Education may assign certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well transportation costs and admission/participation fees for district sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service (s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the superintendent or his/her designee for each fee-based activity at the conclusion of the activity, along with remission of any fees not expended.

## SECTION III — DAILY EXPECTATIONS

### Playground and Building Procedures

Each classroom teacher will review the following procedures and with students and encourage the parents to do the same. All students will be expected to meet our school-wide S.O.A.R. expectations on school property. (**S**afety, **O**wnership, **A**cceptance, **R**espect)

- Students must play in the designated playground areas.
- Students must sit when using the swings, with only one person per swing.
- Only one person may go down the slide at a time and s/he must be sitting forward.
- All students must keep their hands and feet to themselves. Disagreements need to be resolved in a non-violent manner.
- Children should make every attempt to notify a playground supervisor when there are concerns on the playground rather than responding with aggression or violence.
- Fighting, play fighting, wrestling, football, and horse-play are not allowed. These activities often lead to arguments and serious fighting.
- Inappropriate language is not allowed.
- Appropriate toys (ball, Frisbees) are the only items that may be thrown on the playground. Rocks, sticks, snowballs, etc. are forbidden.
- Chewing gum is not allowed in school or on the playground.
- Toys brought to school need to be permanently marked with the child's name. However, bringing toys to school is discouraged as the toys can be lost or stolen. *Skateboards, wooden or metal bats, roller-blades, and Heelies are not allowed.*

## Volunteers

**PTO** – The PTO is comprised of parents, staff members and the building principal. They meet monthly and coordinate fundraisers to support our students, families and staff. Please contact the office or a PTO representative for an opportunity to volunteer.

### Background Checks for Those Volunteering in Classrooms, School buildings or on Field Trips

A free Volunteer Authorization Form must be completed by each volunteer at least 5 days before the scheduled event. Forms are available in the school office. The purpose of this form is to give the school permission to do a criminal record check on people wanting to chaperone in classrooms, on field trips, in the buildings or on the grounds.

Persons with a record of criminal sexual conduct (CSC) or misdemeanor/felony charges relating to the welfare of children will not be allowed to serve as a volunteer in the district.

In addition, those with a record of criminal conduct in any of the following categories will not be allowed to volunteer if the charge was committed within the past five years: domestic violence, physical abuse and/or substance abuse.

People meeting the above criteria will not be allowed on school property to attend supervised activities/events without prior notification and approval of the building administrator.

For purposes of the following rubric, Controlled Substances shall mean:

*Controlled Substance* – all dangerous controlled substances as so designated and prohibited by Michigan statute; controlled substances are the subject of legislative control. This includes illegal drugs, prescription medications, and alcoholic beverages.

*Uncontrolled* – abuse and misuse of controlled substances.

## PARENT-SCHOOL COMPACT

We believe that student achievement is a responsibility shared by school staff, parents and students. The following compact is a commitment for each of us to fulfill.

### ***Orchard View Cardinal Elementary staff will provide:***

- Respect for students, parents and the diverse culture of our school;
- High quality curriculum and instruction;
- High expectations for ourselves and our students;
- Supportive environment to help our students learn;
- On-going communication for student progress through parent/teacher conferences, progress reports and opportunities to be involved in school activities.

### ***As a parent, I agree to support my child's learning by ensuring that:***

- My child is at school and on time;
- Homework is completed, including the R.A.H. (Reading At Home) Program;
- The quality and quantity of TV, internet and social media will be monitored, especially during homework time.
- I will support the school-wide behavior program as explained in the school handbook.

### ***As a student at Orchard View Cardinal Elementary, I agree to:***

- Do my personal best each day;
- Show respect for myself, adults, other students and my school;
- Come to school each day and be on time;
- Have my homework done well and turned in on time;
- Follow the school rules;
- Read for the required minutes each night.

- Cell phones and other electronic items are not allowed at school. If your student has a phone, it must be kept in their locker and turned off. If phones are visible, they will be confiscated, and a parent will be called to pick the phone up from the office.
- Weapons and fake weapons are prohibited at school. See the Weapons Policy on page 28.

*The school/district is not responsible for lost or stolen personal items.*

### **Playground Consequences per Recess Period**

First offense: reminder of expectations

Second offense: corrective strategies implemented on the playground

Third offense: office discipline referral report

*An offense of mean and aggressive behavior may result in an immediate Office Referral Report without progressing through the steps above.*

***The school reserves the right to administer appropriate discipline in situations not specifically stated in this handbook.***

### **Field Trip Policies**

Field trips are an extension of classroom activities and important opportunities for our students to experience. We want all of our students to participate in these trips, but their behavior must be appropriate, not only for the safety of themselves and others, but for the respect Cardinal Elementary expects from its students. If a student displays significant inappropriate behaviors leading up to a field trip, s/he will not be allowed to attend the next field trip.

