

Viking Voyager

Fall 2015



Elementary School
645-2525



Middle School
645-4777



High School
645-7609



POTTERVILLE PUBLIC SCHOOLS
Reaching Individual Potential Through Education

SUPERINTENDENT'S SECTION



**Mr. Donahue,
Superintendent**

By now, the 2015-2016 school year is well underway, and I'm pleased to see it's off to a great start! Our entire district staff is excited about the opportunities of the new school year, and we pledge to provide our best efforts to ensure our students' academic achievement and social development.

NEW People

We welcome several new teachers to our K-12 team this year: Hillary Yager, Amy Sanders, and Toni Thompson join our elementary school staff. Ms. Yager is part of the 4th grade team, Ms. Sanders teaches Kindergarten, and Ms. Thompson is a new partner in our Title I intervention services program. We welcome back Mrs. Coty Robertson, who returns to the elementary staff as the new physical education teacher. In the high school and middle school program, we welcome Mrs. Annette Lerma, as the new art program teacher. In all of our work to improve the district's academic progress, the position of principal and instructional leader is critically important. After a resignation from our previous middle school principal, the administrative team met with many high-caliber principal candidates this summer to find the right leader for Potterville Middle School. Mr. Nathan Leale took the lead of our middle school program this past August, bringing extensive experience with middle school curriculum and the middle school philosophy, along with success for implementing PBIS programs and other school improvement initiatives. We regularly have many conversations in our district at all levels about the importance of having the right people with the right skills and passions joining our team. I am confident our new staff members will contribute significantly to our students' positive experiences in our schools.

NEW Facilities

Once again, you can see the improvements we are

making to our facilities and school campus: The new athletic complex is almost complete—you cannot miss the new bleacher structure and press box rising above the landscape of the district campus. The football field has been relocated into the center of the newly re-surfaced track, along with installation of new lights, a new sound system, and a new sprinkler system for the field. This final large-scale sinking fund project is the final piece of our plan to upgrade facilities for the students and community, so the academic, athletic, and arts programs of the schools can be a point of pride for our district. On behalf of the Board and our district staff, please accept our thanks to the community for its support of these positive changes through the financial contributions community residents make to the district's sinking fund millage.

NEW Technology

This fall marked our final deployment of student technology devices, as part of our bond projects. We have staggered the deployment of devices over three years so we can sustain the project more easily over time. All of our students in all K-12 classrooms have access to devices to enhance their learning experiences. According to the National Center for Education Statistics, only 16% of American students attend a K-12 school that provides every student with a tablet or a laptop. I am proud to see Potterville Public Schools leading the way for many other schools in our area by being on the cutting edge of technology availability for student learning. Still, we cannot rest on our accomplishments as we seek to change the way students learn, create, collaborate, and communicate in our classrooms. Teachers are continually modifying lessons or seeking new professional development opportunities to integrate technology into our teaching and learning processes. Be sure to see an update from our technology consultant firm, Gracon Services, inside this fall newsletter.

NEW Initiatives

This year marks the district's first year undergoing school improvement work under the blueprint of Rapid Turnaround. Working with the consultation and guidance of a statewide facilitator of school improvement, our building staff members and administrators are engaging in this initiative with the singular definition and goal: "Rapid Turnaround: dramatic improvement in student and teacher performance in a short amount of time." While I know we have so many positive things about our district, and

SUPERINTENDENT'S SECTION

our students, and our staff members, we still have work ahead of us to improve our state testing scores and other measures of academic and social/emotional progress for our students. Rapid Turnaround provides a systematic way to measure our practices and outcomes with the intention of dramatically improving what happens for children in our programs today and in the lives they have after graduation. One very exciting element of the Rapid Turnaround Blueprint is the new Student Support Network. This dynamic program adds a fully K-12 system of staff and resources that will engage with students and families to support the social/emotional needs of students so their maximum energy can be put toward their learning and their future goals. Please see the article on page 7 from the Director of the Student Support Network, Cathleen Weaver.

