

**Beechnau Elementary School
Student Handbook
2021-2022**



Student Handbook

2021-2022

Beechnau Elementary
Ravenna Public Schools

Parent/Student Acknowledgment of Student Handbook

We, _____ and
(parent/guardian)

(student)

We have read and discussed the Beechnau Elementary Student/Parent Handbook. We understand the rights and responsibilities and agree to support and abide by these rules, guidelines, procedures and policies of Ravenna Public Schools.

Parent/Guardian Signature

Student Signature

Date _____

RAVENNA PUBLIC SCHOOLS

www.ravennaschools.org

Beechnau Elementary:

Our school motto is PRIDE .

Prepared

Respect

Integrity

Determination

Excellence

Dr. Beechnau

Dr. Louis H. Beechnau embodied the standards of responsibility, community involvement and selflessness. He was a beloved citizen of the Ravenna Community and one of Ravenna Public Schools most ardent school boosters. Dr.Beechnau has been described, affectionately, as a true “country doctor” who possessed outstanding communication skills and a deep understanding of the community.

Dr. Beechnau was Ravenna School District’s Sports Team Doctor for thirty-five years. He provided his services free of charge. Even the small fees charged for team physicals would find themselves back into the school district’s coffers.

Dr Beechnau graduated from Michigan State University and the Chicago College of Osteopathic Medicine. He held the post of Chief of Staff at Muskegon General Hospital and practiced medicine in the Ravenna Community for nearly thirty-eight years. Dr.Beechnau has been recognized and awarded many honors throughout his career including the 1987 Michigan’s Osteopathic General Practitioner of the Year and formal tribute from both the Michigan House of Representatives and the Senate.

Beechnau Elementary School, Staff

Goals and Commitments:

PURPOSE STATEMENT: The purpose of our staff at Beechnau Elementary School is to provide quality teaching and learning experiences, and growth opportunities which ensure the highest levels of student performance and student learning in a collaborative school culture of relational trust and effective communication.

2021-2022 GOALS:

1. To foster a culture of positive behavior, critical thinking, literacy goals, high expectations, quality instruction, and a growth mindset in all aspects with all stakeholders at Beechnau .
2. To develop and enhance open, honest, authentic relationships with our colleagues and students in order to cultivate respect, understanding, and trust.
3. To positively encourage and challenge each other to work effectively together with best practices that will challenge students to grow while protecting their dignity.
4. To create a challenging and positive school environment promoting curriculum, communication, multi-tiered systems of support, and positive behavior.

STAFF COMMITMENTS: As a staff member of Beechnau Elementary School, I will make the following commitments to the students and parents that we serve, to our principal, and with my colleagues as we work to accomplish our collective purpose, our school's vision of high performance, and being a true Bulldog with PRIDE.

1. Will focus on a growth mindset; challenging, supporting, and improving our curriculum, instruction, and assessments.
2. Will commit to self reflection and remain open to constructive feedback that will lead to improved performance.
3. Will focus on, reflect, and expect my best in every moment, with every decision, and every initiative as a member of Beechnau ; will expect my best in focusing on the Beechnau Commitments.
4. Will work together with my colleagues and principal to grow, challenge, support, and improve my curriculum, instruction, and assessment.
5. Will use feedback (positive/constructive) as a strategy of support to learn and grow, and willingness to give feedback to my peers when behaviors align or do not align with our goals and commitments.

Contacts

Office of the Superintendent 853-2231

Beechnau Elementary School 853-2258

BEECHNAU ELEMENTARY SCHOOL STAFF

Elementary Principal Pre K – 4
Secretary

Mr. Rob Nista
Mrs. Trisha McCollough
Mrs. Wendy Kloostra

Tuition
Mrs. Angela Van Ens
Mrs. Cindy Spoleman

Head Start
Ms. Renae Ecker

GSRP
Miss Sandra Lamb
Mrs. Melissa Jurries

ECSE
Mrs. Aubrey Janose
Mrs. Patty Kohanski
Mrs. Melissa Olsen

Kindergarten
Miss Wendi DeJonge
Mrs. Justine Waller
Mrs. Kathleeen Zimmer
Mrs. Sara Pattyn

