



# Swan Valley School District

Once a Viking, always a Viking!



## R.B. Havens Elementary

<https://www.facebook.com/RBHavenselem/>

<https://www.swanvalleyschools.com/o/rbhe>

ROBERT B. HAVENS  
ELEMENTARY SCHOOL  
Swan Valley School District  
Parent / Student Handbook



Welcome! The administration, faculty, and support staff extends a warm welcome to all students and their families. We hope the information presented in this handbook will help you become acquainted with general regulations, procedures, and practices that have been established for the well-being of all students.

Included in this handbook is the basic information regarding operating procedures at Havens Elementary School. This information will be reviewed at school with students. However, we ask that parents share this information with their children and also feel free to contact our office at (989) 921-4201 if any questions arise in regard to programs or procedures.

The student handbook is not intended to be all-encompassing, it does not create a contract between the school and parents or students, and school officials may revise the handbook at any time to implement the education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and, if a situation arises that is not addressed by the handbook, the school will make decisions based upon staff discretion, applicable board policies, and state and federal law and regulations, consistent with the school's best interests. It is our mutual task to guide you to make responsible decisions. (Suggested language from Thrun & MASSP June, 2022)

We look forward to working with you and your child. Together we can make this year of learning positive and meaningful. Your encouragement and support are viewed as a necessary element in helping your child achieve success and your participation in that process is essential.

**Robert B. Havens Elementary  
Mission Statement**

At R.B. Havens Elementary, we are a community of leaders.  
We honor and celebrate the leaders within us.

**WE....**  
**Lead by example**  
**Excel in all we do**  
**Achieve goals together**  
**Do what is right**

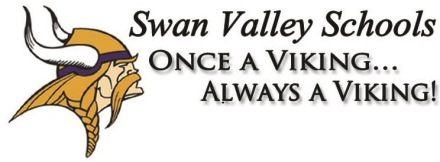
**School Identity**

**COLORS: Purple and White**

**MASCOT: The Viking**

**FIGHT SONG**

**Cheer, cheer for purple and white!**  
**Get in the game and stand up and fight**  
**If our grade be third through fifth.**  
**We won before and we'll win again!**  
**Cheer, Cheer for purple and white!**  
**Always give that good Viking fight!**  
**As our Viking team goes scoring, Point after point again!**  
**Fight! Fight! Fight!**



## INTRODUCTION

The Swan Valley School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students (persons enrolled in grades K-12) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.

7. The place to discuss concerns/problems at school is with the teacher and or/principal. Please discuss the resolution with your child at home in a positive manner; supporting the efforts of the teacher, parent(s) and principal.
  8. Advocate for your child(ren) and take an active role in the school community.
  9. Attend your child(ren)'s parent/teacher conferences.
  10. Ensure address, phone number and emergency contact information is continually current.
  11. Parents are responsible for dropping off and picking up their children on time for any organized school activity before and after school.
- Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

## **SWAN VALLEY NOTICE OF NONDISCRIMINATION**

Swan Valley School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age and national origin (Title VI of the Civil Rights Act of 1964), gender (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), age (Age Discrimination Act of 1975) in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mat McRae, Superintendent, 8400 O'Hern Rd., Saginaw, MI 48609 @ 989-921-3701.

### **REGISTRATION**

Arrangements to register students should be made in the office. A student and the student's legal guardian must be present when picking up and/or dropping off paperwork. New students must provide the following:

- A birth certificate
- An immunization record
- Two proofs of residency
- Court papers allocating parental rights and responsibilities or custody (if appropriate)

Please understand that we will not start your student in school until all required paperwork is completed and we have met the student and a legal guardian. Once all items have been submitted it will still be minimally 48 hours before the student will be able to attend class.

### **ARRIVAL AND DISMISSAL TIMES**

School hours may vary from year to year. Information concerning starting times, dismissal times, and lunch hours will be sent home, published in newspapers, and/or posted on the website.