The Board of Education has been fully engaged in the first steps of the Rapid Turnaround initiative, and lends its full support and expectation that the district take all steps necessary to assure academic success for our students and this district on state accountability measures and local assessment tools. Federal and state laws hold specific penalties for schools that do not meet academic measures of success, and our district is a leader in the early adoption of Rapid Turnaround across the state of Michigan so we are proactively avoiding the sanctions and triggers that national and state education laws can implement.

NEW School Calendar??

This year, many Eaton County school districts are exploring the concept of the Balanced Calendar schedule for the school year. The Balanced Calendar is a different way of scheduling the school year: roughly the same number of school days is scheduled over more of the calendar year.

A Balanced Calendar model results in many positive changes for students and school programs: the summer brain drain is lessened because school runs a little later in June, and then starts back again in early August. This still creates an extended summer break for kids and families but also means that teachers will have to spend less time at the beginning of the new school year with reviewing or re-teaching concepts from the previous classes. Also, the Balanced Calendar model permits two or three-week school breaks scheduled throughout the school year. These weeks can also be used by the district to run remediation or enrichment programs for students who can attend, as staffing and funding allows. These more frequent breaks also allow families more flexibility to schedule vacation times at different points of the year.

At our recent parent-teacher conferences in October, a survey was conducted about parent support for a Balanced Calendar model in our district. There was overwhelming support for the change: 74% of respondents support moving to a Balanced Calendar. One concern for some families attending a school with this schedule would be child care or supervision for the break times. However, 76% of the respondents felt the change would not present child care issues for their families during non-school weeks.

There will be more information about Balanced Calendar coming forward in the next months. Please feel free to call me or email if you have specific questions or concerns.

In closing, we hope you share our excitement and pride for the positive changes that have taken place in our district these last few years. I always welcome your input, comments, or questions.

As the holidays and the close of the calendar year approach, let me extend my best wishes to our district and community families for wonderful holidays and a great 2016!

Best regards,
Tim Donahue

Potterville Public Schools Mission Statement

It is the mission of the Potterville Public Schools to provide an educational learning environment with a level of instruction that gives all students opportunities to reach their individual potential and to develop the skills essential for success in life and work.

Potterville Public Schools

420 High St.
Potterville
Michigan, 48876

Phone: 517-645-2662

ELEMENTARY ELEMENTS

How Do You Show Your Potterville Pride Each Day?

How did you show your Potterville pride today? That is the question we are focusing on each day here in the elementary building. In our second year with the PBIS we continue to work to change the culture in our building by teaching expectations in order to create the very best learning environment for our students.

A great new addition to our building is our “buddy bench” that can be found on our playground. I had the pleasure to work with a group of our 6th grade girls who are also members of the Junior Girls Scouts Troop 30187 on this project. The girls did a wonderful job of presenting the idea to the Board of Education, fundraising, and installing the bench. The bench is a simple way to eliminate loneliness and foster friendship on the playground. This is also a great way for our new students to become familiar with the building and an easy way to meet new friends. I also want to thank Mrs. Gail Carlson and Mrs. Deb Kløpfer for their hard work on this project and their leadership of the Troop!



Potterville Elementary
Buddy Bench

This school year is the 3rd and final year of our technology roll out. Our staff continues to use the devices in their classrooms as part of instruction, assessment, and enrichment activities. This could not be done without the help of the Potterville community and we continue to say thank you for your support!



Students utilizing the technology in the classroom



Mr. Dufresne,
Elementary
Principal

Each year during Parent-Teacher conferences we are lucky to have generous donations to help feed the staff. This year was no different and I would like to thank Mrs. Angie Martin and the local businesses that made this happen. This banner can be found in our school with our gold sponsors. Thank you so much!!



Gold Sponsors
Banner

This year we have some new teachers to introduce and I am excited about what they have already brought to our building. I would first like to introduce Mrs. Amy Sanders to our Kindergarten team. After filling in last year as a long term substitute, Mrs. Hillary Yager joins our 4th grade team. Lastly, Mrs. Toni Thompson joins our Title 1 team working with students that qualify for some additional interventions.