1st Grade
Ms. Kelly May
Mr. Jason Nutt
Ms. Jessica Zayaz
Mrs. Mari Porter

2nd Grade
Mrs. Theresa Armijo
Mrs. Aimee Westhouse
Mrs. Brenda Thiele

3rd Grade
Mrs. Tammy Arbogast
Mr. Adam Twa
Mrs. Katie Payne

4th Grade
Mrs. Samantha Moore
Mrs. Paige Russo
Mrs. Kari Spencer

Special Education
Mrs. Alexa Andriessen
Mrs. Ashley Gerth

Speech-Language Pathologist
Mrs. Lindsey Sherman

Social Work
Miss Becca Palmer

Virtual Academy/Art/Computer Science Music
Mrs. Kristy May

Ms. Ambre Slater

Health/PE
Mrs. Katie Wilson

Title I Coordinator
Mrs. Amy Sitzler

Student Support/ Intervention
Mrs. Kelly Hecksel

ParaProfessionals
Mrs. Jessica Russell
Mrs. Lisa Villarreal
Mrs. Jennifer Drummond
Miss Lauren May
Mrs. Maria DeVoogd

Kitchen
Mrs. Cindy Sanford
Mrs. Lois Krepps

Custodial
Mr. Todd Schafer
Mrs. Straub

FAMILY RESOURCE CENTER

Mrs. Carmen Flickinger, Director Mr. Chad Ware, Success Coach

GENERAL INFORMATION

SCHOOL HOURS

The school day at Beechnau Elementary begins when our children enter the hallways at 7:40 am. Instruction begins at 7:50 am. Dismissal is at 2:45 pm.

All students are to leave the building by 2:50 pm, unless a teacher has arranged for the child to stay. Students who come in after 7:50 am will be marked tardy. Parents must sign students in and out at the office after 8:00 am.

Elementary Attendance Policy

Students not in attendance are marked absent. Any student arriving after 7:50 am, will be considered tardy. If a student arrives at school after 9:00 am, they will be considered absent for the A.M. If a student is picked up before 2:00 pm, they will be considered absent for the PM. If your student is arriving after 7:50 am or leaving before the end of the day they must be signed in/out by an adult in the school office. If your child is tardy 5 mornings in a trimester it will be changed to an unexcused absence. For the safety of our students, **please call the office (853-2258) before 9:00 A.M. on days your child will be tardy or absent.**

Good attendance is an important factor in your child's success at school. You are urged to plan family vacations to coincide with school vacations. If it is absolutely necessary for your child to be absent for a period of time, please contact the office in advance. Any essential arrangements can then be made with the classroom teacher. It is imperative that students are present during State testing.

If a child is absent a significant amount of time, we will follow the guidelines set forth by **Muskegon County's Operation Graduation**. For more details, visit: <http://www.muskegonisd.org/adminservices/truancy/>

Excused Explained Absence Policy

For pupil accounting purposes, we are asking all parents to call in when their students will not be in school. Excused absences include: sickness, injury, attending a funeral, doctor or dentist appointment, family obligations, or school related business.

Extended Absence for Illness


In the event of an anticipated, prolonged illness or disability, it is important to notify the teacher and principal when the child will be returning to the classroom. Any student who will be out of school for six weeks or longer is eligible for the services of a homebound teacher through the Muskegon Intermediate School District.

STUDENT CODE OF CONDUCT

Students, parents, teachers, administrators, and the Board of Education share the responsibility for maintaining an environment conducive to education for all students attending Ravenna Public Schools.

A favorable atmosphere is essential to the learning process. It is expected that all personnel connected with the education setting, in cooperation with home, will help individual students adapt to constructive limits and controls. A student's individual rights must be protected. The rights of the student body, the school staff, and the school district must also be protected.

