



ORCHARD VIEW
Community Education

A Division Of Orchard View Schools

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

Orchard View Community Education Programs are designed to meet the needs and wants of the Orchard View District and surrounding areas.

Providing services for everyone from infants through the senior years, we are devoted to enriching the lives of our community.



OV EARLY ELEMENTARY STUDENT HANDBOOK

Discover. Learn. Succeed.

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

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

2820 MacArthur
Muskegon, Michigan 49442
231-760-1850

Megan Johnson, Principal
Brenda Brewer, Administrative Assistant
Tracey Lysiak, Administrative Assistant

2024-2025



District Information

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

Central Office
35 S. Sheridan
Muskegon, Michigan 49442
(231)760-1300 (231)760-1321 fax

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

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

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

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

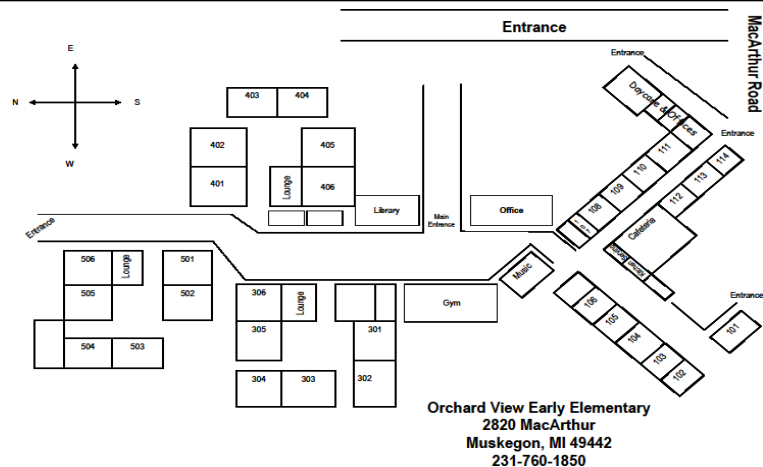
Transportation
(231)760-1330 (231)760-1331 fax

Food Service
(231)760-1550

School to Home Connection

- District Website: www.orchardview.org
- Facebook Page: Orchard View Early Elementary
- OVEE Weekly updates (SMORE)
- Community Education Website: www.orchardviewce.org
- School Connects –Automated service providing parents with up-to-date announcements regarding school
- Do Jo (Teacher)

OV Early Elementary Building Map



Transportation Guidelines

The bus driver/aide is in charge of the bus at all times. Students are expected to obey the directions of the bus driver/aide.

Students are to be at the designated bus stop 10 minutes before their bus arrives.

Buses cannot wait. Students are to stay off the roadway while waiting for the bus.

Students are to cross in front of the bus, not behind the bus and to look for drivers signal before crossing. Ten feet is the recommended distance for crossing in front of the bus.

Students are to wait until the bus has come to a stop before attempting to enter or leave the bus. They must stay seated until the bus stops.

The driver may assign students a seat. When seated, feet are to be kept out of the aisles. Students are not to move about while the bus is in motion.

No eating on the bus. Drinking on the bus is only permitted with the permission of the bus driver.

Hands and head must be inside the bus at all times. Students may not use profane or vulgar language.

Students may not shout at passing persons or vehicles.

Objects or paper may not be thrown from the bus or on the bus.

Students must be considerate of all others on the bus.

Electronic Devices should not be heard or seen and are only permitted with the permission of the bus driver. (Not allowed for elementary students K-5)

No skateboards, scooters, balls and sport equipment on the bus unless in a bag.

Buses are monitored by security camera. Damage must be reported to the bus driver.

OVEE Positive Behavior Expectations

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

- Lesson plans taught by our teachers
- Graphics throughout our building
- Cardinal Soar Tickets written to children
- Weekly Cardinal Soar

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

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

When your child brings home a Cardinal Soar Ticket please **Celebrate** with them.