Mrs. Amy Sanders,
Kindergarten teacher



Mrs. Hillary Yager,
4th grade teacher



Mrs. Toni Thompson,
Title 1 team

Middle School Continues to Model Positive Behavior Through PBIS

Schools are successful when they help children grow academically, socially, and emotionally. For this to happen it is imperative we have a safe environment that is supportive and conducive for growth. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal to create a positive atmosphere for optimal learning. We ARRE Vikings is the Potterville Middle School model to implement Positive Behavior Interventions and Supports (PBIS).

PBIS was established to address the behavioral and discipline systems needed for successful learning and social development of students. The school-wide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. This system of acknowledgements reiterates short and long terms goals, which helps motivate students to try their best and to encourage others as well. The eighth grade class was the first to win the grade level competition and celebrated their positive behaviors by spending the afternoon at the park.

Furthermore, the staff at PVMS continues to provide a safe, positive, and productive learning environment that allows all students to maximize their learning potential. The Board of Education and staff consider bullying to be detrimental to the health and safety of students and disruptive to the educational process. Therefore, students have been learning about the Stop, Walk, and Talk response for threatening and intimidating behaviors.

Stop, Walk, and Talk is a three step response students will begin using to eliminate hurtful words or actions and seek help from an adult if necessary. Listed below is the common language we have been reiterating to students:

STOP:

Tell them to stop doing what they're doing.

WALK:

Walk away from the problem behavior.



**Mr. Leale,
Middle School
Principal**

TALK:

If the behavior doesn't stop, talk to an adult.

Students are also taught how to appropriately respond when they are a bystander or the aggressor. The teachers have been addressing issues involving gossiping, inappropriate remarks, and cyber-bullying.

In other news, the sixth grade students are preparing to spend one full week of instruction at Potter Park Zoo. This entails a week-long, in-depth study with an interdisciplinary, problem-based approach to teaching and learning conservation and developing sensitivity to the natural world.

Students will be primary researchers while gaining first-hand experience of the animal world. They will be engaged in scientific investigations including talking with wildlife experts, observing animal behaviors, and researching animals from all over the world with application to real world issues. Some activities include extended periods of time for writing, sketching, conversation, and cooperative research.

HIGH SCHOOL HIGHLIGHTS

District Embarks on New Turnaround Initiative

Only a few months ago we were planning for the new year, building the class schedule and meeting with new students. I am happy to welcome to the high school approximately 80 new freshmen, as well as 35 new or transfer students. In addition, we are hosting three foreign exchange students representing Denmark, Italy, and Spain. What wonderful diversity to bring to our classrooms!

Some changes in course offerings this year include the addition of support classes in math, science, and reading; a new music elective, and continued opportunities through Michigan Virtual High School online courses, dual enrollment in a college or university class for qualified students, and access to a variety of programs offered through the Eaton RESA Career Prep Center. Since all juniors will take the SAT test this Spring, rather than the ACT as has been the practice in Michigan for several years, we are teaching an SAT Prep class during Academic Advisory for all 11th grade students.

As a District we are embarking on an initiative called the Turnaround Network, which provides a model for all staff to use as we pursue the common goal of providing instruction of the highest quality and rigor, along with the care and supports to ensure each student's success. In the high school building, we are revising our core curriculum courses and instructional practices so they will more fully align with the National Common Core standards in Mathematics and English Language Arts, the new State social studies standards, and the Next Generation Science standards. If you would like to review the standards, you may visit the Michigan Department of Education website or just do a browser search with the words "MDE Standards." We are also in the midst of a full review of our privilege system and disciplinary processes to be sure our policies and procedures are designed to instill or teach appropriate behaviors rather than merely to punish inappropriate behaviors.

This year's Homecoming theme was There's No Place Like Homecoming and included fun spirit days, such as "Which Witch is Which?" and "There's a Storm Coming." Students and staff participated in our Second Annual Homecoming Community Service Day on the Tuesday



**Mrs. Klomp
High School
Principal**

of Homecoming Week. This year, students and staff were easily identifiable in their t-shirts printed with the slogan "Be The Good." You can see all of the high school students for Community Service Day on the cover of the newsletter. The t-shirts were provided through the support of Potterville Public Schools and AAA. Students and their teachers performed a variety of service activities throughout the Potterville community, including assisting elementary teachers; cleaning a church; putting down woodchips at Lake Alliance and Imagination Station; baking cookies for the fire departments, city hall, and construction crews; and delivering flowers in the neighborhood surrounding the school complex. Some students also participated in random acts of kindness by leaving notes around town reminding people that PHS students were wishing them a happy day.

