



OV Early Elementary Student Handbook

Discover. Learn. Succeed

2820 MacArthur
Muskegon, Michigan 49442
231-760-1850

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2020-2021



District Information

Orchard View Early Elementary
2820 MacArthur Road
Muskegon, Michigan 49442
(231) 760-1850

Central Office
35 S. Sheridan

Muskegon, Michigan 49442
(231) 760-1300 (231) 760-1321 fax

Orchard View High School
16 N. Quarterline
Muskegon, Michigan 49442
(231) 760-1400 (231) 760-1407 fax

Orchard View Middle School
35 S. Sheridan
Muskegon, Michigan 49442
(231) 760-1500 (231) 760-1506 fax

Cardinal Elementary
2310 Marquette
Muskegon, Michigan 49442
(231) 760-1700 (231) 760-1655 fax

Orchard View Community Education
1765 Ada Avenue
Muskegon, Michigan 49442
(231) 760-1350 (231) 760-1364 fax

Transportation
(231) 760-1330 (231) 760-1331 fax

Food Service
(231) 760-1550

District Website: www.orchardview.org
Community Education Website: www.orchardviewce.org
School Connects-Automated service providing parents with
up-to-date announcements regarding school.

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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.

ORCHARD VIEW EARLY ELEMENTARY
PARENT-SCHOOL COMPACT
Discover, Learn, Succeed

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.

The Orchard View Early Elementary staff will provide:

- Respect for students, parents, and the diverse culture of our school
- High quality curriculum and instruction using research-based materials and practices
- High expectations for ourselves and our students
- Supportive environment to help our students learn with multiple opportunities for success
- On-going communication for student progress through fall and spring parent/teacher conferences, quarterly written progress reports
- Opportunities for parent involvement through PTO meetings and activities, field trips, scheduled classroom observations, and classroom and school volunteering
- Availability for parent consultation by phone, email, and appointment

As a parent, I agree to support my child's learning by working together with school staff and ensuring that:

- My child is at school well-rested and on time
- Work sent home is completed and returned to the teacher in a timely manner
- I will read with my child daily as part of the RAH program
- I will attend fall and spring parent/teacher conferences
- I will volunteer and serve on school committees, when able
- The quality and quantity of screen time will be monitored and no electronics during our reading or work time together
- I will support, teach, and follow through with the school behavior plan
- I will show respect for staff, students, and other adults

As a student at Orchard View Early 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 ready to learn
- Complete work that is sent home
- Follow the school rules
- Read daily as part of the RAH program

Principal's Message

Welcome to Orchard View Early Elementary School community. Our number one priority is the well-being of the students entrusted to our care. Our staff of caring professionals is dedicated to helping each child reach their unique potential.

Our school serves students in Kindergarten and 1st grade. We believe that each child should view school as a place where they are valued and treated with dignity and respect. Students in our school receive a high quality educational experience that provides them with foundational skills that prepare them for their academic future. We also strive to support each child in their social and emotional development.

We are a community that view parents as partners in their child's growth and educational journey. It is our belief that school should be a joyful place where children are valued and appreciated for their unique gifts and potential.

Please take time to read this student handbook. It is designed to provide parents with useful and necessary school-related information. If you have any questions or concerns regarding the policies stated in this handbook, please contact the school office.

Thank you for partnering with Orchard View schools and trusting our staff to care for your child.

Orchard View Early Elementary School

OVEE Mission Statement

The mission of Orchard View Early Elementary is to provide an environment in which children will develop a positive self-image and a disposition of learning built upon experiences as students.

Arrival/Dismissal of Students

To provide a safe environment for all students we require:

- Students may not arrive before 8:45 a.m. without a parent, as there is no adult supervision.
 - Students with parents, may enter the building no sooner than 8:30 a.m. Parents and students must report to the cafeteria and wait to be released to the classrooms.
 - Students must be picked up promptly when they are dismissed at the end of the school day, as there is no adult supervision. Parent pick-up will be outside of your child's village at 3:35 p.m.
 - Please park only in designated areas. For the safety of our students, please do not park in the bus pickup/drop off area.
 - The circular drive in the front of the school is reserved for busses only. If you are parked in this area, you may be asked to move and possibly issued a parking citation by the Muskegon Township Police Department.
 - Use the east parking lot for students being dropped off or picked up before or after school.
 - Students arriving after the bell rings **MUST** be signed in at the office to receive a tardy pass. Teachers are unable to accept students without a tardy pass after the bell sounds.
 - To ensure the safety of children, we will check driver's licenses before releasing a child.
 - Turn in doctor slips upon returning to school from appointments to verify the absence.
- *Changes to a student's pick up and/or drop off location must always be received via the student transportation schedule form, which are available in the school office. This change could take the transportation office up to 3 days to complete.

