NORTHVILLE PUBLIC SCHOOLS
WINCHESTER ELEMENTARY SCHOOL
16141 Winchester Drive
Northville, Michigan 48168
(248) 465-2400

WINCHESTER
DRAGONS

Learning Together, Leading Forever

Student Handbook

NOTICE OF NON-DISCRIMINATION POLICY

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

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

Title VI

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

Title IX

Assistant Superintendent of Instructional Services and Director of Special Services
Northville Public Schools 405 West Main Street Northville, Michigan 48167 (248) 344-3537

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

Director of Special Education Services
Northville Public Schools
405 West Main Street
Northville, Michigan 48167
(248) 344-3530

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Dear Winchester Community,

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

Winchester is proud of our tradition of being a community school. We are a ***Leader in Me*** school focusing on the integration of Steven Covey's 7 Habits of Highly Effective People into our curriculum. We believe that ***The Leader in Me*** will equip students with the self-confidence, skills, and attitudes to be successful leaders in the 21st century. The Winchester staff is dedicated to employing best instructional practices to provide our students with a solid foundation that encourages students to take risks, think critically, and become life-long learners. Furthermore, we are committed to promoting each child's academic, physical, emotional, and social development.

Since it is our desire to be responsive to all students' needs, we encourage your participation and input as our educational program unfolds this year. We will keep you informed and knowledgeable about school, and we depend upon your support. The partnership we have with the Winchester parents is key to the continued success of our students. I encourage you to look for ways you can share your talents with our school through our Parent Teacher Association (PTA), Parent Lighthouse Team, and Dad's Club.

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

Sincerely,

Kelly Lindsay

Kelly I. Lindsay, Ed.S.
Winchester Principal

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NORTHVILLE PUBLIC SCHOOLS

Advancing our Tradition of Excellence…
opening *A World of Possibilities* for all students

Our Purpose

In partnership with students, parents, and all stakeholders, Northville Public Schools will create flexible, learner-centered school communities that advance learning and leadership within every learner while fostering the skills and dispositions necessary for success.

Our Vision

All students will graduate from Northville Public Schools with the skills and dispositions necessary to maximize their potential as contributing members of a global society.

Our Commitment to All

In Northville Public Schools, diversity, equity, and inclusion are foundational to opening a World of Possibilities for and with every student. We commit to developing a community that fosters a sense of belonging, respect, and access for all in order for students across race, ethnicity, socioeconomic factors, abilities, and identities to reach their maximum potential.

ELEMENTARY CURRICULUM

ENGLISH LANGUAGE ARTS (ELA)

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

These are the areas of study in ELA:

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

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

Speaking
- Spoken Discourse
- Speaking Conventions

Listening and Viewing
- Response to listening and viewing
- Conventions

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

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

MATHEMATICS

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

The instructional focus will include the following:

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

SCIENCE

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

The instructional focus will include the following:

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

SOCIAL STUDIES

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

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

PHYSICAL EDUCATION

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

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

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

HEALTH

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

ART

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

MUSIC

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

STEAM (Science, Technology, Engineering, Art, and Mathematics) STEAM classes meet once each week for students in grades Kindergarten through five STEAM class integrates Science, Technology, Engineering, Arts, and Mathematics to foster holistic learning. Students engage in hands-on projects that encourage critical thinking, creativity, and problem-solving. Through building structures, coding activities, artistic exploration, and scientific experiments, they develop a multidisciplinary skill set. Students develop teamwork, analytical thinking, and a deeper understanding of real-world applications.

LIBRARY/MEDIA

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

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

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

Please reinforce the importance of taking good care of library media center items and returning them when due. All efforts are made to repair damaged items. However, replacement costs are billed to the

student when items are lost or damaged beyond repair. Fines are **not** charged for overdue items.

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

Birthday Book Club

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

Parent Lending Library

There is a special Parent Lending Library located in media center. It contains materials which may be of interest to you on child-rearing, parenting, and curriculum resources. Materials are checked out by putting your name and the date on the book card and placing the book card in the checkout box. Materials should be returned within two weeks.

Book Fairs

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

STUDENTS WITH SPECIAL NEEDS

At Winchester Elementary School we strive to meet the needs of each student. Each week our MTSS team meets to review the data for an entire grade level. This team of specialists includes our Principal, Learning Consultant, Psychologist, Social Worker, Speech Language Pathologist, Teacher Leaders, and Special Educators. This team monitors progress for all students, at each grade level weekly. Students who are in danger of not meeting academic or behavioral benchmarks appropriate to the grade level are offered additional support and intervention and their progress is closely monitored. In addition, the District has an English Language Learner Consultant, and an Autism Consultant who may provide resources and consulting services to classroom teachers and parents in order to meet the needs of individual students.