Homecoming festivities also included the traditional PowderPuff football game (Sophomores won in overtime!) followed by a bonfire with cider and donuts courtesy of the Potterville Athletic Boosters. The Homecoming Parade, sponsored by the National Honor Society, took place on Friday evening prior to the Varsity football game, and was followed by a tailgate dinner sponsored by the Potterville Athletic Boosters. At the game, the following court members were honored:

King and Queen:

Taryn Hayes and William Dominic Ackley

Freshmen: Cecilia Flores and Michael Bryant

Sophomores: Natalie Shafor and Ross Schmiedeknecht

Juniors: Kylee Marcussen and Ian Robertson

Seniors: Samantha Stanton and Brandon Romanek

Justice Britten and Patrick Salisbury

Tarah Gates and Rasmus Andersen

Lessons in Kindness

“For every action there is an equal and opposite reaction.”
 ~Newton’s Third Law

Two weeks ago, I was in the shower and one of my faucets broke off and high pressure hot water shot all over the bathroom. It was a startling moment, especially since we only have one shower. Our neighbor, who usually fixes our household issues, wasn’t available, so I started to stress out. Luckily, I remembered that one of my former student’s parents owns a local plumbing company. I contacted this student’s mother and she sent someone over that afternoon. When everything was fixed, the plumber told me that I needed to talk to the owners about the bill. Hm...that was either going to be good or bad, but the message I received back from this mother was: “We can’t even begin to pay you back for all you did for [our son], so there will not be a charge for the service!”

You may be wondering why I am writing about my shower drama. This story is not about the shower, it is about kindness. It is about karma. The job of working with students can be a difficult one. It can be thankless and exhausting. Everyone who works in education knows this. What makes the difference is how we approach a situation. We, as individuals, get to choose how we interact with the world. We get to choose whether we will be kind or cruel. Whether we will help someone or hurt them. Regardless of whether someone says thank you or fixes your shower for free, you still have to get up every morning and look in the mirror. You have to reflect and question whether you are the kind of human you want to be. Every minute of the day we have the opportunity to choose how we will treat others.

I’ve known for a long time, that the way I treat a student reflects on who I am and it teaches the student a lesson about life. My story illustrates this beautifully. That former student was very detached and anti-social when he came to us. I would have to stop right in front of him so he would look at me and I could ask him how he was. He was a challenge. I could have let him sit in the corner and listen to his headphones; instead I asked him what he was listening to; we talked about music, his band, Detroit, concerts, etc. After a year, he made a good friend in the program and started interacting more. He spent time in the office with Tracy and me because he felt comfortable and cared for. In essence, he blossomed. We showed



Cat Weaver,
Director of the Student
Support Network

him kindness and that reflected back to us. Today, he is training to become a plumber and working for his parent’s company.

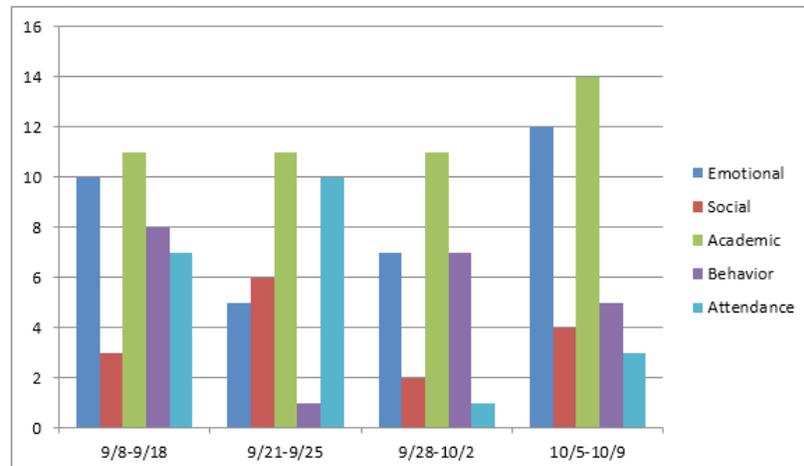
I guess the message here is that we are all human, even our students on their worst days. We make mistakes, we flounder and we pick ourselves back up. What makes the difference is whether we can pay forward the kindnesses that are done to us. Can we treat ourselves and every other human on the planet with kindness? That is my challenge to you. I promise it will make a world of difference.