### **DROPPING OFF AND PICKING UP**

Students should not arrive more than **TEN MINUTES** before starting time unless they are participating in the breakfast program. The breakfast program begins at 8:05 a.m. Pick-up time may not exceed **TEN MINUTES** after dismissal time. If you have an emergency and are running late for pick up you must call the school's main office and notify personnel. Failure to do so or repeated tardiness for pickup may result in the authorities being contacted. Before and after school supervision is not available. Students will not be allowed in the building before starting time. Students are not kept after school without the parent's knowledge. The Swan Valley Learning Center at Swan Valley High School provides a variety of supervised activities for children before and after school, as well as transportation.

## **DELAYED SCHOOL SCHEDULE**

School delays or cancellations will be announced on radio and TV stations. You will also be notified via our school notification system. When school is closed before regular dismissal time, your child should have prior instructions about what to do and where to go if you are not home. **MAKE PLANS AHEAD WITH YOUR CHILD.**

All school activities will be canceled any time school is closed all day or if an unexpected early dismissal occurs due to weather or emergency conditions.

## **ARRIVAL AND DEPARTURE PROCEDURES**

### **Car Riders:**

If your child is a car rider, drop them off and pick them up in the car loop only in the front of the building. All students must exit and enter a vehicle curbside and **ONLY** within the designated area. Please always pull forward, as directed, so that we can load and unload multiple vehicles. If you wish to meet your child at the front of the building, please park in a parking spot and wait outside the front entrance. Please do not park or leave your vehicle unattended in the fire lane. Children may not cross into the parking lot between parked cars without an adult

Upon arrival at school your student may get breakfast from the cafeteria and will then report to the classroom to eat their breakfast and begin classwork.

Upon arrival or after your student has breakfast in the cafeteria, students must be seated inside next to their classroom until school begins. Teachers will explain these procedures at the beginning of the school year.

### **Walkers:**

Every child coming to school should:

1. Start early enough to arrive on time without rushing.
2. Walk on sidewalks or road shoulders as far from traffic as possible.
3. Proceed directly to school.
4. REFUSE TO RIDE WITH A STRANGER. REPORT ALL CASES OF THOSE ATTEMPTING TO GIVE RIDES.

### **Bicycles:**

- Bicycles are to be walked on sidewalks to and from the bike rack.
- Bicycles are to remain parked in the bike rack until school dismissal.
- Bicycles are not to be touched during recess or lunchtime, or

- ridden on the playground at any time.
- Another student's bicycle is not to be borrowed at any time.
- Bicycles should have a safety lock.
- A student who continually violates these rules will not be allowed to ride a bike to school.
- The school is not responsible for lost or stolen bicycle equipment.

### **TRANSPORTATION**

No student may ride another bus, or go home with another student. Students who live one mile or more from the school are eligible for bus transportation. Penalties for violation of the bus rules and procedures may include: parent notification, bus conduct referral form and suspension of bus privileges. Safety is our number one priority on the bus. Please understand it is imperative that students do not distract the driver. They must stay in their seats at all times, keep hands and feet to themselves, and keep the noise level down. All of our school behavior expectations apply to the school bus. **The office must be notified if there is a change** in the regular way your child leaves school for home, such as a bus rider going home by car. **ANY CHANGES IN A CHILD'S TRANSPORTATION TO AND FROM SCHOOL SHOULD BE MADE PRIOR TO THE START OF THE SCHOOL DAY.**

**Please avoid calling the office after 3:00pm if there is a change in plans.**

### **SCHOOL SUPPLIES**

Curriculum resources and materials such as books and IPADs are provided by the district. Students will be held responsible for lost or damaged items, or other school property. A list for additional necessary school supplies will be provided by the teacher and available on the school website page.

### **PARENT VOLUNTEERS/VISITORS**

You are invited to take part in school activities. Volunteers for parent groups, library helpers, volunteer aides, room parents, and community school programs are appreciated. Contact the school if you are interested in assisting. Everyone's help is appreciated. A volunteer sign-up sheet is sent home with the first newsletter each school year. **A volunteer data card must be completed** and approved at least **two weeks prior** to volunteering or visitation.

### **VISITATION**

Parents are welcome to visit school. All visitors must have a volunteer/data card filled out and approved before visiting. We ask that you complete that 2 weeks prior to visiting. When you wish to visit your child's classroom, please contact the teacher for an appointment. Please avoid bringing



younger siblings when you visit the classroom. When visiting the school, please sign in at the office for security reasons.