Beechnau PRIDE Matrix

	Classroom	Bathroom	Office	Library	Cafeteria	Hallway	Recess	School Related Activities
Prepared <i>Ready to learn</i>	<ul style="list-style-type: none"> Be on time Bring needed materials Attend class on a daily basis 	<ul style="list-style-type: none"> Voice level 0 or 1 Use and cruise Follow directions 	<ul style="list-style-type: none"> Enter quietly Voice level 1 or 2 Bring your office slip 	<ul style="list-style-type: none"> Return books on time Use spot holder when picking a book Voice 0 or 1 	<ul style="list-style-type: none"> Voice level 1 or 2 Follow directions Make a smart seat choice 	<ul style="list-style-type: none"> Voice level 0 or 1 Follow directions 	<ul style="list-style-type: none"> Dress for the weather Line up quickly Listen and follow all directions 	<ul style="list-style-type: none"> Use appropriate voice level Follow directions
Respect <i>Making a commitment to yourself and others</i>	<ul style="list-style-type: none"> Raise Hand to contribute Keep your area clean Take turns Whole body listening 	<ul style="list-style-type: none"> Keep the bathroom clean Allow privacy Wash your hands Wait your turn 	<ul style="list-style-type: none"> Ask for help Wait your turn Be polite 	<ul style="list-style-type: none"> Be a good listener Treat books kindly Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Stay in your space Include others 	<ul style="list-style-type: none"> Keep your hand, feet, and objects to yourself Be mindful personal space 	<ul style="list-style-type: none"> Take turns Include others Keep your hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Listen attentively to adult in charge Respect property of others Keep your hands, feet, and objects to yourself
Integrity <i>Do the right thing</i>	<ul style="list-style-type: none"> Use class time Share the learning space Do your own work Make good choice 	<ul style="list-style-type: none"> Keep your feet on the floor Return promptly Tell an adult about misuse Use resources 	<ul style="list-style-type: none"> Sit safely on office furniture Work quietly on tasks 	<ul style="list-style-type: none"> Be a good helper Pick books from the correct shelf Choose books for you 	<ul style="list-style-type: none"> Eat your own lunch Help others Sit on your pockets to eat Eat purposefully 	<ul style="list-style-type: none"> Keep locker clean Only open your locker Turn in found items 	<ul style="list-style-type: none"> Use equipment correctly Return small equipment to basket 	<ul style="list-style-type: none"> Stay with your group Help each other Give friendly reminders Set a good example
Determination <i>Not giving up</i>	<ul style="list-style-type: none"> Bring a positive attitude Ask for help 	<ul style="list-style-type: none"> Ask for help when you need it 	<ul style="list-style-type: none"> Wait patiently for an adult 	<ul style="list-style-type: none"> Remember: right book Ask for help 	<ul style="list-style-type: none"> Raise your hand for help Wait your turn Make eating your first priority 	<ul style="list-style-type: none"> Move purposefully and safely Go where you need to go 	<ul style="list-style-type: none"> Play fairly Follow rules 	<ul style="list-style-type: none"> Positive attitude Ask for help if you need it
Excellence <i>Try your best</i>	<ul style="list-style-type: none"> Use devices appropriately Encourage others Actively participate 	<ul style="list-style-type: none"> Report unsafe conditions Use at the right time Leave it clean/dry 	<ul style="list-style-type: none"> Return to class in a timely manner 	<ul style="list-style-type: none"> Find a book Find a seat Read 	<ul style="list-style-type: none"> Say please and thank you Clean your space Use polite table manners 	<ul style="list-style-type: none"> Look for ways to help others Face forward, head up and eyes open Greet others kindly 	<ul style="list-style-type: none"> Help others Be kind with your words and actions Report problems to adults 	<ul style="list-style-type: none"> Include others Report unsafe behaviors or conditions

Students will receive recognition and awards for following our Bulldog PRIDE expectations.

ILLNESS OR ACCIDENTS 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 ARE ABLE TO REACH SOMEONE IF YOU ARE NOT AVAILABLE AND THE CONTACTS SHOULD BE ABLE TO REACH THE SCHOOL WITHIN 30 MINUTES.**

SCHOOL CANCELLATION AND EMERGENCY DRILLS

Dismissal instructions come from the superintendent's office. If the superintendent decides to cancel or dismiss school early, parents will be notified via a school messenger phone call.

PLEASE DO NOT CALL THE SCHOOL.

Parents should explain to their child at the beginning of the school year where the child should go in case of an emergency when the parents are not at home. For the safety of our students, emergency procedures are held in confidence by each staff member having a direct responsibility in the implementation of the plan.

Ravenna Public Schools follows all state guidelines regarding mandatory drills including fire, tornado and lockdown drills throughout the year

PICKING UP/DROPPING OFF STUDENTS

If you bring your student to school, they should be dropped off at the front of the building between 7:30 AM and 7:45. Students should not be dropped off before 7:30 AM. When picking up students after school, parents should wait outside for their children to be released.