School Visitors—See By Law 9150 for complete details

In order to protect the educational program of the schools from undue disturbance, guidelines have been established:

Visitors need to make arrangements in advance through the office

All visitors must register at the school office. You may be asked to leave the building if you don't have proper authorization

A student may not leave the building with an unauthorized person

Parents who want to observe in their child's classroom, need to confer with the principal and the teacher in advance

The visitations should be no longer than sixty (60) minutes

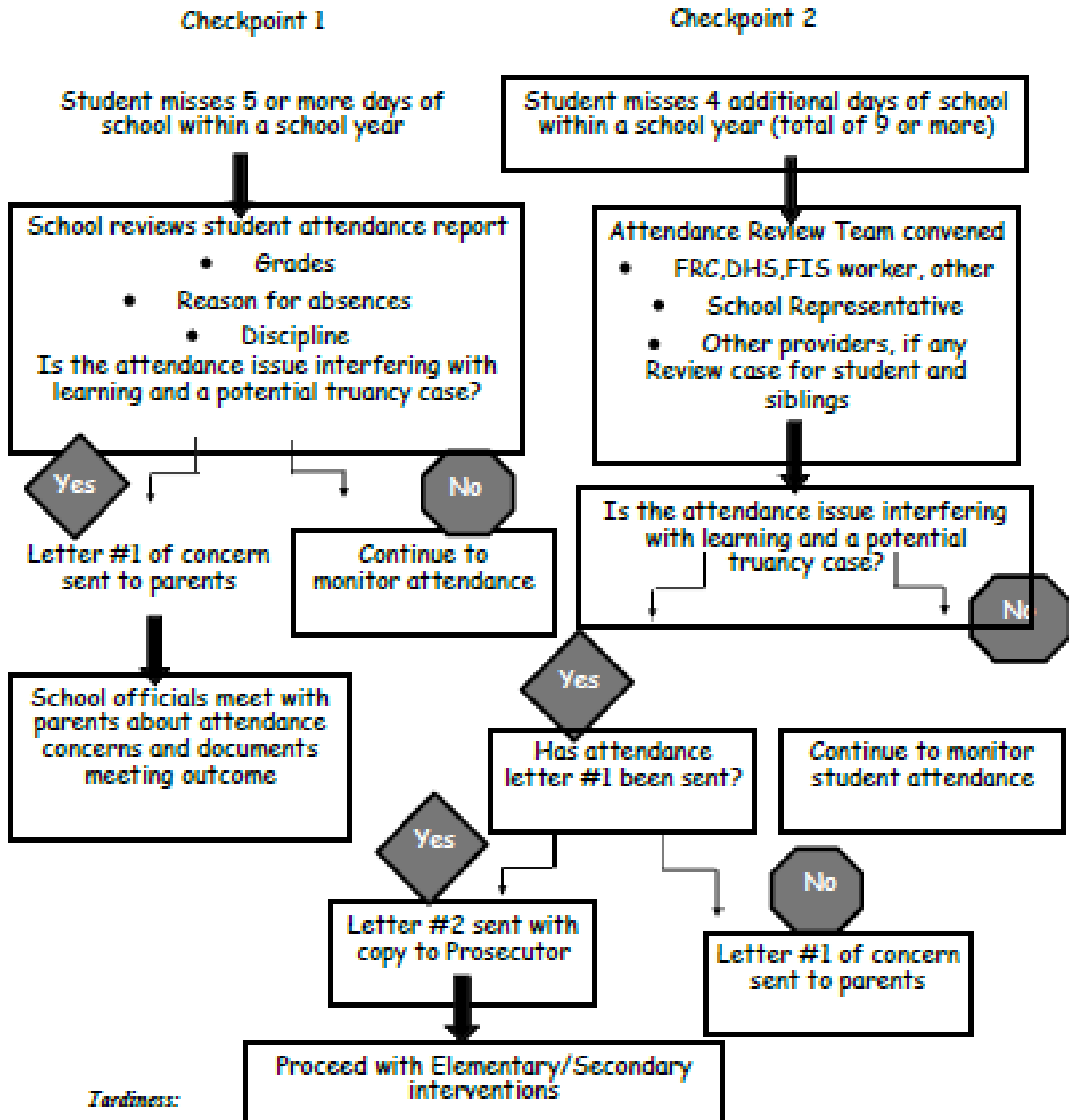
The number of visitors shall not exceed two (2) parents