If you attend a holiday party, please understand that space is limited and younger siblings should not be brought to the party.

If you have anything to drop off to your child, such as lunches, clothing, treats, etc., please leave them in the office.

Do not allow your child to bring pets to school without first contacting his/her teacher.

Please do not send children who are visiting your home to school with your child without making prior arrangements through the school office.

***Parents/visitors must report to the office upon entering the building for any reason. The same protocol must be followed with the playground as well, check into the office first.***

### **FIELD TRIPS**

A permission slip pertaining to all field trips is provided at the beginning of the year. It must be signed and returned in order for your child to attend any field trip. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat field trip locations as though they are school grounds.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent / guardian
- Behavioral or safety concerns
- Denial of permission from administration
- Failure to complete appropriate coursework
- Other reasons as determined by the school

### **BREAKFAST AND LUNCH PROGRAM**

Both breakfast and lunch programs are available. Menus are available on our website and are included in our weekly electronic newsletter. Milk will be available separately each day. Money may be added to your child's lunch account at any time, but parents are encouraged to do so on Mondays. Students receive debit cards and lunch costs are electronically deducted when a lunch or milk is purchased. Questions can be sent to: [foodservice@swanvalley.k12.mi.us](mailto:foodservice@swanvalley.k12.mi.us). You can also find information on the website: <https://www.swanvalleyschools.com/page/food-service>

Each student is responsible for his/her own lunch/milk money. Money should be carried to school in a coin purse or sealed envelope with the child's name and dollar amount on it.

### **STUDENT RECORDS**

In accordance with the laws of the State of Michigan, parents may review their child's records. If you wish to review your child's records, an appointment needs to be made with the building principal.

## **HOMEWORK**

Every student works at his/her own pace. Students may differ greatly in the amount of homework that they can do in any given time. However, your child should develop the habit of personal responsibility for his/her school work. We ask that you help your child in forming this study habit.

## **CONFERENCES**

All parents will have the opportunity to sign up for parent/teacher conferences at our annual open house and/or electronically. They will take place after the first trimester. Other conferences may be scheduled during the year. Conference dates will be included in school newsletters and in the calendar of events. If you do not schedule an appointment, school personnel will assign a time for you.

## **REPORT CARDS**

A report showing your child's progress is issued three (3) times a year. Report cards will be available to view via Skyward Family Access. You may print a copy from there or request a copy from the office. The final report card of the year will be mailed home. The Evaluation Key on the report card explains the grading system.

Non-custodial parents may have access to their child's records and report cards by making prior arrangements with the office.

## **LIBRARY MEDIA CENTER**

The library is a place for reading, research, and studying. All students are encouraged to use its facilities and resources. It is available for students before and after school most school days.

The library provides materials and equipment which support and supplement the curriculum. Students will show consideration of others while using the library facilities and materials. Library guidelines are reviewed with students through the Freshmen Transition course.

In accordance with the SVSD Instructional Materials and Media Centers Procedures, library staff will periodically and systematically analyze each building's collection to determine areas of need. Suggestions from staff, students and community members will also be taken into consideration, and lists will be compiled to be suggested for purchase.

### Instructional Materials Purchasing Process

To complete a purchase request, the District Media Specialist or designee will fill out a Request for Purchase form accompanied by the following:

- Analysis for each title for the age/grade level appropriateness
- Full-Text professional reviews for any title exceeding the building's age span. If no professional review is found, the publisher's summary will be included.
- A statement of educational value and reasoning for inclusion in the high school collection, as well as the publisher's summary for any adult nonfiction books without available professional reviews

A content area teacher, by request of the District Media Specialist or designation of the principal, will review the list of titles for additional input or recommendation.

The District Media Specialist or designee will submit the completed Request for Purchase form to their building principal for review and approval. The form and attached pages shall be filed in a procurement folder for future reference.

Parent Opt Out Option:

Parents/guardians may review the list of materials available in the district's libraries via an online catalog. The collection of materials at Swan Valley School District's media centers spans multiple age and grade level designations.

- Parents/guardians may receive notification and a request for approval when their student attempts to check out materials considered "mature" for their students' respective age / grade level.
- Parents/guardians may also opt out of specific literary works by contacting the school with a list of those titles.