If a child needs to leave school during the day, please send a note to **THE OFFICE** ahead of time so the matter can be cleared by the office before your arrival. ***You will be able to pick up your child in the office (NOT THE CLASSROOM). You will need to sign your child out (and back in).***

A student's parents or guardians must contact the office via written note or phone call in order to change transportation plans. **The policy is without a note or phone call to the office, a student who routinely rides the bus will be put on the bus and a student who normally walks home will be sent home with the walkers.**

CONTACT FOR ALL CHANGES IN END OF THE DAY ROUTINE MUST BE MADE TO THE OFFICE BY 2:00 PM; EX: RIDING A BUS OR BEING PICKED UP. NO LATE CALLS WILL BE ACCEPTED.

Students in 2nd – 4th grades are allowed to walk out of the building to their parents' cars **IF THEY HAVE A SIGNED PERMISSION FORM ON FILE.** All other students must wait for their parents to get them. Your cooperation in this matter of student safety is appreciated

AFTER-SCHOOL ACTIVITIES

We welcome the use of our building for special student-related activities. Any adult sponsoring a youth group should contact the Administration office for a copy of the guidelines and to reserve space. This should be renewed each school year. Students must be supervised until they have left the building. The school will not be responsible for the safety of those children here for special activities.

STUDY/FIELD TRIP PERMISSION

You will be asked to fill out a Student Field Trip Permission Form at the beginning of each school year. This permission will be considered permanent for the entire school year. **If you do not have the money to pay for a trip, call the office. Scholarships can be made available if you make arrangements in advance.**

A Volunteer Consent Form (background check) and Chaperone Code of Conduct form **must** be filled out by volunteers, prior to volunteering for any school activity. These forms **MUST** be turned in to the office 10 days prior to the event.

Students are required to ride the school bus to **ALL** field trips. After the field trip activity, students may be signed out by their parents to ride home with them from the field trip. If the sign out occurs before 12:00 pm the child will be marked absent for the afternoon.

HOMEWORK POLICY

Homework is any activity where learning is extended after school. It gives students practice in persevering and accomplishing goals and helps them learn to take responsibility for keeping their minds active. Homework supports and extends the learning that takes place in the classroom. Although we recognize that the primary responsibility of homework is the student's, maximum success will be attained with the support and encouragement of parents and teachers.

DROPPING OFF ITEMS

Please bring items to the office and we will deliver them or we will call the child down to pick them up.

REPORT CARDS

There are three trimesters in the school year. Progress is reported to parents in November, March and May. Our grading scale is a number system (1-3).

1= Working Below Grade Level Expectations

2= Making Progress

3= Meeting Grade Level Expectations

STUDENT PICTURES/VIDEOS FOR PUBLICATION

During the course of the school year, occasions may arise when photographs of students will be taken for newspapers, school publications or other media. Usually, the student is identified in these pictures. **Parents are to provide written indication of any objections to their child's picture being published in this fashion at the beginning of each school year.** School pictures are offered in the fall of the year.

PARTIES

Classroom parties are scheduled during the school year. These typically are connected to holidays or special events. Teachers and our school may also plan other celebrations of learning or accomplishment. Since we have students with peanut allergies, please **DO NOT** send treats containing **peanuts**.

BIRTHDAY TREATS AND PARTIES

If you desire to provide a treat for your student's class on their birthday, treats need to be individually wrapped. Birthdays will be celebrated during the last 5-10 minutes of the day. If, however, you are planning a party at your home, please mail invitations rather than distribute invitations at school.

SCHOOL AGE VISITORS/PETS

Parents need to request permission if they wish to bring in a pet for show and tell or have a relative/friend visit.

STUDENT DRESS

As students are outdoors each day, dress should be weather appropriate and in good taste. Clothing that advertises alcohol or tobacco products or has inappropriate language or pictures is not permitted to be worn in school. Bandannas or specific symbols/colors which have gang related identification will not be tolerated. Shorts may be worn in warm weather, but must not be shorter than where the child's fingers touch their legs with arms at his or her sides. Tops must cover the shoulder and be at least waist length. Tube tops and crop tops do not fit these criteria. Tank tops with 2 inch straps are permitted. If such clothing is worn, the child will be asked to turn the shirt inside out, be given another shirt or a parent notified and the child sent home. Hats and hoods may not be worn inside the building. It is recommended that students leave a pair of tennis shoes that can be kept at school and used for gym or other emergencies

MAKE-UP WORK

A student who has missed **3 or more days of school, in a row**, may request make-up work for missed time. Work should be ready within 24 hours after request has been made.