A Gigantic Thank You

We would like to thank Rich Kingsley and Meemic Insurance for the generous donation made to the Student Support Center. We’ve used these funds to purchase food items for hungry kids. This makes a huge difference!

Some Stats

We are working to keep track of all the one-on-one interactions we have with students. This table shows how many students we’ve met with and for what reasons during the first month of school.



POTTERVILLE ATHLETIC BOOSTERS

The Potterville Athletic Boosters (PAB) is looking for additional volunteers. If you are looking for a way to support our student athletes, please consider joining the PAB. We welcome volunteers to join us for our monthly meetings as well as our various PAB sponsored events. If you would like to help, but only have a few hours to spare, let us know and we can work together on times for our meetings or events.

PAB Mission:

1. Support athletic and academic excellence in all student athletes
2. Promote active and involved parent and community leadership
3. Promote sportsmanship and provide supplementary financial support to the athletic teams
4. Have FUN!

What We Do:

The PAB is comprised of 4 officers, 2 trustees, 1 concession chair and 1 concession chair assistant. This group volunteers their time reviewing requests from the athletic director and the coaching staff, while consistently looking for innovative ways to generate additional income to ensure our student athletes have the necessary equipment, uniforms, and supplies to support their athletic seasons.

The PAB provides concessions for all indoor high school and middle school sponsored sporting events. The concession chair works closely with the athletic director, coaches, and parents to ensure there are adequate concession volunteers at each event. This position is also responsible for completing all shopping and coordination of deliveries for the concession items required to generate a profitable concession stand.

The PAB is able to provide significant financial support to the athletic department through profits generated from concessions and the annual Reverse Raffle. Parental participation in administrating the concession stands is critical to generate a profit. When there are not enough volunteers to assist with concessions, unfortunately concessions will not be available, which has a direct impact on what the PAB is able to provide for the student athletes and the athletic program.

Did you know the PAB provided 100% of the financial support for the following events during the 2014-2015 school year?

1. Meals provided for varsity football teams attending our hosted preseason football scrimmages
2. Homecoming spirit week items:
 - Beaded necklaces and tattoos were given to high school and middle school students
 - Cider and doughnuts for the bonfire after the high school powder puff football game

- Sponsored the traditional homecoming tailgate which brings the community together to support our football team
- Created options for some middle school students to assist with various tasks as part of their community service volunteer project
- 3. New uniforms purchased for the varsity football team and the varsity girls basketball team
- Uniforms are purchased by the PAB on a 3 year cycle for all sports recognized by Potterville Public Schools
- 4. Carnation flowers for the high school girls basketball players to hand out during their pink out game to individuals that have been impacted by cancer
- 5. Assisted in financially supporting student section t-shirts, a spectator bus for the varsity volleyball team district final game and the varsity boys baseball quarter final game.

Without the support of the PAB, the financial burden would be placed upon the students and parents to purchase the items listed above including uniforms and additional athletic equipment.

We would like to thank everyone for their support during the 2014-2015 school year and for their support as we begin the 2015-2016 school year. Follow us on Facebook (Potterville Athletic Boosters) and on the Potterville Public Schools website, under Athletics/Athletic Boosters to watch for upcoming fundraising events, including a possible chili cook off.

If you have any questions, please email the boosters at vikingathleticboosters@gmail.com or contact one of the following members. We hope you consider joining the PBA and we look forward to another successful year!