**SOCIAL MEDIA GUIDELINES**

Swan Valley Schools utilizes social media to connect with our school families and the community for the purpose of sharing information rapidly. Our posts are intended to provide information about what's going on across the district. This information will often include various announcements, postings about upcoming events, promotion of clubs, teams, programs, academics, and celebrations of success. Specific questions or concerns will not be addressed on the district's social media sites. Students, parents, staff, and community members are expected to use social media in a responsible manner that reflects the highest standards of honesty, respect, and consideration of others. Under no circumstances will offensive or negative comments about students, staff, community, or the district be tolerated. Posts and comments should build and support a positive school community. Misuse of the District's social media sites could be regarded as a violation of these guidelines and may result in restrictions and disciplinary action in accordance with district and state policies.

**SAFE AND SECURE ENVIRONMENT**

In order to ensure a safe and secure environment for our students, the Swan Valley School District has implemented a Crisis Plan.

All double hall doors, classroom doors, and doors leading to the sidewalks will be locked each day. The main entrance doors will also be locked and parents can ring the security buzzer to request access to the building. All parents and visitors should enter through the main entrance. Parents and visitors are required to sign in at the office and to wear a Visitor Badge while in the building.

Students must be checked out during the school day through the office. They are not to be picked up in their classrooms or from the playground.

If students need to call home, they must stop into the office and use the office phone. They should not call out using a non-school phone unless it is approved by school personnel.

Parents, who need to administer medication to their child during the school day, must do so in the office.

Students are not allowed on the playground before school. Students may be on the playground after school if they are supervised by their parent or guardian.

Students are taught that when outdoors three whistle blows signifies an emergency and upon hearing that they must line up immediately in their designated area.

The Swan Valley School District, in collaboration with Thomas Township, employs a school resource officer (SRO). The purpose of this partnership is: to provide additional safety support for our students, to support identified students using the Early Warning Systems on chronic absenteeism and risk-taking behaviors, to ensure students are attending school regularly, and to work to decrease risk-taking behaviors on school grounds. In general, the SRO will work with school staff to ensure the safety and well-being of students and staff within the Swan Valley School District. It is understood that this program's goal is also to maintain good public relations between the district stakeholders and the law enforcement community. The SRO shall not be involved in enforcing school discipline.

### **VIDEO AND AUDIO MONITORING SYSTEMS**

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If discipline is required, the recording will only be shared with impacted student, parent and law enforcement personnel.

### **FIRE, TORNADO AND LOCK-DOWN DRILLS**

Fire drills are conducted during the school year in accordance with Michigan School Code.

Tornado drills are held periodically during the year to ensure children are aware of the proper procedures should disasters occur in connection with weather conditions. During a tornado warning that occurs near the end of the school day, students will be kept at school past the usual school day dismissal time. In accordance with appropriate safety measures, children will go immediately to their emergency stations. Once the danger is passed, children will be dismissed. Parents are asked not to telephone the school during such a time, as it is imperative that the telephone lines be kept open to relay emergency instructions with authorities.

Lock-down drills are held periodically. It is important to us that students know proper procedures and these drills give the staff an opportunity to practice appropriate safety procedures in the case of a threat.

## SWAN VALLEY SCHOOL DISTRICT PROTOCOL FOR DEALING WITH DOGS & OTHER UNWANTED ANIMALS ON SCHOOL PROPERTY

In order to manage the risks associated with the presence of dogs on district property or at school events, the following restrictions apply to dogs on school grounds and in buildings:

- **No dogs or other unwanted animals are allowed on district property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. No dogs are permitted in district athletic stadiums at any time, except for bona fide service dogs.**
- **At all other times dogs must be leashed and controlled by owners. Owner must clean up after their dogs and remove waste from district premises.**

### **Service Animals:**

Service animals and guide dogs are allowed on district property in accordance with state law.

The definition of a guide dog and service animal are found in MCL 750.502c:

[http://www.legislature.mi.gov/\(S\(uoef2oenagglcl54jewdqbn3\)\)/mileg.aspx?page=GetObject&objectname=mcl-750-502c](http://www.legislature.mi.gov/(S(uoef2oenagglcl54jewdqbn3))/mileg.aspx?page=GetObject&objectname=mcl-750-502c)

For recurring visits, guide dogs and service animals must have an up-to-date vaccination record on file in the school office where the dog will be located.