Parents may check with their child's teacher for specific grade level information and guidelines.

Parents are often asked to serve as chaperones and supervisors for various field trips and their assistance is truly appreciated.

### **Field Trip Policies Cont.**

The purpose of a parent volunteer on a field trip is to actively supervise students assigned to them. Therefore no extra children, such as siblings, are allowed.

All adults attending the field trip must pass a background check. If a non-approved adult goes to the location of a field trip/event they are not allowed to be with the school group. If they take their child on their own the student will be considered absent from the educational setting as they are not available to experience the learning with their peers.

If parents choose to transport their child home from a field trip that they are chaperoning, parents must sign the student out with the child's teacher on the sign out form. A child leaving early from a field trip will be marked absent for a half day if s/he leaves more than ½ hour before the end of the school day.

### **Computer Discipline Policy**

Any student tampering with another person's computer files or deliberately damaging a computer will face disciplinary action.

- 1st offense: Loss of computer privileges for two weeks
- 2nd offense: Loss of computer privileges for two weeks and a meeting with the student's parents/guardians and involved staff.
- Third offense: Loss of computer privileges for the remainder of the school year.

*In the case of deliberate damage to a computer, repair costs will be paid by the family.*

4. If the superintendent does not satisfactorily resolve the situation, a written complaint should be communicated to the Board of Education.

### **Parent/Teacher Conferences**

Conferences are held twice throughout the school year. If you would like to meet with a teacher outside of those times you can call the main office to set up an appointment or leave a voicemail for the teacher to call you.

### **Visitors**

Family and community members are welcome and encouraged to participate in school activities, although we request that arrangements be made in advance. For the safety of our students, we limit visitors to the building and all visitors MUST sign in at the office and wear a Visitor's Badge.

We are happy to help work with families to address any concerns that may arise. Please keep in mind that aggressive behavior and inappropriate language are not appropriate on school property as we serve young children and will not be allowed.

### **Lost and Found**

Please write your child's name in ALL clothing and accessories with a permanent marker. We encourage students to be personally responsible for their possessions. Students should check the Lost and Found in the Parent Place for clothing and lunchboxes. Smaller items (rings, watches, eye glasses, etc.) that are lost will be placed in the office. At regular times throughout the school year, unclaimed items are donated to charity.

### **Recesses**

Students will go outside for recess every day that the temperature/wind chill is above ten degrees and it is not raining. Students will only be excused from recess with a doctor's excuse.

## **SECTION IV — PARENTAL INVOLVEMENT**

### **Change of Telephone Number and Address**

It is very important that the office has up-to-date, accurate information. Please notify the office immediately if your address, day care provider, work number, home number, or emergency numbers change during the school year. These need to be accurate in case your child becomes ill or is injured at school.

### **Communication Procedures**

Occasionally, a parent or community member may wish to express an interest or register a complaint regarding a school matter. The following provides the steps to do this:

1. Communicate with the teacher involved. If it is a staff member other than a teacher, please contact the principal.
2. If the issue is not resolved, communicate directly with the principal.
3. If the situation is not satisfactorily resolved, the issue should then be brought to the superintendent.

### **Dress Code**

Students are expected to be appropriately dressed for school. If there is a question as to the appropriateness of clothing, it will be up to the discretion of the principal. The following guidelines apply:

1. Bare midriff clothing, spaghetti straps, and halter tops are not permitted.
2. Shorts and skirts must cover at least ½ of the person's thigh.
3. "Sagging", wearing pants or shorts below the waist revealing some or all of the underwear, is not permitted.
4. Shoes must be worn at all times in the building.
5. Shoes with wheels are not permitted. Flip flops are discouraged or safety reasons.
6. Hats and hoods are not to be worn inside the building.
7. Students are not allowed to wear clothing or any item that displays or advertises: alcoholic beverages, tobacco products, illegal substances, violence, obscene or profane print, inappropriate symbols/pictures or sexual connotations.
8. No clothing, jewelry or any other items are to be worn that are defamatory or discriminatory to race, religion or the American flag.
9. Students are not allowed to wear or display any items that are related to gangs or gang activities.
10. If the dress of any student proves to be disruptive to the normal building procedures, s/he will be asked to change into something more appropriate.