Name _____

Be Safe
 Be Kind
 Be in Control

Initialed by: _____

Cardinal Pride Ticket

Name: _____

Initialed by: _____

Table of Contents

District InformationPage 2

Parent/School Compact.....Page 4

Principal’s MessagePage 5

Arrival/Dismissal of StudentsPage 6

Attendance and Tardy PoliciesPage 7

Illness/Contagious ConditionsPage 8

Rights and Safety/Power School.....Page 8

Rights and Safety continuedPage 9

Services (food and medication)Page 10

TransportationPage 11

Harassment/Bullying/Weapon PolicyPage 12

Orchard View Schools Strategic Plan.....Page 13

Civil Rights/Discrimination/Rehabilitation Acts.....Page 14

Students Fees/Fines/VolunteersPage 15

Expection MatrixPage 16

Positive Behavior ExpectationsPage 18

Building MapPage 19

Non-Discrimination Policy

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

ORCHARD VIEW EARLY ELEMENTARY PARENT- SCHOOL COMPACT

Discover, Learn, Succeed

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

The Orchard View Early Elementary staff will provide:


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

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

- My child is at school well-rested and on time
- Work sent home is completed and returned to the teacher in a timely manner
- I will read with my child daily.
- I will attend fall and spring parent/teacher conferences
- I will volunteer and serve on school committees, when able
- The quality and quantity of screen time will be monitored
- I will support, teach, and follow through with the school behavior plan
- I will show respect for staff, students, and other adults
- Send my child with backpack, homework folder, and an extra set of clothes.
- I will update my child’s demographics online and make sure the school has current contact numbers at all times

As a student at Orchard View Early Elementary, I agree to:

- Do my personal best each day
- Show respect for myself, adults, other students, and my school
- Come to school each day ready to learn with my backpack and homework folder
- Complete work that is sent home
- Follow the school rules
- Read daily
- Leave toys and electronic devices at home

	BE SAFE	BE KIND	BE IN CONTROL
			
Village	<ul style="list-style-type: none"> • Walking feet • Stay in line with your class • Be aware of personal space 	<ul style="list-style-type: none"> • Use nice words and actions • Take care of your area 	<ul style="list-style-type: none"> • Use appropriate voice level • Keep hands and feet to yourself • Keep items in your locker • Follow staff member directions
Classroom	<ul style="list-style-type: none"> • Walking feet • Use materials properly • Be aware of personal space • Stay in the classroom 	<ul style="list-style-type: none"> • Use nice words and actions • Wait patiently for your turn • Take care of your area 	<ul style="list-style-type: none"> • Use appropriate voice level • Keep hands and feet to yourself • Follow T.E.A.M., Procedures
Bus	<ul style="list-style-type: none"> • Listen to bus driver • Stay in assigned seat facing the front • Wait in a safe place where the driver can see you • Keep hands and arms inside the bus • Cross street when driver signals it's safe 	<ul style="list-style-type: none"> • Use nice words and actions • Help friends who need help 	<ul style="list-style-type: none"> • Use appropriate voice level • Sit down, sit back and put your hands in your lap
Special Events	<ul style="list-style-type: none"> • Maintain personal space between you and your classmates • Stay with group • Follow directions • Appropriately ask adult for help when needed 	<ul style="list-style-type: none"> • Wait patiently for your turn • Use nice words and actions • Represent yourself, your family, and your school proudly • Take care of personal belongings 	<ul style="list-style-type: none"> • Use "Listening Body" behavior • Positive participation • Use appropriate voice level • Respect property • Keep hands and feet to yourself
Online	<ul style="list-style-type: none"> • Keep personal information to yourself • No pictures no places no names • Click out and tell an adult • Stay on teacher-approved websites 	<ul style="list-style-type: none"> • Use nice words and faces • Keep device volume level appropriate 	<ul style="list-style-type: none"> • Stay on task • Follow school rules on school devices • Treat devices responsibly • Use appropriate voice level
Book Nook	<ul style="list-style-type: none"> • Be aware of personal space • Use seating properly 	<ul style="list-style-type: none"> • Treat materials with care • Share books • Put things back where they belong 	<ul style="list-style-type: none"> • Use appropriate voice level • Stay in one spot • Follow staff directions
Indoor Recess	<ul style="list-style-type: none"> • Stay in the village with class • Follow directions • Use equipment and materials appropriately • Find an adult when you or someone need help 	<ul style="list-style-type: none"> • Use nice words and actions • Use your manners • Play fairly • Take turns • Include others 	<ul style="list-style-type: none"> • Use appropriate voice level • Keep hands and feet to yourself • Listen to adults • Listen for "Hands on Top, Everybody Stop" • Take care of equipment and materials