A person with a disability may be accompanied by a service animal or guide dog within district property unless the animal's behavior:

- creates a fundamental alteration in the nature of the educational setting
- is not well behaved
- presents a risk to the health and safety of students and/or staff. A risk to the health and safety of others is one that cannot be mitigated or eliminated by modifying policies, practices, or procedures.

The decision to allow a service animal or guide dog in training will be left up to each site administrator. These animals must have an up-to-date vaccination record on file.

District staff members who wish to have a service animal or guide dog at their work site must request an ADA accommodation through the Superintendent.

According to Michigan State Law MCL 287.351, the owner of any dog that bites a person while that person is in a public place or lawfully in a private place is liable for any damages suffered by the person bitten, regardless of the former viciousness of such dog or the owner's knowledge of such viciousness. The dog owner is personally held strictly liable for the damage inflicted on any persons injured or harmed by the dog physically or emotionally in any manner.

## **TECHNOLOGY/ELECTRONIC DEVICES**

All students and their parents must sign the district technology agreement if they wish to take advantage of the technology opportunities provided by our school district. The Swan Valley School District Acceptable Use Policy and the Acceptable Use Agreement is included in the initial mailing prior to the start of the school year.

The misuse of technology will result in restricted or suspended use. Electronic devices, such as cell phones, smartwatches, MP3 players, tablets, IPODS or games, etc. may only be used in accordance with the Acceptable Usage Policy. Students may not carry a cell phone or electronic communication device in school except for health or other specific reasons approved by the building administrator. At school and on the bus cell phones must remain turned off and stored in their locker and/or backpack. A student violating the school cell phone policy will be subject to disciplinary action. The school will not be responsible for any damaged or stolen toys or electronic items brought to school.

## **WEAPON-FREE ZONE POLICY**

Any elementary student in **GRADE 5 OR BELOW** who brings a weapon to school **MAY BE EXPELLED** from school for **90 DAYS**. There is a “due process” provision for the expulsion and re-entry into school.

A weapon is considered to be any handgun, shotgun, rifle, pellet gun, BB gun, dagger, pocket knife with mechanical devices, iron bar, brass knuckles, chain, etc., or anything that is construed to be a weapon.

The above policy applies to school buildings, playgrounds, parking lots, and any area up to 1,000 feet surrounding the school building or property. “Weapon Free School Zone” means school property and vehicles (buses) used by the school to transport students to or from property.

## **CONTROLLED SUBSTANCE POLICY**

Students who sell, provide, possess, or use controlled substances (illegal drugs, alcohol, etc.) shall be subject to severe disciplinary measures which may include suspension or expulsion. Violators, in addition, will be subject to legal and criminal proceedings and penalties.

## **SEXUAL HARASSMENT**

It is the policy of the school district to provide a learning environment free from sexual harassment. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse, sexual remarks, unwelcome touching, sexual jokes, posters, and cartoons. Students who have been sexually harassed may file a complaint with the building principal. An investigation will be conducted following school board procedures. Students may be suspended for involvement of sexual harassment.

## REPORTING CHILD ABUSE AND NEGLECT

According to Michigan State Law, it is our responsibility to report to authorities any signs of neglect or abuse. This is done to protect children from such situations.

### ATTENDANCE PHILOSOPHY AND PROCEDURES

Encourage your child to attend school every day unless he/she is ill. Every effort should be made to schedule trips and appointments outside of school hours. Each student, and his/her family, should accept responsibility for observing the attendance rules and procedures. When a student is absent from school, a phone call is required from the parent the day the child is absent. Please leave a message on the school attendance line by calling 921-4211. If the office does not receive a call from home, for the safety of your child, you will receive a call from the office to verify that your child will not be attending. Please try to notify the office by the start of the school day when he/she will be absent. If a student will be gone for more than three consecutive days or the student has excessive absences, the office can request a doctor's excuse. A parent must call in or send a note or doctor's excuse for an absence to be excused. Doctor notes should be submitted within 48 hours of the student returning to school. **Once a student reaches 10 absences we ask that a parent still keep the school informed, however all absences will be marked unexcused unless a doctor's note verifying the student has been seen in the office is provided. School administration reserves the right to not accept a doctor's note if certain conditions are not met.**

The student is responsible for getting and completing his/her make-up work after an absence. The student is given twice the number of days absent to make up his/her work. When parents know ahead of time that the student will be absent from school for some unavoidable reason, arrangements for the makeup work must be made well in advance. It is highly recommended, if at all possible, that students complete as much work as possible while out for prearranged absences.