The frequency of visits should be no more than once every four (4) weeks

Early pick up must be done only through the office, not in the classroom. If a student needs to be signed out early, please come to the office and we will call the classroom to have your child meet you in the office.

Attendance and Tardy Policies

Muskegon County Schools-Operation Graduation



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 teacher. A student will be considered tardy five minutes after the starting time of school or by leaving during the last 30 minutes of the day. Excessive tardiness may result in an official letter being mailed to the home. Five (5) tardies will be counted as a 1/2 day absence. If a student misses a minimum of a 1/2 an hour in the morning or leaves more than 1/2 an hour in the afternoon, it will be considered a half-day absence for that time period.

Attending school is both necessary and the law. The state law requires school attendance until the age of sixteen. 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. Please contact our office when your child is absent, as we are required to track illnesses and absences.

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 a contagious condition (chicken pox, head lice, etc.) families of other students in the class will be notified.

- Children 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 automatically be sent home. Before returning to school a student must be fever free, and free from vomiting and diarrhea for 24 hours .
- 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 in the office before returning to the classroom. Students are not allowed to ride the bus to school until they have been rechecked at the school.

Rights and Safety

Illness or Accident at School

If a child becomes ill or is injured at school, the parents will be contacted and arrangements will be made before the child is released from school. If parents cannot be reached, contact will be made with the person designated by the parents on the emergency information sheet. **PLEASE KEEP THESE NAMES AND NUMBERS UP-TO-DATE. IT IS IMPORTANT THAT WE BE ABLE TO REACH SOMEONE IF YOU ARE NOT AVAILABLE.**

Man-Made and Natural Disasters

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 a dismissal during the school day.

Snow Day cancellation or dismissal

On occasion, severe snowstorms cause school to be 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 by 6:15 a.m. if school is cancelled. You may also view our website for these announcements, which is www.orchardview.org and will receive correspondence via the School Connects alert system (see the bottom of page 9).

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 OFFICE DEPARTMENT.**

Tornado Watch and Warning

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.

Bomb Threat Policy

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

Lockdown Drills

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

When a lockdown is announced from the office the following steps will be taken:

1. Internal lock down: All students in the hallway will be advised to return to their class immediately.
2. External lock down: Unattended students in the hallway will be pulled into a room as quickly as possible.
3. Roll will be taken.
4. The office will be called if any student is missing.
5. During an internal lock down doors will only be open to accept missing students or to advise administration.

During an external lock down doors will not be open unless advised by emergency responders.

Lock down procedure drills are practiced twice each year with students and staff.

School Connects- This system allows our school to contact you via telephone, cell phone, e-mail, pager or PDA in any combination. This system will notify you of emergency situations and days that school may be cancelled due to inclement weather. Please be sure to keep up-to-date information on file in our office to ensure proper delivery of notifications.

Food Service

All students in Orchard View in grades Kindergarten through 12th grade receive free breakfast and lunch. This program is made available through the state funded Community Eligibility Provision. Because of our enrollment in this program, families do not need to fill out any paperwork used in the past that qualifies students for free and reduced lunch. We ask that all families submit a household income survey that is used to provided information that relates to the community eligibility provision.

We are not able to provide free milk to families that opt to bring a cold lunch. The cost for purchasing milk a la carte is \$.50 per day. Milk is provided for free to all students who receive a hot lunch, however.

Kids' Food Basket

Our building has been very fortunate to be included in the service of receiving Kids' Food Basket. Students who are opted in will receive a nutritious sack supper to bring home each day at no cost. Opting into this program does not interfere with any other assistance a family may receive and does not require income verification.