*Our staff will support student behavior by actively supervising students, giving specific praise, modeling appropriate behavior and language, showing empathy, being consistent, interacting positively, communicating expectations, providing a safe learning environment, and communicating with families.



	BE SAFE	BE KIND	BE IN CONTROL
IGTE Arrival & Dismissal	<ul style="list-style-type: none"> Walking feet Be aware of personal space Go directly to where you need to be Stay seated until you are called for parent pick-up 	<ul style="list-style-type: none"> Use nice words and actions 	<ul style="list-style-type: none"> Use appropriate voice level Keep hands and feet to yourself Follow staff member directions
Hallway	<ul style="list-style-type: none"> Walking feet Stay in your line Eyes Forward Walk directly to where you need to be 	<ul style="list-style-type: none"> Silent Wave 	<ul style="list-style-type: none"> Use appropriate voice level Keep hands and feet to yourself
Bathroom	<ul style="list-style-type: none"> Walking feet Keep water in sink Use one pump of soap 	<ul style="list-style-type: none"> Take turns and wait patiently Lock stall door when you enter Unlock stall door when you leave 	<ul style="list-style-type: none"> Use appropriate voice level Go, flush, wash, and back to class Use 1-2 Paper Towels
Lunchroom	<ul style="list-style-type: none"> Walking feet Stay in line Stay in your seat Eat only your food Keep your food on the tray 	<ul style="list-style-type: none"> Use nice words and actions Use polite manners Clean up when you are done eating Wait patiently for your turn 	<ul style="list-style-type: none"> Use appropriate voice level Keep hands and feet to yourself Follow staff member directions Raise hand when you need help
Recess	<ul style="list-style-type: none"> Use equipment properly Wait patiently for your turn Find an adult when help is needed 	<ul style="list-style-type: none"> Help friends who need help Play Fairly Take Turns Invite others to play 	<ul style="list-style-type: none"> Use appropriate voice level Keep hands and feet to yourself Line up when whistle blows Follow staff member directions Return equipment to its place Take responsibility for your actions
Office	<ul style="list-style-type: none"> Walking feet Follow office staff member directions 	<ul style="list-style-type: none"> Wait patiently for your turn Use nice words and actions 	<ul style="list-style-type: none"> Use appropriate voice level Keep hands and feet to yourself

Principal's Message

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

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

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

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

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

Orchard View Early Elementary School
Megan Johnson

OVEE Mission Statement

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

Arrival/Dismissal of Students

To provide a safe environment for all students we require:

- Students **must** be accompanied by parents for parent drop-off at the beginning of the school day
- Staff will admit students into the building at the beginning of the school day
- Students **must** be picked up **promptly** when they are dismissed at the end of the school day
- Daycare is provided, for a fee, by Community Education for parents who need later pick up times. To get signed up for daycare please call 231-760-1966.
- Parents must have an ID, or a badge number to pick up their child
- Students under the age of 16 will not be allowed to pick up students
- Please park in designated parent pick up areas, make sure not to park your car in a no parking zone as it causes traffic jams
- For the safety of our students, please cross only in the student cross walk areas that is assisted by a crossing guard
- Students arriving after the bell rings **MUST** be signed in by an adult at the office. Students will be escorted to class by a staff member
- Turn in doctor slips upon returning to school from appointments to verify the absence
- Teachers maintain a tardiness record on their students. If students are frequently tardy, the parents will be asked to have a conference with the principal and/or teacher. A student will be considered tardy five minutes after the starting time of school or by leaving during the last 30 minutes of the day. Excessive tardiness may result in an official letter being mailed to the home. Five (5) tardies will be counted as a 1/2 day absence. If a student misses a minimum of a 1/2 an hour in the morning or leaves more than 1/2 an hour in the afternoon, it will be considered a half-day absence for that time period
- Changes to a student's pick up and/or drop off location must always be received via the student transportation schedule form, located on the www.orchardview.org website, under the transportation department. This change could take the transportation office up to 3 days to complete

School Visitors

See By Law 9150 for complete details

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

- Visitors need to make arrangements in advance through the office
- All visitors must register at the school office. You may be asked to leave the building if you don't have proper authorization
- A student may not leave the building with an unauthorized person
- Parents who want to observe in their child's classroom need to confer with the principal and the teacher in advance
- The visitations should be no longer than sixty (60) minutes
- The number of visitors shall not exceed two (2) parents
- The frequency of visits should be no more than once every four (4) weeks

If a student needs to be signed out early, please come to the office and we will call the classroom.

Student Fees and Fines

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

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

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

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

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

Volunteers

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

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

Civil Rights Acts of 1964-Title VI

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

Discrimination Based on Sex-Title IX

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

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

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

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

Attendance and Tardy Policies

Muskegon County Schools-Operation Graduation

<p>3 Unexcused Absences</p> <ul style="list-style-type: none"> • Send letter to parents about the importance of attendance • Consider using google form/spreadsheet to track all communication efforts • Consider referral to school intervention team (Tier 2), match student to appropriate intervention and monitor progress 	<p>5 Unexcused Absences</p> <ul style="list-style-type: none"> • Send Truancy Letter #1 to parents if the child has 5 unexcused absences, and these absences are interfering with their education • Keep copy of letter for school records • Discuss attendances with student to see if you can determine why they are not coming to school and how you might help • Consider referral to school intervention team (Tier 2 or 3), match student to appropriate intervention, and monitor progress 	<p>8 Unexcused Absences</p> <ul style="list-style-type: none"> • Send Truancy Letter #2 to parents – keep copy of letter for school records • Set up a meeting with parents to discuss attendance and complete and sign a contract • Record meeting dates and times as well as plans that are created together with the family • If parents do not attend meeting with the school then send Referral Form • Attendance records for students • Copies of ALL letters sent to parents • Documented interventions in progress • Any other relevant documentation 	<p>No Improvement in Attendance</p> <ul style="list-style-type: none"> • Send referral to MAISD along with these attachments: <ul style="list-style-type: none"> ◦ Attendance records for students ◦ Copies of ALL letters sent to parents ◦ Any other relevant documentation ◦ A copy of the contract • A review of the contract will occur • Failure to participate in the attendance improvement plan could result in the Truancy Coordinator making a referral to the Prosecutor's office
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Attending school is both necessary and the law. The state law requires school attendance until the age of sixteen. Students who do not maintain good attendance may fail, lose certain privileges, and /or have their parents taken to court. Orchard View has an attendance policy to avoid these negative consequences. Please contact our office when your child is absent, as we are required to track illnesses and absences.

Illness and Contagious Conditions at School

Children with an illness that is contagious should not be sent to school. When the parent notifies the school that a child has a contagious condition (covid, the flu, chicken pox, head lice, pink eye, scabies, impetigo, or ringworm, strep throat, etc..) families of other students in the class will be notified.