The District also has a magnet program for academically talented students in grades 3 through 5, known as the **Alternative Learning Program for Students (ALPS)**, which is currently located at Amerman Elementary School. Students are admitted into the ALPS program through a screening process to determine eligibility for the program. All students third grade and above are screened for admission into the ALPS program based upon the results of the NWEA, M-STEP, and classroom performance. Third through fifth grade students new to the District should log onto the NPS website (www.northvilleschools.org) for testing dates and additional screening information. Additionally, 5th

grade NWEA and M-STEP scores are used for placement in Middle School honors and advanced math, and an Academic Resource course opportunity. Parents receive notification if their students qualify for additional testing or placement in these programs. Questions regarding placement should be directed to the NPS Office of Instruction.

If you have concerns regarding your child, you are encouraged to contact your child's principal. Recommendations for diagnosis and interventions are made with parent input.

ELEMENTARY ASSESSMENT PROGRAM

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

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

NWEA make-up testing for vacations is not offered unless the data is deemed necessary for MTSS decisions.

POLICIES AND PROCEDURES

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

ABSENCE-TARDINESS-VACATIONS-ILLNESSES AT SCHOOL

All children are expected to be in attendance each day unless they are ill or a family emergency arises.

If your child will be absent or tardy, please do the following:
All absences should be reported by the parent in their MiStar ParentConnection account. This includes full day absences, early release and late arrival.

Each parent has a login to ParentConnection, so either parent can report the absence.

1. Login to ParentConnection
2. In the top banner, click on Report Absence
3. Select the student or students that will be absent by checking the box next to the name.
4. If it is a full day absence, there is a checkbox you can select, otherwise, you uncheck the box and enter the date and time range.
5. Add any notes you wish to provide to the school.
6. Click the submit button to complete the request.
7. The absence will then be reviewed and approved by the school office.

You can review any parent-reported absences by clicking on the "Previously reported" button.

For your child's protection, we will attempt to contact a parent at home or work if we do not hear from you. In order to avoid unnecessary calls to your home or place of employment, we ask for your cooperation in reporting your child's absence.

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

Excused Absences:

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

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

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

Unexcused Absences:

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

Extended Absences:

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

Extenuating Circumstances:

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

Intervention, Truancy and Consequences:

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

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

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

After 4-6 absences within a semester:

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

After 7-10 absences within a semester:

A letter will be sent home warning of the concern about the number of absences from school and requiring a needed improvement in attendance. A parent/school staff meeting will be initiated. Parents will again be provided a letter warning of the concern about the number of absences from school. **Parents are encouraged to discuss their child's attendance, address concerns, and provide documentation.**

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

After 12-14 absences within a semester:

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

After 15 absences within a semester:

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

After 20 absences within a semester:

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

Discipline and Consequences:

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

Work Completion During Absences

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

Tardiness and Early Dismissals

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

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

Attendance Recording and Record Keeping

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

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

A. providing meaningful learning experiences **every day**. Therefore, a student who is absent from any given class period would be missing a significant component of the course;

B. speaking frequently of the importance of students being in class, on time, ready to participate;

C. keeping accurate attendance records (excused vs. unexcused);

D. requiring an admit slip from a secondary student when s/he returns from an absence and invoking a consequence if s/he does not have one;

E. incorporating defined, daily participation as part of the teaching/learning process and each grading period;

F. requiring students to make up missed quizzes, tests, and other pertinent assignments whenever possible without disrupting instructional time

Participation in State Mandated Assessments

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

Participation in District Assessments

Winchester, along with all Northville elementary schools, frequently monitors data to inform instruction. In addition to the daily formative assessments our teachers use to make in-the-moment decisions, we also administer the NWEA three times a year. It is important that students are in school (and rested!) for these dates. District-wide, we will not be making up NWEA testing that is missed because of vacation unless the data is deemed necessary for ***MTSS decisions.***

Illnesses at School

In the interest of health and safety of all students, parents will be contacted when students are too ill to remain at school. Parents are expected to pick their children up from school promptly. EMS will be contacted whenever school officials deem it necessary. In the event of a fever over 100 degrees Fahrenheit, the student's temperature will be rechecked every 1/2 hour. If the fever continues to rise, or if the child's condition worsens significantly and a parent has not yet picked up the student, EMS will be contacted and the child will be transported to a medical facility. **Students need to stay home for at least 24 hours following any instance of illness, fever, or communicable disease. Parents are advised to establish back-up plans for unexpected situations or illnesses in advance. It is very uncomfortable for children who are sick to remain at school, and such a situation may compromise the health of other children.** Please refer to the "Health Appraisal/Immunizations/ Communicable Diseases section in this handbook for more information.