Medication

"Medication" includes all medicines, including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and or remedies. Before school personnel may administer any medication to students during school hours, a medical authorization form must be on file.

We are requesting that, whenever possible, over the counter medication not be brought to school for office administering. If a student needs over the counter medication (aspirin, etc.) they will be asked to call their parent to bring it to them when needed.

Transportation

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. The following steps apply to elementary students:

- 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

CAUSING BODILY HARM WILL RESULT IN AN AUTOMATIC THREE-DAY SUSPENSION FROM THE BUS.

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

Students must be at the bus stop 10 minutes before their bus arrives. Students are not allowed to ride busses, other than their assigned one, without a permission slip from the parent that has been signed by the office. Please see arrival/dismissal for bus change policies.

*Please note students will be allowed only one designated pick up address and one drop off address (pick up and drop off address can be different from each other.

If no one is at your child's bus stop, and your child is returned to the school, our office will handle accordingly:

- 1st return = Verbal warning
- 2nd return = Parent meeting with administration
- 3rd return = Transportation privileges taken away for a week.
- 4th return = Transportation privileges taken away for a month.

The Board of Education has authorized the installation of video cameras on school busses for the purpose of monitoring student behavior.

Students may be videotaped while traveling on the bus.

OVEE's Harassment policy is as follows:

Harassment of a student by another student, students or any member of the staff is a violation of policy. Harassment is defined as anything that one person does to make another person feel uncomfortable. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment of any kind will result in disciplinary proceedings. A student who believes that he or she has been subjected to harassment should promptly notify the building principal or guidance counselor.

BULLYING

Bullying of a student by other students or any member of the staff is a violation of policy. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, bullying shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. 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 office.