PLACEMENT POLICY

Each spring classroom teachers and the principal work as a team to determine student placements for the next school year. Consideration is given to learning styles of students, teaching style of teachers, work habits and discipline concerns. Every attempt is made to make each class a balance of abilities, gender, and special needs.

A **Student Information Form** will be available in April for parents to fill out to assist the team with the placement process. This form is used to gather information from the parent concerning their child, but it is **NOT** intended to be a **TEACHER REQUEST**.

PROMOTION / RETENTION

Progress through school is a matter of achievement in the basic skills as well as age, maturation, social and civic development.

It is expected that the majority of pupils will be well adjusted in school, and under competent instruction, will move through the adopted course of study from K-12 in 13 years.

It is also recognized that occasionally children, because of health problems, irregular attendance, immaturity of age or other reasons, have difficulty in mastering the academic phases of the school program and will benefit from an extra year of school. Parents are notified of a possible retention recommendation at spring conferences.

ACCESS TO STUDENT RECORDS

The following statement briefly summarizes the parents legal access to their child's records, (the CA-60 Folder.) Parents and legal guardians can request a scheduled conference to review the records in the presence of the principal or his/her designees- such conference will be held within two weeks of the request but under ordinary circumstances never to exceed six weeks. We will try to accommodate your request as soon as possible.

RELEASE OF STUDENT/FAMILY NAME LISTS

Lists of student and/or family names, addresses and telephone numbers may be released for use by school personnel or parents for approved school activities such as school parties. Parents who prefer this information not be released as described should notify the school office.

LOST AND FOUND

Lost and found articles are kept near the gym and may be claimed there. Unclaimed articles are turned over to a local social agency for distribution to the needy. **Please label or mark your child's name on ALL ARTICLES he/she may bring to school such as coats, jackets, boots, lunch boxes, etc**

INSPECTION AND SEARCHES

The desks, drawers, and/or other areas where students keep their books, supplies, and personal items are the property of the school. All students are expected to keep their areas clean. To assure that each student's area is kept clean, it may periodically be subject to inspection by school officials. All students are expected to keep their areas free of any harmful items. If there is any reasonable suspicion that a student's area may contain something that is not allowed, it is open to a search by a school official.

ELECTRONIC DEVICES

It is recommended that all electronic devices, games and personal valuables be kept at home. If they are brought to school, the school is not responsible if they are lost, broken, or stolen.

All cell phones must remain off and in students' lockers during the school day. They are not to be used during school hours by any student. |

RECESS

Teachers will take the students out for recess when they feel it is appropriate. The recess time will fluctuate depending on what is happening with the educational process in the room.

All students grades K - 4 will have a lunch recess period. Unless the weather is inclement or extremely cold (temperature and/or wind chill of 10 F or less) we will go outdoors for recess. This requires that each child come to school dressed for the weather.

There may be occasions when it is necessary for individual children to remain indoors for the recess period because they are just recovering from an illness, tonsillectomy, etc. **In these cases a note to the teacher or office from the physician is REQUIRED.** The child will report to the office while they stay indoors.

RECESS RULES

- Respect others.
- Play fair.
- Share all equipment and use it properly.
- Play away from the buildings.
- Stay in designated areas.
- Use appropriate language at all times.
- Fighting or other physical aggression is not allowed.

PARENT INVOLVEMENT/POLICY

Parent Involvement Policy

Part I. General Expectations

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- play an integral role in assisting their child's learning
- are encouraged to be actively involved in their child's education at school
- are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

Beechnau Elementary School agrees to implement the following:

- Each family will receive a copy of the School-Parent compact that will be signed during the fall parent-teacher conference
- Each trimester teachers of grades 2-4 will update parents with information about his/her child's STAR Reader scores.