BELL SCHEDULE

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

A.M.	8:41 Arrival Bell	**P.M.**	1:15 K-5th grade afternoon attendance
	8:46 K-5 Instruction begins		3:45 Dismissal Bell
	11:15 AM – 1:15 PM Lunch (see classroom schedule)		

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

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

BUS TRANSPORTATION

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

COMMUNICATION

Important school information is generally sent home via MiStar or Parent Square. Please be sure your phone numbers and email addresses are accurate in MiStar so you receive important information. Your child's teacher will inform you of his/her procedure to keep you informed. To contact your child's teacher, you can leave a message by phone 24 hours a day, send a note, or E-mail message. Parents are encouraged to check email regularly for school communications and messages from your child's teacher.

DISCIPLINE

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

Students:

- can expect clear expectations of appropriate behaviors and consequences for their actions.
- can expect to take ownership for their behaviors while being provided with tools needed to solve problems.
- can expect to think and grow from the consequences of their decision making. can expect to recognize how his/her behavior affects others.
- can expect their dignity to be maintained in a respectful and empathetic environment.

Consideration of Mitigating Factors

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

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

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

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

Bullying

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

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

School Violence Hotline

A toll-free ***School Violence Hotline*** has been established by the Michigan State Police Operations Center, and is operational 24 hours per day, 365-days per year, at **1-800-815-TIPS**. The School Violence Hotline is intended to provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct . The hotline should only be used when the student feels s/he cannot talk to a trusted adult first. Confiding in a trusted adult is by far the best way to deal with information about school violence, with contacts made to the local police department as well as school officials. Any risk of immediate harm should be reported to 911 immediately.

OK2SAY

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

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

DRESS CODE

It is recognized that appropriate student dress and grooming are the responsibility of the parent and the student.Students are expected to be appropriately dressed and practice good hygiene at all times. Any form of dress or appearance which is offensive, disruptive in appearance, and/or detrimental to the purpose and climate of the school will not be permitted.

Clothing and accessories, including but not limited to backpacks, jewelry andelectronic device covers or decals may not display statements that are age-inappropriate, racial or ethnic slurs, historical symbols of oppression (i.e. confederate flag), vulgar, obscene, or suggestive images, nor may they promote items or products that students may not legally purchase or possess (i.e. alcohol, tobacco, vapes or illegal drugs.)

We ask for parents' continued support in helping children choose clothing that will not detract from the learning environment or devalue the principle of respect. The principal will determine when attire or accessories are inappropriate for school. Students who fail to adhere to dress code policy will be asked to change their attire or remove an accessory, remain in the office, or be sent home until acceptable attire is delivered to them or parent contact is made. Multiple infractions and/or failure to comply may lead to discipline.

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

DROP-OFF AND PICK-UP OF CHILDREN

In order to make the drop off and pick-up of children by car as safe as possible for our students, we ask that you follow these procedures:

Please do not drop your child off before 8:35 a.m. The first bell rings at 8:41 a.m.

Bus - For those eligible, riding a NPS bus is the most convenient and safest transportation option.

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Arrival

Drop Off Procedures:

- During arrival, please be sure to stay in the right hand lane and pull your vehicle all the way up.
- Please do not maneuver between lanes as this creates a safety concern.
- When all the cars have pulled forward and stopped, please have your child prepared to exit your car with all of their belongings.
- Try to get your goodbye hugs and kisses in at home.
- ALL students should be dropped off at the same time. Please do not stop and drop each of your children off at a specific door.
- Students should be prepared to walk to their designated arrival location using the sidewalk in front of the school.

Please stay in your car at all times in the DROP-OFF ZONE.

Dismissal
Pick Up Procedures:

- Kindergarten parents are asked to park in the parking lot and walk up to the building to pick up your child from the teacher unless arrangements have been made to pick them up in the pick-up zone.
- If you are leaving your vehicle you must park in the parking lot.
- Our dismissal begins promptly at 3:45. In order for you to be in our MOVING carpool line and not in a stagnant line, please arrive no sooner than 3:45.
- Please stay in the right-hand lane and pull all the way up in the Pick-Up Zone.
- The carpool lane will be released first.