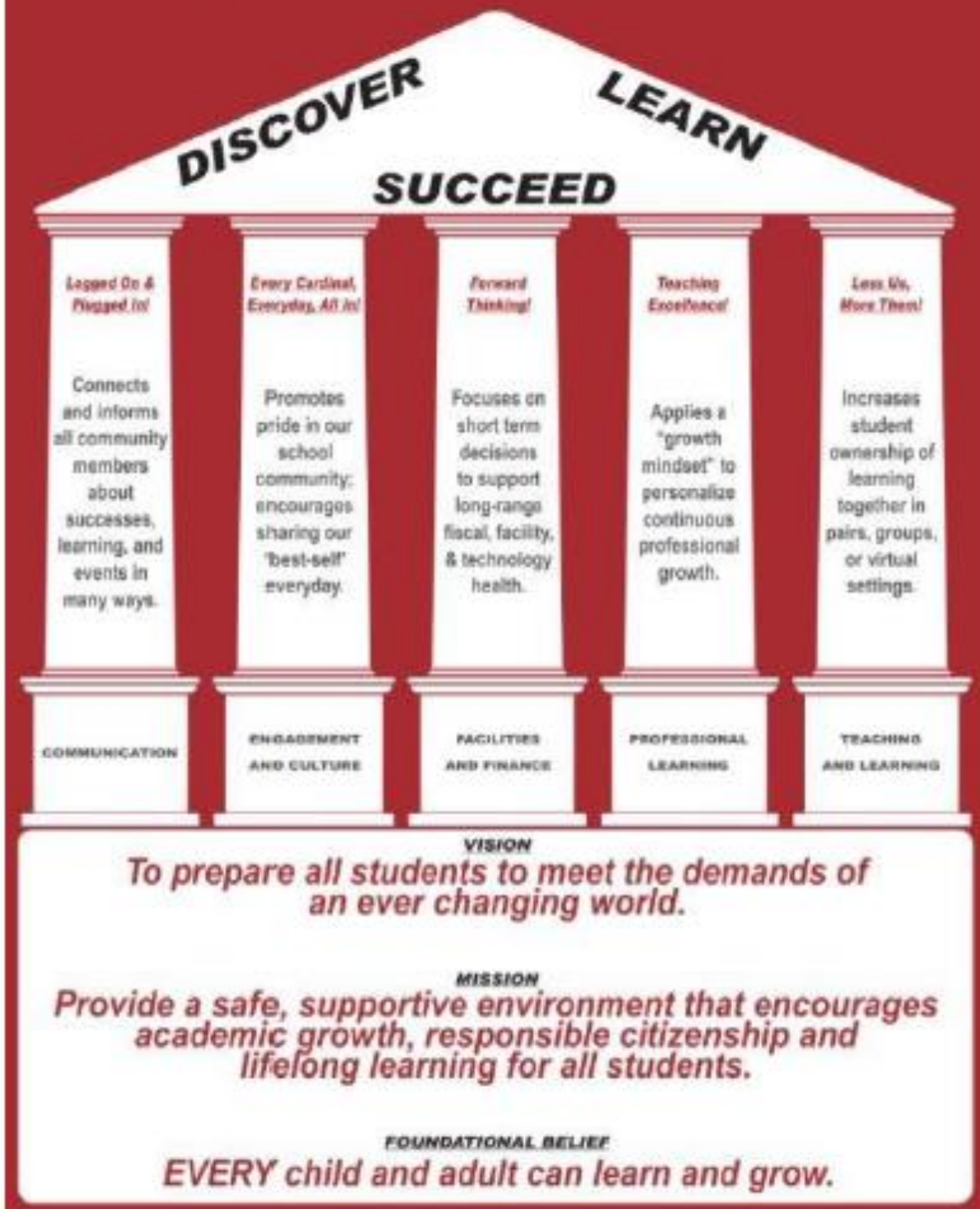
Weapon Policy

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 which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. 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 guidelines will be used for any violations of this Weapons Policy

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

ORCHARD VIEW SCHOOLS STRATEGIC PLAN



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.

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.

- Title IX of the Education Amendment of 1972, prohibits discrimination on the basis of sex; Title VI, prohibits discrimination on the basis of race, color, or national origin, or Section 504
- 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:

Dr. Greg Bodrie
Fruitport Community Schools
3255 Pontaluna Road
Fruitport, Michigan 49419
Phone: (616) 865-4010

Student Fees and Fines

The Board of Education may assess 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.

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 collected, the board authorizes the business office to take the student and/or his/her parents to small claims court to pursue collection.

Volunteers

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

Volunteers are encouraged to help in our school. All visitors must report to the office. All volunteers and field trip chaperones must complete a criminal background check and be approved through our office before volunteering or chaperoning. Persons with a record of criminal sexual conduct or misdemeanor/felony charges relating to the welfare of children will not be allowed to serve as a volunteer in the district. Also under consideration are cases of domestic violence, physical abuse, and/or substance abuse. Persons with a record of criminal conduct in any of these categories will not be allowed to volunteer if the charge was committed within the past 5 years.

| | Be Safe | Be Kind | Be In Control |
|---|--|--|--|
|  Arrival | <ul style="list-style-type: none"> • Walking feet • Follow directions • Walk directly to where you need to be | <ul style="list-style-type: none"> • Use nice words and actions | <ul style="list-style-type: none"> • Voice level 2 • Keep hands and feet to yourself • Listen to adults |