Part II. Implementation of Parental Involvement Components

- Beechnau School will involve parents in the development/review of its school-wide parental involvement policy.
- Beechnau School will recruit parents to participate in the process of school review and improvement to improve student academic achievement and school performance.
- Beechnau School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school.
- Beechnau School will develop jointly with parents and staff-school-parent compact that outlines how parents, school, staff and students will share the responsibility for improved student achievement. The compact will include:
 - The school's responsibility is to provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student achievement standards.
 - The parent's responsibility to support their children's learning in various ways.
 - The student's responsibility to fully participate and take advantage of learning opportunities

Part III. Adoption

This Beechnau School Parental Involvement Policy has been developed jointly with, and agreed upon with parents of students in our building, including those involved in Title I programs.

PARENTS AND THE SCHOOL

You are strongly urged to be a partner in your child's education and our school program. Please take the time to get to know your child's teacher, and learn what we are trying to do for your child at Ravenna. Please feel free to express your suggestions and concerns to the teachers and the principal. We want your input!

VOLUNTEERS

Parents and other community members enhance the school environment in many ways. Reading to children, listening to children read, and working with small groups under teacher direction, will help us give each child more individual attention. Contact the school office or your child's teacher if you are able to volunteer at school. **ALL VOLUNTEERS MUST COMPLETE A BACKGROUND CHECK AND CODE OF CONDUCT FORM BEFORE STARTING IN THE SCHOOL.**

Please do not bring younger siblings in the building or on field trips while you are volunteering and/or chaperoning for a classroom teacher.

Parents that are not volunteering or do not have an appointment are asked to leave by 7:50 am. It is disruptive to students and staff to have parents or other adults loitering in the hallways.

FOOD SERVICE

Breakfast is available at Beechnau from 7:30-7:45 am.

Hot lunch, for students from K to 4th grade is available every full-day of school. Students may purchase one of the hot lunches offered which includes milk, or bring their complete lunch from home. Milk may be purchased as needed.

The cost of the hot lunch, including milk and the individual price of milk, is determined annually. These costs, including the cost of milk purchased by the semester, will be made available to you by the Food Service.

Beechnau Elementary provides free or reduced-rate hot lunches for families who qualify. We encourage everyone to complete the eligibility form to see if they qualify for free or reduced cost lunches and breakfast. These forms can be obtained from the Beechnau office.

SPECIAL SERVICES

The Special Education-Special Services team composed of the school psychologist, speech therapist and special education teachers is assigned to the elementary school to aid and assist children with learning or social difficulties. Title1 is another support program also available to assist students and teachers. This program is made available through Federal Grants. Questions regarding this may be directed to the principal.

TRANSPORTATION

The Transportation Department is looking forward to transporting your child on the first day of school. If this is your first day with Ravenna Public Schools, please know that we are excited to serve your transportation needs to and from school and extracurricular activities this school year.

It is our sincerest goal to transport your child(ren) to and from school in the safest most professional manner as possible. As part of the education team at Ravenna Public Schools, we are committed to excellence. We appreciate your confidence and trust in our department to serve your family with the safest and most reliable school transportation we can provide you.

The primary purpose of the transportation system is to provide safe transportation for eligible students from the vicinity of their homes to the school they attend. All students may walk up to 1 ½ miles from their home to a bus stop. Driveways and private roads are not included in that distance. Transportation shall be provided for those students qualified by law and in accordance with the provisions of the Student Transportation Code as adopted by the Board of Education.

If at any time you have questions or concerns, please do not hesitate to contact the Transportation Department Office at 231-853-6311.

BUS STOPS WILL BE LIMITED:

- ONE morning stop and ONE afternoon stop may be different.
- Students are allowed to ride only their assigned buses.
- Students that do not ride for three (3) consecutive days without notifying us may be deleted from the bus route.

Riding the bus is a privilege, not a right. If a student consistently disobeys the safety rules or the rules of school, the student is subject to disciplinary action. A Bus Conduct Report will be sent home. Transportation Staff makes every effort to communicate with parents prior to this happening when possible, with either a telephone call or a courtesy notice.

SCHOOL BUS SAFETY RULES:

1. Arrive at the bus stop at least 5 minutes early.
2. Do not play in the street. Stand back 10 large steps from where the bus stops.
3. Wait for the bus to come to a complete stop, the door has opened, and the driver has given the signal to enter or cross in front of the bus. The driver will use the crossing paddle to cross students.
4. Hold the handrail.
5. Do not push or shove when boarding or exiting the bus.
6. Remain seated at all times and never move around while the bus is in motion.
7. Go straight home, do not talk to strangers.
8. Do not go back to the bus if you've forgotten something, call the bus garage and the bus driver will hold it for you.
9. If you must cross the street, WAIT for the bus driver to give you the signal before crossing.
10. The HORN will only be used in the case of Emergencies or as a warning.