For the Safety of our students, please remember to:

- Refrain from using your cell phone during Drop off and Pick up
- Use the cross walk at the main entrance when crossing.
- Turn left out of the parking lot.
- Save the handicapped spots for those who need them.

Thank you for your continued support as we continue to focus on student safety.

1. There is a drop off and pick driving loop in the front of the building. Children will be supervised and all families are asked to follow the procedure
2. Walkers and bus riders will arrive and be dismissed from the front main entrance. 3. Families that would like to park and walk their children will also arrive and be dismissed from the front main entrance.

EARLY PICK-UP FROM SCHOOL / AFTER SCHOOL ARRANGEMENTS

Please notify the office and your child's teacher if you will be picking your child up early. **Early pick up interrupts instructional time for the entire class and should be avoided.** If it is essential to pick your child up prior to dismissal time, we ask that you report to the office to have your child paged. We will not call students to the office until the parent or guardian arrives. You must sign your child out of school. If a person other than those listed on your child's emergency card will be picking your child up from school, we must be notified in advance.

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

Changes in end of day plans should be communicated to your child before school. We realize there are occasions when plans may change. If end of day plans change during the school day, please contact the school office before 3:00 p.m. Please help us keep your child safe.

ELECTRONIC DEVICES/BRING YOUR OWN DEVICE (BYOD)

A student may possess a Chromebook/Laptop/tablet at school subject to the following criteria with the Bring Your Own Device provisions of the Student Acceptable Use of Technology Agreement K-2 or Student Acceptable Use of Technology Agreement 3-5. Devices may only be used for an educational purpose and may be used within the classroom at the discretion of the teacher or administrator. The device may not be used in a manner that enables cheating or academic dishonesty. Such devices shall not be used to capture images, video or audio at school or on the bus without the consent of the individuals being recorded. The use of such devices at school may not negatively impact or compromise another student's educational opportunity. The administration may confiscate such devices in cases that the student(s) are not complying with the criteria above.

Personal Electronic Devices, including Cell Phones and Smartwatches with Cellular Connections

Northville Public Schools is dedicated to enhancing student outcomes through ongoing review of research and our own educational practices. Examining research on the impact of cell phone use by school-aged children reveals that excessive exposure to cell phones can have a detrimental effect on school-aged children. While we understand the importance of children having access to their electronic devices before and after school, the district is creating a space where students can be together in learning during the school day without their personal electronic devices in classrooms, hallways and in the lunch/common areas.

Consistent with Board Policy 2143, K-8 students will not be allowed to carry or use cell phones or other personal electronic devices, including smart watches and other digital device connections, during the school day unless allowed in special circumstances by their teacher or building administration. **Phones are available in the office of each school and in each classroom should a student need to contact their parent/guardian.** If families believe that their child needs access to a cell phone before or after school, it will be the student's responsibility to ensure that their phone remains stored away from the classroom while they are at school.

Personal Electronic Device Expectations

Cell phones and other personal electronic devices, including Smartwatches, may NOT be turned on during school hours. They must remain in the student's backpack. Electronic devices confiscated from students may be picked up by parents in the school office.

EMAIL SUBSCRIPTION (PARENT SQUARE)

Northville Public Schools offers Community Groups through ParentSquare to allow community members to keep informed on district and school information. By signing up for this service, community members can have essential district and building level information sent via email.

To view and sign up for available groups, go to the Join Community Groups sign up page and select the desired group(s) by completing the registration and clicking the box(es) for the groups you would like the subscribe. You will receive an activation email to complete the registration. You will need to click "Activate your account" from that email.

EMERGENCY FORMS

Emergency contact information must be completed during the registration process. Please make sure the information is correct. This information is essential for your child's health and safety. In the event of an accident or illness at school, the emergency contact information provides the school with necessary direction. Please note any allergies or medical conditions, even if medications are only taken at home. **Students may only be released to adults listed on the emergency contact form, and a photo ID may be required**. Be sure to list someone nearby who can be reached during the day if we are unable to contact either parent. Any changes to address, phone numbers, or medical information should be reported to the office immediately.

EMERGENCY DISMISSAL

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

EMERGENCY PROTOCOL

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

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

ALICE training empowers adults and students with strategies to keep themselves and each other safe –through access to more information, a greater emphasis on evacuating when possible, enhancing lockdown protocols, and providing age-appropriate lessons and information. Students will be taught the A.L.I.C.E protocol in their classrooms. Throughout the school year, a minimum of three practice 'Enhanced Lockdown' drills, following our A.L.I.C.E. protocol, will occur.