| Hallway | <ul style="list-style-type: none"> • Walking feet • Stay in your line • Eyes forward • Walk directly to where you need to be | <ul style="list-style-type: none"> • Smile • Silent walk | <ul style="list-style-type: none"> • Voice level 0 • Keep hands and feet to yourself • Walk hip and lip |
| Bathroom | <ul style="list-style-type: none"> • Walking feet • Keep water in sink • Use one pump of soap • Follow directions | <ul style="list-style-type: none"> • Lock door when you enter and unlock door when you leave | <ul style="list-style-type: none"> • Voice level 0 • Go, flush, wash, leave |
| Lunch Room | <ul style="list-style-type: none"> • Walking feet • Stay in line • Stay in your seat • Eat your food only | <ul style="list-style-type: none"> • Use nice words and actions • Use your manners • Clean up when you are done eating | <ul style="list-style-type: none"> • Voice level 2 • Keep hands and feet to yourself • Listen to adults • Raise your hand when you need help |
| Recess | <ul style="list-style-type: none"> • Use equipment properly • Find an adult when someone needs help | <ul style="list-style-type: none"> • Use nice words and actions • Help friends who need help • Play fairly and take turns | <ul style="list-style-type: none"> • Keep hands and feet to yourself • Line up when whistle blows • Listen to adults |
| Bus | <ul style="list-style-type: none"> • Listen to the bus driver • Follow the bus rules • Stay seated | <ul style="list-style-type: none"> • Use nice words and actions • Help friends who need help (be a buddy, not a bully) | <ul style="list-style-type: none"> • Level 2 voice • Sit down, sit back, put your hands in your lap |
| Office | <ul style="list-style-type: none"> • Walking feet • Follow directions • Listen to adults | <ul style="list-style-type: none"> • Wait your turn • Use your manners | <ul style="list-style-type: none"> • Keep your hands and feet to yourself • Wait with a voice level 0 |
| Village | <ul style="list-style-type: none"> • Walking feet • Follow directions • Stay in line | <ul style="list-style-type: none"> • Use nice words and actions • Take care of your area | <ul style="list-style-type: none"> • Keep hands and feet to yourself • Listen to adults |
| Classroom | <ul style="list-style-type: none"> • Walking feet • Follow directions • Use materials properly | <ul style="list-style-type: none"> • Use nice words and actions • Use your manners • Take care of your area | <ul style="list-style-type: none"> • Keep hands and feet to yourself • Do your personal best |