Helpful Hints:

- ✓ Students should know their name, address, phone number, teacher & bus to ride.
- ✓ One last call for bathroom break before getting on the bus .
- ✓ Write your child's name on backpacks, clothing, instruments and sports equipment.
- ✓ On days you are running late, do not chase the bus, running or in your car. Call the bus garage (231-853-6311) and we can dispatch the bus for the driver to meet you.

- ✓ If your child will be absent from school, please call the transportation office so the driver can be notified.

School Bus Bullying:

What is Bullying? How do I recognize Bullying?

- Fear of going to school or riding the bus
- Habitually delaying or deliberately trying to miss the bus
- Continually asking for rides to school or finding excuses to ride with friends

Students, who are being bullied, may not want to approach the driver, adults, for help because of fear of being retaliated against. Adults can recognize the signs.

What are the Different Types of Bullying?



- Direct –
- Indirect –
- Cyber –

Is it Bullying or Conflict? - How can I tell the difference?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

What should I do if I believe my child is a victim of bullying?

While it is understandable to want to rush into the situation and protect your child, there are steps that must be taken to prevent or stop bullying. You should notify the bus driver or Transportation Administrator at once. Call (231) 853-6311 or Email: tfunk@ravennaschools.org – Again, Bullying is not tolerated on our buses.

HEALTH IMMUNIZATION

The Public Health of Muskegon County will administer immunizations to those who are not insured or are a medical or MI child at their clinic from 8:00 to 11:30 A.M. and 1:00 to 4:30 P.M. Monday through Friday. The telephone number is 231-724-6431 for further information.

If a parent chooses not to immunize their child they must set up an appointment with the Muskegon Health Department to get a signed waiver form to be put on file for the student. Appointments are made by contacting the Health Department at 231-724-6311.

ILLNESS/COMMUNICABLE DISEASES

Parents will be contacted if and when a child becomes ill at school. You will be asked to pick up your child. Students will never be sent home without parent notification. When parents cannot be reached, the emergency procedure specified by parents will be followed. All emergency contacts should be able to be at the school within 30 minutes of the school contact. If your child does in fact become infected with a contagious disease, you are requested to call the school. Your child will be readmitted to school according to the guidelines given to us by the Muskegon County Health Department.

MEDICATION

Medications dispensed at school must be kept in the office. **No child is allowed to have medication in his/her possession.** This includes the child's coat, lunchbox, locker, backpack, etc. **No child is allowed to possess non-prescription drugs at school.** A parent must complete a permission card in order for us to administer any medication in their absence. All medication must have exactly the same directions on the medication bottle as is printed on the medication card on file in the office. If the child's doctor changes the medication, please update the office instructions immediately. When medication is administered in the office, the information will be noted in the Medication Log and will be kept on file permanently. If your child has a condition requiring medication to be closer to them than the office, please call the school to make a plan.

Communicable Disease

If your child develops a communicable disease, please inform the school.

Head Lice (Pediculosis)

If a student is found to have head lice, they will need to be checked by a designated staff person and found free of lice or nits (lice eggs) before being allowed back into class. They will need to be brought to school by an adult, who is asked to stay until after the student's head is checked and found clean of lice or nits. This procedure will be followed until no lice or nits are found.

Fever

A fever is a warning sign that all is not right in your child's body. The best way to check for a fever is with an oral or ear thermometer. No child with a fever of 100.4 or higher should be sent to school. Your child must be fever free **WITHOUT MEDICATION** for 24 hours before returning to school.

Rash

A rash may be the first sign of one of childhood's many illnesses. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

Vomiting/diarrhea

If vomiting/diarrhea occurs, please keep your child home for at least 24 hours from the beginning of the vomiting/diarrhea episode.

HEALTH SERVICE

We do not have school nurses in our buildings. If you have need for a nurse's services, please contact the Muskegon County Health Department at 724-6311 or your personal physician.