EMERGENCY- PARENT, GUARDIAN, CARE GIVER ROLE

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

EMERGENCY SCHOOL CLOSING

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

HEALTH APPRAISAL/IMMUNIZATIONS/COMMUNICABLE DISEASES

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

HARASSMENT & DISCRIMINATION

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

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

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

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

If you or your child believe that your student is the subject of unlawful harassment or discrimination by another student, district employee, administrator, board member, school vendor or other adult on school premises, on the school bus, or at any school sponsored activity or event, please immediately contact any of the central office administrators identified on the first page above, or a principal,

assistant principal, teacher, social worker, or counselor, for help. The District's complaint procedure is available online at http://www.northvilleschools.org/apps/pages/notifications . The District strongly encourages students, parents, and guardians to report evidence of violations of this important policy. The District will promptly investigate and if warranted, take appropriate remedial and corrective action. Interim measures may also be taken to minimize if not eliminate the recurrence of any unlawful harassment or discrimination, and to help any student who is found to be a victim of unlawful action in violation of Board Policies. Students and parents may also report violations of unlawful sexual harassment to local law enforcement.

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

KINDERGARTEN READINESS

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

LOST AND FOUND

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

LOST BOOKS/MATERIALS

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

LUNCH PROGRAM – NUTRISLICE

Northville Public Schools offers a breakfast and lunch program for all students. At this time, we are still finalizing whether meals will be free and if breakfast will be available this year. Updates will be communicated as soon as possible. Updates will be shared via Parent Square and in weekly school newsletters.

Families of preschool and elementary students must preorder meals using Nutrislice. Orders must be placed by 7:00 a.m. for same-day service, and the system will not accept orders after this time. Meals can be preordered up to 30 days in advance. To ensure your student receives their meal, we recommend ordering the night before. For more information or updates, please check the district website or the Nutrislice app.

- Order Online at Nutrislice
- Download the App (Apple Store)
- Download the App (Google Play)

MEDICATION / HEALTH CARE PLANS

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

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

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

MONEY AT SCHOOL

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

OPEN ENROLLMENT POLICY

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

PARENT CONFERENCES

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

PARENT INVOLVEMENT

Parents are encouraged to volunteer at our school. At teacher discretion, parent volunteers work with students, assist teachers with clerical tasks, shelve books in our media center, and support students and

teachers in a variety of ways both inside and outside of the classroom. A multitude of PTA committees are chaired by parents and provide daily support in a wide-range of capacities.

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

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

ICHAT FORMS

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

PARTIES / TREATS / HOLIDAYS

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

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

PICTURES

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

PLAYGROUND

Our emphasis is on safe, enjoyable play. Children may not bring hard baseballs or hard-coated rubber balls, bats, expensive toys, roller blades, or skateboards to school. Please be sure other playground items are carefully marked with your child's name **and are brought to school in a backpack or a bag**. Children are welcome to use the playground after school once they have gone home and received

permission from their parents to return. Keep in mind that there is no adult supervision of the playground outside of school hours. **Parents are urged to remove all drawstrings from jackets and coats, as they present a choking hazard. Backpacks and objects such as pens, pencils, and markers should remain in the classroom. Shoelaces should remain tied at all times.**

PLAYGROUND RULES

Play safely and respectfully at all times.

Ball Handling

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

- Balls are thrown on the playground only. They may not be thrown in front of school. ● All kickball, soccer, and football games need to be played in designated areas at appropriate times.
- Body "contact sports" are NOT ALLOWED.
- Use only school balls or balls which are soft in appropriate areas on the playground, which have been approved by your teacher and/or the teacher or supervisor on duty.
- Snow play is encouraged, but snowball throwing is NOT ALLOWED on school property OR on the way to or from school. Ice patches can be dangerous, so running and sliding on ice is not permitted.
- Play away from equipment when not using it. Tag may NOT be played in or around equipment.

Equipment

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

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

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

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

Equipment Rules, Continued

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

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

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

Fair Play

Play fair, share what is yours, and leave that which does not belong to you alone. Refrain from activities that may hurt others or harm property.

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

Play respectfully without interfering with the play of others.

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

Do not exclude others from your play.

The whistle means STOP, LOOK, AND LISTEN.
When the bell rings, line up right away.