Athletic Booster Members

Martice Davis
Shannon Kubasczyk
Kris Peterson
Marshall Britten
Michelle Garn
Tenell Hubert
Tammy Good
Teresa Walter



TECH UPDATES!

AND SO THE STORY GOES . . .

As you may remember in the previous chapters of this book, PPS passed a Bond Proposal in 2012! All the town was a buzz of excitement for what was about to happen to their beloved school. Visions of new devices, wireless access and faster speeds brought joy to all!

The visions have become reality and now the students at PPS are benefitting greatly from your generous vote in 2012! We thank you for your support then and now, as we navigate through a very awesome time in education!

What our classrooms look like:

Transitional Kindergarten – short-throw projector, wireless-access point, telephone and 20 iPads

Kindergarten – short-throw projector, wireless-access point, telephone and 22 iPads

1st – 2nd Grade – short-throw projector, wireless-access point, telephone and 30 iPads

3rd – 12th Grade – short-throw projector, wireless-access point, telephone and 30 laptops in a cart

Purchases we have made:

Student laptops = 936

Teacher/staff laptops = 76

Staff workstations = 12

Telephones = 113

Projectors = 70

Apples TVs = 53

Surveillance Cameras = 51

Device Carts = 33

Student iPads = 385

Teacher/Staff iPads = 63

Media Center Workstations = 20

Printers = 9

Large Screen Projectors = 3

Electronic Whiteboards = 7

Wireless Access Points = 86

Special Education Testing Center = 1

We have also completely overhauled the Data Center with new server equipment and installed new cabling throughout the buildings and classrooms.

We look forward to writing and sharing our last chapter as the Bond Proposal winds down. Stay tuned!

"WE NEED TECHNOLOGY IN EVERY CLASSROOM AND IN EVERY STUDENT AND TEACHER'S HAND, BECAUSE IT IS THE PEN AND PAPER OF OUR TIME, AND IT IS THE LENS THROUGH WHICH WE EXPERIENCE MUCH OF OUR WORLD."

- DAVID WARLUCK

GRACON SERVICES, INC.

KEEP IN TOUCH WITH POTTERVILLE PUBLIC SCHOOLS!



Potterville Elementary Principal

[https://twitter.com/
PottervilleElem](https://twitter.com/PottervilleElem)

Potterville PTA

[https://www.facebook.com/
PottervillePTA](https://www.facebook.com/PottervillePTA)



Potterville High School Principal

<https://twitter.com/jklompl>

Potterville Athletic Boosters

[https://www.facebook.
com/groups/
pottervilleathleticboosters/](https://www.facebook.com/groups/pottervilleathleticboosters/)

Potterville CAP

[https://www.facebook.com/
potterville.cap](https://www.facebook.com/potterville.cap)

POTTERVILLE BOARD OF EDUCATION

Potterville Board of Education Meetings

November 16, 2015
December 14, 2015
January 18, 2016
February 15, 2016
March 21, 2016
April 18, 2016
May 16, 2016
June 20, 2016

Regular meetings are held Monday evenings, beginning at 6:00 p.m. in the Administration Building Board Room.

Potterville Board of Education Members 2015-2016

President - Christopher Hampton
Vice-President - Jim Lehman
Secretary - Angela Schmalbach
Treasurer - Jeromy Robertson
Trustee - Jack Temsey
Trustee - Christopher Carrigan
Trustee - Loren Smalley, Jr.

Notice of Non-Discrimination

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities.

Any questions concerning Title IX of the Educational Amendments of 1972, which prohibit discrimination on the basis of race, color, or national origin or inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability and matters regarding accessibility of facilities or transportation, and/or inquiries related to matters regarding employment should be directed to:

Superintendent, Potterville Public Schools, 420 N. High Street, Potterville, MI 48876; 517-645-2662.

Asbestos Hazard Emergency Response Act (AHERA) Notification Requirements

The Environmental Protection Agency requires each year that district workers and building occupants receive notification of asbestos removal or abatement activities such as inspections and response actions.