In the event of an illness or injury, the student will be allowed to remain indoors from recess and lunch time one day. If after one day such as illness/injury would limit a student from participating in the normal activities of school and out-of-doors recess, it is suggested that he/she obtain a doctor's note.

If a student must leave the building for any reason, such as for illness or an appointment with the doctor or dentist, the principal or office must be notified. Parents, or another authorized person, are to sign the student out in the office. To be authorized, a person would require written or verbal permission provided by a parent/guardian. Additionally, if a student is absent from school or leaves school early due to illness they may not attend any school-sanctioned events that day. If the absence was due to a medical appointment and/or the student has a doctor's note they may be excused and able to attend.

**If your student is arriving late to school, you must come into the office to sign your child in for the day.**

## **TARDY POLICY**

Student arrival at school on time is critical. Please ensure that students are at school before the scheduled starting time. Following seven (7) tardies a notification will be sent to the parent/guardian regarding excessive tardiness. Following ten (10) tardies a second notice will be sent requesting a parent conference. If tardies continue, referral to the truancy office at the Saginaw Intermediate School District will be made.

## **ATTENDANCE POLICY**

**STEP I** If a student arrives more than twenty minutes after the starting time or has an early dismissal of more than twenty minutes before the ending time, a half-day absence will be recorded. After 5 days absent or 7 tardies in one semester, a review will be made. A letter may be sent to the parent/guardian, and a meeting with the parent/guardian may be held. A physician's letter may be requested.

**STEP II** If excessive absences continue following the action outlined in Step I, a Referral may be made to the Truancy Officer at the Saginaw Intermediate School District. The Saginaw Intermediate School District officer can Report chronic cases to the Prosecutor's Office.

In accordance with the Saginaw Intermediate School District's County Wide Attendance Policy (5/20/19), Swan Valley School District has adopted the following attendance policy:

- a. Verification of an absence will be accepted up to two (2) days upon the student's return.
- b. Students absent four (4) or more consecutive days may require verification; (ie - doctor notes on letterhead; obituary/funeral information; evidence of long-term vacations).
- c. Absences documented after ten (10) days are marked as Unexcused pending interventions and communication with administration.
- d. Absences in excess of ten (10) days are subject to parent notification and interventions by administration. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc.
- e. The County Truancy Officer will be notified of excessive unexcused absences (ten (10) or more days cumulative for the entire year) only AFTER interventions have occurred at school level and the Unexcused absence code is used no less than ten (10) times.

## **FAMILY VACATIONS**

Each day of school is a critical component of planned instruction by your child's teacher(s). No amount of make-up work or alternate assignments can possibly replace what a child learns by attendance in school and direct teacher instruction. If a family vacation is planned during the



school year, the parent should notify both the teacher and principal no less than three days before departure. Children will be responsible for making up assignments upon their return.

### IN-SERVICE

Several full days are planned for staff development throughout the school year In-Service days will be listed on the District Calendar and school newsletters. Parents will be promptly notified of any changes in the school schedule. The best source of information concerning these schedule changes is the Swan Valley School District website: <http://swanvalleyschools.com> **(School Calendar Link)**

### ILLNESS AT SCHOOL

A student may become ill at school and it is necessary that he/she go home. The *student must* notify school personnel if he/she is not feeling well. **School personnel will make contact with the student's parent/guardian. A student should not message parents/guardians directly without staff permission.** The school **must have current information** on file including name and telephone number of an adult person (18 years or older), other than the parents, who can be contacted in case of illness when the parents are not at home. ***Please keep this information up-to-date on your child's emergency sheet throughout the school year.***

### ILLNESS AND COMMUNICABLE DISEASES

The Swan Valley School District works with the aid of the Saginaw County Health Department in establishing the guidelines for communicable diseases and health concerns. Information on communicable diseases is available in the school office.