Technology Use and Responsibilities

Ravenna Public Schools Technology Vision states that, "each student will acquire the technology skills needed

to succeed in an ever-changing world." Consequently, "Ravenna Public Schools provide(s) access to (multiple) technology resources including access to the Internet. **Use of the internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.** The Board has implemented technology protection measures, which protect against (e.g.block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages related to or in support of illegal activities will be reported to the appropriate authorities.

Consequences for Violation of Policy/Rules

Technology resources and the associated hardware and software are public property. Any misuse or abuse of the resources may result in punishment. Misuse and abuse are generally classified as the following:

Trespassing	The act of being where you are not supposed to be.
Vandalism	Harming someone else's property or wasting resources.
Piracy	Taking something without making proper payment for it.

The punishment will be determined by the type or level of misuse. Possible consequences include, but are not limited to, restriction or loss of use of the technology resource, restitution, legal action, law enforcement notification, responsibility for unauthorized charges or mandatory training before further use is allowed. If technology is an essential component of education or job function, it will be revoked only as a final option.

COMPLIANCE - NONDISCRIMINATORY COMPLIANCE

Ravenna Public Schools' Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators").

Greg Helmer, Superintendent
Ravenna Public Schools

Frank Marietta, Principal
Ravenna Middle School

12322 Stafford Street
Ravenna, MI 49451
231-853-2231
ghelmer@ravennaschools.org

2700 S. Ravenna Road
Ravenna, MI 49451
231-853-2268
fmarietta@ravennaschools.org

Parents/students who believe they have been unlawfully discriminated/retaliated against can utilize the complaint process set for in [Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#).

504/ADA

The Board of Education also designated the above mentioned Compliance Officers to serve as the District's 504 Compliance Officers/ADA Coordinators. The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. Each building principal shall serve as their Building Section 504/ADA Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the [Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability](#). At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, they may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at: U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115, (216) 522-4970, FAX: (216) 522-2573, TDD: (216) 522-4944, E-mail: OCR.Cleveland@ed.gov, Web: <http://www.ed.gov/ocr>

Title IX

The Board of Education designates and authorizes the following individuals as Title IX Coordinators to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Justin Wilson, Principal
Ravenna High School
2766 S. Ravenna Road
Ravenna MI 49451
231-853-2218
jwilson@ravennaschools.org

Frank Marietta, Principal
Ravenna Middle School
2700 S. Ravenna Road
Ravenna MI 49451
231-853-2268
fmarietta@ravennaschools.org

The Title IX Coordinators will oversee the investigation of any complaints of discrimination based on sex, which may be filed pursuant to [Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities](#). Title IX Coordinators shall report directly to the Superintendent.

SEXUAL HARASSMENT POLICY

Sexual harassment of a person by any other person is unlawful under both Michigan and Federal law, and is contrary to the commitment of this district to provide a positive learning environment. This school district will not tolerate any sexual harassment.

It is the policy of this school district that all contact between individuals be of a nature which does not make an

individual feel uncomfortable and is conducive to creating a positive learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive environment. All students and all district employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should report this concern to their principal and discuss this concern with the student's parent or guardian. All are encouraged to report any conduct that makes them feel uncomfortable, is bothersome, or is contrary to a positive learning environment.

WEAPONS POLICY

Federal "Gun-Free Schools Act of 1994" and State Law regarding "Weapon-Free School Zones" (PL 103-227 and SB 966) states that is illegal for any person on school property or attending a school-related event to possess a weapon, use a weapon, or threat of bodily harm with a weapon.

The person will receive an immediate expulsion from school for a minimum of one year. This expulsion is from all public schools in the state of Michigan. Parent(s) /guardian(s) and the local law enforcement agency must be notified. Authorities will charge the person with a misdemeanor or felony. It will be the responsibility of the parent, guardian, or adult student to prepare and submit a petition for reinstatement.

A weapon is defined as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar, club, brass knuckles, or other weapon.

BOARD POLICY

To read Board Policy regarding the following topics, please go to <http://www.neola.com/ravenna-mi/> and select the appropriate section:

- Student Conduct – 5500
- Dress and Grooming – 5511
- Care of District Property – 5513
- Anti Harassment – 5517
- Disorderly Conduct – 5520
- Student Discipline – 5600
- Suspensions and Expulsions - 5605

WEBSITE

Ravenna Public Schools maintains a website with information about the school, district, staff members, and a district calendar.

Please visit the district web site at: <http://www.ravennaschools.org>