This notice serves to inform all parents, teachers, administrators, and all other employees that the six-month surveillance period of all buildings, as required by AHERA, was performed in January of 2013. The three-year

re-inspection, also required by AHERA, was performed in July 2013. The next three-year re-inspection will be conducted in July 2016. Each building will continue to have a six-month periodic surveillance and three-year re-inspection as required by AHERA.

Per the recommendations of the management planner, all areas of concern identified in the three-year re-inspection report have been addressed. All materials containing asbestos that remain are in good condition and are located primarily in inaccessible areas. The District will continue to manage them in place (no asbestos removal planned unless the area is renovated), as recommended by the accredited management planner.

Updated asbestos plans are available for review in the Facilities Manager's office, Potterville Public Schools, 420 N. High Street, Potterville, MI 48876. Any questions regarding asbestos related issues should be directed to the Facilities Manager, the District's asbestos management designee.

MDA Pesticide and Plant Pest Management

The District complies with Regulation #637 of the Michigan Department of Agriculture, Pesticide and Plant Management Division.

The District administers an Integrated Pest Management Program, which includes various methods and techniques with the lowest risk to human health. Some of the methods employed to control pests include: reservoir reduction, limiting pest attraction, exclusion, sanitation, harborage reduction, mechanical control, and chemical control.

You have the option of being notified by phone or mail prior to applications of pesticides in your child's school. However, emergency situations allow for pesticide applications prior to notification. This notification would occur after the actual application. If you absolutely require pre-notification, or if you have any questions regarding our Integrated Pest Management Program, contact the Superintendent's office at Potterville Public Schools, 420 N. High Street, Potterville, MI 48876; 517-645-2662.

Notice for Personally Identifiable Information

Potterville Public Schools may disclose directory information to others. The following is designated as directory information with respect to all past and present students of the District:

1. A student's name
2. Address
3. Telephone number
4. Date of birth
5. Participation in officially recognized activities and sports
6. Height and weight, if member of an athletic team; weight specifically if a member of a team which requires disclosure to participate
7. School photographs or videos of students participating in school activities, events, or programs

Parents and eligible students may refuse to allow the District to disclose any or all of such directory information upon written notification to the District within 10 days after receipt of the notice.

If you as a parent do not wish for this type of personally identifiable material to be disclosed or published as part of publicity, newsletters, yearbooks, newspaper publications, district web pages, or other means, please send a letter of notification designating the specific categories of directory information you do not want released, to: Superintendent, Potterville Public Schools, 420 N. High Street, Potterville, MI 48876.

Civil Rights Compliance

Potterville Public Schools, with offices located at: 420 N. High Street, Potterville, MI 48876; 517-645-2662, will receive and use federal funds and USDA donated foods. No person because of race, color, national origin, sex, age, or handicap shall be excluded from participation in, be denied the benefits or, or be otherwise subject to discrimination in USDA food and nutrition programs. Any

person who believes he/she has been discriminated against should immediately contact: Superintendent, Potterville Public Schools, 420 N. High Street, Potterville, MI 48876; 517-645-2662.

Immunization Requirements

All children who enter schools in Michigan are required by state law to be fully vaccinated in accordance with Public Act 368 of 1978, as amended. Please contact the building office where your child will be attending school for a complete listing of the immunization requirements set forth by this law.

These requirements are for children entering a school district for the first time. Failure to meet these requirements, as set by the Michigan Department of Public Health, requires the school principal to exclude a child from attendance. Local health departments may set requirements that exceed these minimum state requirements.

No Tobacco Policy

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District.

For purposes of this policy:

1. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth
2. "use of a tobacco product" means any of the following:
 - A. The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
 - B. The inhaling or chewing of a tobacco product
 - C. The placing of a tobacco product in a person's mouth
 - D. And/or the smoking of electronic,

POTTERVILLE BOARD OF EDUCATION

“vapor” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance

Tobacco companies/products may not sponsor any school activity or project.

Returned Check Policy and Procedures

When the District receives a check from a student or parent that, when deposited, is returned marked “insufficient funds,” the Superintendent shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the Superintendent to remove the fee or charge from the District’s Accounts Receivable and to take appropriate action against the student and/or the parents.