Boundaries

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

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

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

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

Guidelines for use of playground by community members:

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

RECESS / OUTDOOR PLAY

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

RESTORATIVE PRACTICES

Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Except in cases involving a firearm at school, restorative practices shall be considered as an alternative or in addition to long-term suspension, expulsion or permanent expulsion of a student. The District will first consider restorative practices to remediate offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, minor class disruption and harassment and cyberbullying as part of the discipline process.

SECURITY

All adult visitors must sign in and wear a badge to indicate that they have stopped at the office. This includes parent helpers, high school helpers, and any adult wishing to go anywhere in the building, other than the school office. People in the building not wearing badges are questioned by staff and escorted to the school office.

STUDENT LEADERS

Please encourage your children to follow the directions of these upper grade students and obey the school safety rules. Safety Patrol students assist our school and learn respect and responsibility as they help children younger than themselves. We're proud of how our students lead at Winchester and we want all students to have these opportunities.

STUDENT LEADERSHIP LIGHTHOUSE TEAM MEMBERS

The Student Lighthouse Team will be composed of student leaders from grades 2 through 5. Their role is to lead in a variety of student activities at school.

TELEPHONE

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

VISITORS

All visitors must sign in at the office. School visits are subject to Board Policy 2005. In considering any requests for visitors not part of a school sponsored program, including school aged visitors, siblings or relatives, the building administrator may deny and/or limit such requests based on liability or disruption to the educational environment.

WALKERS

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

YEARBOOK

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

Winchester Elementary School

Medication Prescription/Parent Authorization Form

Student Name:_____ Birthdate:_____ Teacher:_____ Grade:_____ School Year: _____

To be completed by physician/licensed prescriber for any prescription or over-the-counter medication:

	Medication Name	Dose	Time to be given	Form/Route*	Side Effects	Adverse Reactions
1						
2						
3						

*Routes ~ oral (pill/capsule/chewable, liquid) ~ inhaled (inhaler, nebulizer) ~ topical skin application ~ topical (eye drop, ointment) ~ topical ear drop ~ injection ~ other (list)

List minimal frequency between doses (especially if dispensed as needed "PRN"): _____

If dispensed as needed (PRN), list symptoms/conditions under which medication is to be given: _____

Reason for medication (optional): Medication #1_____ Medication #2_____ Medication #3_____

Special Instructions: _____

It is medically necessary for the student to carry or self-administer this medication yes no For self-administration, see back.

Start date if not beginning of the school year:_____ Stop date if not the end of the school year: _____

_____ _____ _____

Physician's signature Date Physician's Printed name

Physician's Phone #:_____ FAX #:_____ Address: _____

To be completed by parent/guardian:

I request and give permission for (name of child)_____to receive the above medication(s)/treatment at school according to standard school district policy and for the physician or physician's staff and school district staff to share information needed to assist my child with medication needs. Schools require parent/guardian to bring medication in its original container. All medication must be labeled with the student's name.

_____ _____

Parent/Guardian signature Date

Northville Public Schools Medication Prescriber/Parent Authorization Form for Self Administration/Self-Possession

Self-administration means that the student can administer the medication in a manner directed by the physician without additional direction or supervision by school staff. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration. For medication other than inhalers, only that day's supply of medication is to be carried. The school district recommends that spare medication, properly labeled in its original container, be kept in the clinic/office in case the student runs out/forgets the medication. The building administrator may discontinue the student's self-administration privilege upon advanced notice to t he parent/guardian. (If the medication is an inhaler and the student is found to be improperly using the medication, the student's physician and parent(s) will be contacted regarding future self-possession). The student must carry a copy of this form at school.

Student Name:_____

To be completed by student:

I agree to:
Never share my medication with another person.
Carry the medication in its original properly labeled prescriptive/over-the-counter container.
Take medication only at the prescribed time/frequency and dose.
Carry a copy of this form with me and present it to school staff if asked.

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

_____ _____

Signature Date

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

PARENT, GUARDIAN, CARE GIVER ROLE DURING SCHOOL EMERGENCIES

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

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

School Planning

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

Definitions:

Lock Down: Where there is danger in or near the school and students and staff need to be protected from that danger. An example of a lockdown could be: an intruder either inside or outside of the school, most likely occurring during or after an overtly violent act. **Shelter in Place:** A concerted effort to shelter students and staff inside while minimizing the flow of air both from outside and between separate parts of the school. An example of shelter in place would include tornados, accidents involving hazardous material spills or incidents involving chemical release.

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

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

Parent Responsibilities During an Emergency a t the School

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