OVEE Positive Behavior Expectations

At Orchard View Early Elementary we believe that behavior is crucial to learning. Our Cardinal Pride Positive Behavior Support Plan is supported through

- Lesson plans taught by our teachers
- Graphics throughout our building
- Cardinal Pride Slips written to children
- Weekly Cardinal Pride drawings

You, our parents, will be a vital part of the teaching team.

Students demonstrating safety, kindness, and self-control will receive Cardinal Pride Slips from the adults in our building.

When your child brings home a Cardinal Pride Slip,

please Celebrate with them.



A circular graphic with the text "Be Safe", "Be Kind", and "Be in Control" is overlaid on the form. The graphic also contains the text "Be CARDINAL PROUD!" and a small cardinal bird icon at the bottom.

Name

Be Safe

Be Kind

Be in Control

Initialed by: _____

 **Cardinal Pride Ticket**

Name: _____

Initialed by: _____

Playground and Building Procedures

Each classroom teacher will review the following building procedures and we encourage parents to do the same. All students are expected to demonstrate "thumbs up" behavior on school property.

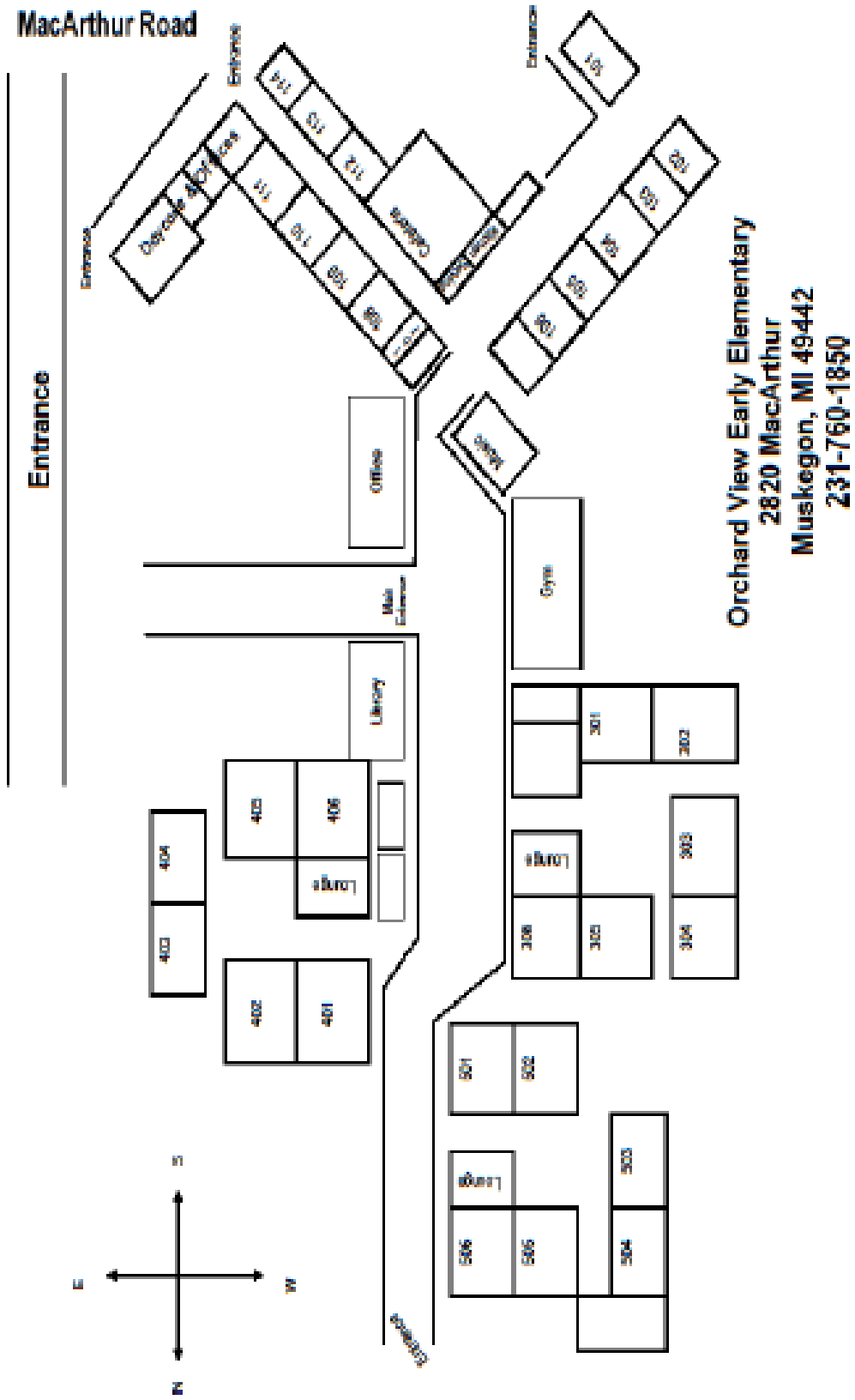
- Students must play in the designated playground areas.
- Students must sit when using the swings, with only one person per swing.
- Only one person may go down the slide at a time; he or she must be sitting forward.
- All students must keep their hands and feet to themselves. Disagreements need to be resolved in a non-violent manner.
- Fighting and "play fighting" are not allowed. "Play fighting" often leads to arguments and serious fighting.
- Inappropriate language is not allowed.
- Appropriate toys (balls, Frisbees) are the only items that may be thrown on the playground. Rocks, sticks, etc. are forbidden. Snowballs may be thrown at designated targets.
- Chewing gum is not allowed in school.
- Toys brought to school need to be permanently marked with your child's name. However, bringing toys to school is discouraged as the toys can get lost or stolen. Electronic games, CD/MP3 players, skateboards, wooden or metal bats, Heelys, and roller-blades are not allowed.
- Cell phones are not allowed at school. If a student brings a cell phone, a parent will be called and asked to pick it up.
- The school/district is not responsible for lost or stolen personal items.

Field Trip Policy

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 respect that OV Early Elementary expects from its students. If a student displays significant inappropriate behaviors leading up to a field trip, he/she will not be allowed to attend the up-coming field trip.

Parents may ask their child's teacher for specific grade level information regarding guidelines of parents signing children out if leaving with them after a field trip. Parents must get a slip from the office if they intend to take their child with them following a field trip. If a child leaves a field trip more than a half an hour before the school day ends, this will count as a half day absence.

OV Early Elementary Building Map





ORCHARD VIEW
Community Education

A Division Of Orchard View Schools

Inspiring you to **LEARN**.
Encouraging you to **PLAY**.

Orchard View Community Education Programs are designed to meet the needs and wants of the Orchard View District and surrounding areas. Providing services for everyone from infants through the senior years, we are devoted to enriching the lives of our community.

Adult Basic Education
Adult High School Completion
Adult Enrichment/Leisure
Business & Industry Training
Career Tracks
CSI-Career Skills Instruction
Cardinal Camp
Child Care
ESL-English as a Second Language
GED/General Education
Head Start Preschool
Great Start Preschool
Orchard View Travelers
Senior Citizen Programs
Tuition Preschool
Vocational Training
Youth Enrichment/Leisure

Call **760-1350** for further program information
www.orchardviewce.org