Every effort is made to control communicable diseases. All communicable diseases are to be reported to the school. Please help us by keeping your child home from school if the following symptoms appear:

Excessive coughing	Sore throat	Chills
Runny nose	Rashes	Swollen glands
Ear or eye discharge	Fever	Open sores
Upset stomach/vomiting		

**Head lice** infestation is a continuing problem among school aged children. If evidence of head lice is found, treat your child before you send him/her back to school. Students may return to school after one treatment and ***all nits have been removed.*** Students ***must be rechecked by school personnel*** before returning to school. ***Information concerning head lice and nit removal is available in the office.***

- The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.

- The school will provide written instructions to the parent/guardians regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a note from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **MEDICATION AT SCHOOL**

Medication will be given at school only if students would be unable to attend classes without a dosage during school hours or if it is difficult or impossible for the parents to administer the medication. The following guidelines shall be followed:

- Only the principal, school secretary or designated personnel will administer medication.
- The medication Administration Parent Authorization Form must be signed by the student's doctor and parent/guardian before **any** medication will be administered during school hours. This form may be obtained in the school office or on the school's website.
- Prescription medication must be in its original, most recent container from the pharmacy. Over-the-counter medication must be in its original container with labeled directions on the bottle and the student's name clearly marked.
- To ensure the spacing of the medication is appropriate, the parent assumes the responsibility to notify the school if medication has been given prior to the start of school.
- Medication brought to the office must be properly secured. **Medication must be carried to and from school directly by the parent/guardian.** For your child's and other children's safety, **do not send any type of medication to school in the student's lunch box, pocket, or by other means.** A record shall be maintained which indicates name, date and time that medication is given. This form shall be initialed by the adult giving and witnessing the dispensing of the medication. ***Medication that cannot be identified will not be dispensed.***

### **SCHOOL DRESS CODE**

Students need to wear clothing appropriate for school and the weather conditions. Students are not to wear hats (indoors), short shorts, midriffs, tank tops, or clothing not appropriate for an educational setting. Children are not allowed to wear shirts, clothing, buttons, patches or pins with printing or pictures on them that are offensive or in poor taste.

Shorts must be loose fitting and fingertip length. Short mini-skirts and dresses are not appropriate for school. Extremely tight or torn clothing is also inappropriate. In the winter, wearing shorts with tights or leggings underneath is considered a dress code violation. If your child wears inappropriate clothing to school, parents will be called to bring a change of clothing.

Children may not wear flip-flops or open-toed shoes in any area of the playground that contains wood chips. Boots, mittens, and warm clothing are required items for outdoor play in chilly, wet, cold, and muddy conditions.

**Before November 1<sup>st</sup> and after March 31<sup>st</sup> students are allowed to wear shorts in WARM weather!** It is the parents' responsibility to see that their child is dressed appropriately for school and the weather conditions. Students will be required to go outside each day, weather permitting.

## PHYSICAL EDUCATION

All students will participate in the Physical Education Program. If there are medical or physical reasons why your child should not participate, please inform the office and provide a doctor's excuse. Athletic shoes are required attire.

## STUDENT BEHAVIOR EXPECTATIONS

We expect that our students monitor their behavior by asking am I being SAFE, RESPONSIBLE, and RESPECTFUL and that they understand that there are consequences for making bad choices.

Additionally, at Havens Elementary we have chosen "The Leader in Me" by Stephen Covey and "The 7 Habits of Happy Kids" by Sean Covey to teach and implement as part of our character education and positive behavior support system. Further explanation on the habits can be found on the District website under Havens.

The seven habits are:

1. **Be Proactive**
2. **Begin with the End in Mind**
3. **Put First Things First**
4. **Think Win-Win**
5. **Seek First to Understand, Then to Be Understood**
6. **Synergize**
7. **Sharpen the Saw**

These leadership behaviors are expected to be demonstrated by every student in **all** environments relating to school including the following: school bus, lunch room, indoor and outdoor recess and any and all school district related events.