The current policy permits the Superintendent to implement “appropriate action” against the party to be charged. This action should include: (1) documenting receipt of the insufficient fund, (2) prohibiting the charging party from remitting future check payments to PPS, (3) notifying the charging party of the Board policy on returned checks, and (4) disseminating “banned” charging party names to all necessary PPS staff and offices.

When the District receives notification of “insufficient funds” it shall:

1. mail the insufficient fund letter to the charging party
2. document the charging party’s name, date of check, and date notice was sent
3. if no payment is received within 60 days of check date, notify all relevant PPS staff that the individual is prohibited from remitting check payments in the future
4. submit the check complaint sheet to the Eaton County Prosecutor’s office.



Potterville Public Schools Calendar for the Remainder of 2015-2016

Thanksgiving Break	November 25-27
Holiday Break	December 21- January 1
Classes Resume	January 4
PD/No School for Students	January 18
Half Day for All Students	January 26
Half Day for All Students	January 27
End of Semester	January 27
Winter Break	February 12-15
School Resumes	February 16
End of Third Marking Period	March 25
Parent Conferences (Evening)	March 29
Parent Conferences (Evening)	March 30
Half Day for All Students	March 31
No School for All Students	April 1
Spring Break	April 4-8
School Resumes	April 13
Memorial Day Break - No School	May 27-30
Half Day for All Students	June 14
Half Day for All Students	June 15
Summer Break Begins	

School Closings

Television

- WLNS - Channel 6 (CBS)
- WILX - Channel 10 (NBC)
- WSYM - Channel 47 (FOX)

To receive immediate e-mail notifications and/or phone alerts about Potterville Public School closings, sign up for the Honeywell Instant Alert using the Parent Instructions below.

Register and Create Your Account

1. Go to the Honeywell Instant Alert® for Schools website at <https://instantalert.honeywell.com>.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, you could instead click on 'School Staff' in the New User box.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.

Note: Remember your Login Name and Password so you may use it to update your profile.

View/Edit Account Details

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure Alert Settings

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
4. You are also able to set the days and times you would like your phones to receive alerts. For example, if you want your work phone to receive alerts only during the workdays, you could set the weekday start time to 8:00 am and the weekday end time to 5:00 pm and then uncheck the weekend box. Or, if you did not want your cell phone to receive alerts while you were sleeping, you could set the weekday start time to 6:00 am and the weekday end time to 10:00 pm and the weekend start time to 8:00 am and the weekend end time to 11:00 pm. You have the flexibility and control to set up your phones in many different ways.
5. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

Lunch Accounts

Creating a new account

1. Go to www.SendMoneyToSchool.com
2. Click on Create a new account
3. Provide requested information
4. Once you have read and agree with the terms of use click the I agree check box
5. Click the Create Account button
6. A confirmation email will be sent to your email
7. Click the provided link
8. Enter your email and password
9. Click the Login button
10. Start typing the name of your school district
11. When you district is displayed click on it
12. Click on the Add a student to your account button
13. Enter the student's ID number and click continue
14. If the ID number is valid you will be asked for your child's first name, last name and birthday
15. Once entered click the Add Student button
16. To add additional students click the Add a student to your account button again

Viewing Lunch Balances and Activity

1. Go to www.SendMoneyToSchool.com
2. Sign in to your account
3. All students assigned to this account will be displayed with their balances
4. To view history click the View Activity button next to the student's name

Making A Deposit

1. Go to www.SendMoneyToSchool.com
2. Sign in to your account
3. Click the Make A Deposit button
4. Enter the amount you wish to deposit for each student
5. Click the Check Out button

Purchasing Items

1. Go to www.SendMoneyToSchool.com
2. Sign in to your account
3. Click on School Store from the menu
4. Select a department
5. Click on the item you wish to purchase
6. Enter the quantity
7. Click the Add To Cart button
8. When done click the Check Out button

Viewing Past Account Activity and Charges

1. Go to www.SendMoneyToSchool.com
2. Sign in to your account
3. Click on Your Account from the menu
4. History will be displayed



POTTERVILLE PUBLIC SCHOOLS

Reaching Individual Potential Through Education