- A child with a temperature of 100 degrees or more will automatically be sent home. Before returning to school a student must be fever free for 24 hours without fever reducing medicine
- A child that has had diarrhea or vomiting, will need to be quarantined at home for 24 hours free from these symptoms.
- Children will participate in all school activities, including recess, unless they have a note from the doctor.
- Orchard View Schools has a “no nit policy” regarding head lice. Head lice can be very contagious in a school setting and children with lice or nits will not be allowed in school. Students with head lice must be rechecked in the office before returning to the classroom. Students are not allowed to ride the bus to school until they have been rechecked at the school

Rights and Safety

Illness or Accident at School

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

Man-Made and Natural Disasters

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

Snow Day cancellation or dismissal

On occasion, severe snowstorms cause school to be cancelled. In most instances, the school will notify these stations; WMUS, 107FM; WKBZ, 95.3FM; WSNX, 104.5FM; WCXT, 105.3FM or television stations Channel 8, Channel 13, or www.WZZM13.com by 6:15 a.m. if school is cancelled. You may also view our website for these announcements, which is www.orchardview.org and will receive correspondence via the School Connects alert system (see the bottom of page 9).

The decision to dismiss rests with the superintendent or his designee. If you suspect school will be cancelled or dismissed listen to the local radio stations. **PLEASE DO NOT CALL THE SCHOOL OR THE TRANSPORTATION OFFICE DEPARTMENT.**

ORCHARD VIEW SCHOOLS

STRATEGIC PLAN

VISION
To prepare all students to meet the demands of an ever changing world.

MISSION
Provide a safe, supportive environment that encourages academic growth, responsible citizenship and lifelong learning for all students.

FOUNDATIONAL BELIEF
EVERY child and adult can learn and grow.



Harassment and Bullying Policy

OVEE's Harassment policy is as follows:

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

BULLYING

Bullying of a student by other students or any member of the staff is a violation of policy. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, bullying shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Bullying of any kind will result in disciplinary proceedings. A student who believes that he/she has been subjected to bullying should promptly notify the office.

Weapon Policy

State law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The following guidelines will be used for any violations of this Weapons Policy

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

Severe Weather

Tornado Watch and Warning

During a tornado watch, children will remain in school until the regular dismissal time. A Tornado/Severe Thunderstorm warning is issued by the local weather service office whenever a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar. Your child/children will be cared for at school. Parents have the option of picking up their children at school during a watch or warning. Follow normal check out procedures at the office.

Safety Threats

Bomb Threat Policy

When a bomb threat is received, we will follow the procedures developed by the crisis team:

- If necessary, the building will be evacuated and students will be taken to a safe location.
- Public broadcasting will provide information.

Lockdown Drills

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

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

- **SHELTER IN PLACE:** Internal lock down: All students in the hallway will be advised to return to their class immediately.
- **Lock Down:** Unattended students in the hallway will be pulled into a room as quickly as possible.
- Roll will be taken.
- The office will be called if any student is missing.
- During a Shelter in Place the doors will only be open to accept students out of their classrooms or to advise administration.
- During an lock down doors will not be open unless advised by emergency responders.

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

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

Services

Food Service

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

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

Kids' Food Basket

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

Medication

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

All medication will need to be picked up at the end of the school year or it will be disposed of at the Muskegon Township office.

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

Transportation

Students are allowed only one designated pick up and one drop off address. Students may not ride a bus other than the one to which they are assigned. This also applies to getting off at a different stop.

Parent(s)/guardian(s) are to make requests for bus changes in writing to the transportation office.

Bus transportation is an essential part of the school day. It is a privilege to ride the bus. Students must follow the rules of the transportation department. If a child is not following the bus safety rules, the bus driver writes a bus conduct report. Refer to page 16 of the expectation matrix. The following steps apply to elementary students:

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

A more severe offense may result in a more severe discipline, up to and including loss of bus privileges. This will be at the discretion of the Administration and Transportation Departments.

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

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

Buses are monitored by security camera. Damage must be reported to the bus driver. In the event that a child damages transportation property a fine will be assessed. The fine will be reasonable, seeking only to compensate transportation for the expense of the loss incurred.

Additional Guidelines on page 19