## RECESS - INDOORS

Students are instructed by the teacher concerning conduct for indoor recess. Playground supervisors will be notified of any special needs or rules of individual classroom teachers.

- Teachers' classroom rules and policies are expected to be followed during this time.
- No running or chasing others.
- Respect for those supervising and for each other is expected at all times.
- Students should not bring any of their own toys, games, trading cards etc. to school at any time.

## **SCHOOL PROCEDURES FOR DISCIPLINE**

School officials will consider the following seven factors before suspending or expelling a student under Sections 1310, 1311(1), 1311(2) or 1311a (except for students being expelled for possession of a firearm in a weapon free zone):

1. The student's age; 2. Disciplinary history; 3. Disability; 4. The seriousness of the behavior; 5. Whether the behavior posed a security risk; 6. Restorative practices; and 7. Whether a lesser intervention would properly address the behavior.

The following are examples of disciplinary measures that may be used to enforce behavior expectations and school and district policies:

- The student may be denied participation in recess and/or special school activities.
- The student may have to complete a Think Sheet and conference with the principal.
- The student may be assigned before or after school detention (twenty-four hour notice to parents will be provided).
- Conferences with parents may be required.
- An in-school suspension may be assigned. It will be supervised by a responsible adult with curriculum-related activities to be performed by the students.
- An out-of-school suspension may be assigned.
- Contractual agreements may be established with students and their parents to guide students in demonstrating positive behaviors.
- The student may be referred to a counselor, social worker, and/or psychologist.
- Appropriate action will be taken, in accordance with due process of law, when disruptive behavior warrants long-term suspension or expulsion of a student.
- Other disciplinary actions may be determined by the collaboration of parent(s), principal, and teacher.
- When a student misbehaves on a school bus, the driver, transportation director or principal may discharge a suspension. Continual misbehavior may result in loss of bus privileges for the remainder of the year.

Students are expected to follow overall school rules, as well as specific classroom rules.

Each recess and lunch hour a playground teacher or supervisor will be observing our students' behavior. If a student does not meet the behavior expectations, staff will determine the consequence based on the misbehavior and our discipline procedures will be followed.

## **SCHOOL DISTRICT ANTI-BULLYING/HAZING POLICY**

### **MDE BULLYING LINK**

[https://www.michigan.gov/documents/mde/Model\\_AntiBullying\\_Policy\\_2020\\_FINAL\\_12.8.20\\_710493\\_7.pdf](https://www.michigan.gov/documents/mde/Model_AntiBullying_Policy_2020_FINAL_12.8.20_710493_7.pdf)

## Summary of MDE/Robert B. Havens Bullying policy

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by students) that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying or harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or overall wellbeing may be at issue.

“Bullying” is conduct that meets **ALL** of the following criteria:

- is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more students.
- is conveyed through physical, verbal, technological or emotional means.
- substantially interferes with educational opportunities, benefits, or programs of one or more students.
- adversely affects the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the student in fear of physical harm or by causing emotional distress.
- is based on a student’s actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Since bystander support of bullying can encourage these behaviors, the district prohibits both active and passive support for acts of bullying. Students **SHOULD NOT be** part of the problem; not pass on the rumor or derogatory message. Students **SHOULD** constructively attempt to stop this type of behavior; report them to the designated authority; and to reach out in friendship to the student who is being bullied.

Consequences and appropriate remedial actions for a student who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Falsely accusing another person of bullying or harassment is prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

### **Harassment**

“Harassment” is conduct that meets **ALL** of the following criteria:

- Repeated or continuing unwanted contact perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more students or staff.
- is conveyed through physical, verbal, technological or emotional means.
- substantially interferes with educational opportunities, benefits, or programs of one or more students or staff.
- adversely affects the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect.
- is based on a student or staff’s actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Since bystander support of harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment. Students **SHOULD NOT be** part of the problem; not pass on the rumor or derogatory message. Students **SHOULD** constructively attempt to stop this type of behavior; report them to the designated authority; and to reach out in friendship to the student who is being harassed.

Consequences and appropriate remedial actions for a student who engages in one or more acts of harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Falsely accusing another person of harassment is prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Thank you for taking the time to read our handbook. If you have any questions, please do not hesitate to reach out to your building principal.