

# **Student Handbook**

**A Guide For Parents  
And Students**

**Potterville  
Elementary School  
2017-2018**



## Elementary Principal's Message

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Dear Parents and Guardians of Potterville Elementary School,

I am excited and honored to welcome each and every one of you to the beginning of the 2016-2017 school year at Potterville Elementary. This school year will be a year of setting and reaching attainable goals, working harder and smarter and taking our school and student achievement to the next level of "GREATNESS".

At Potterville Elementary we are dedicated to a student-centered program that promotes academic excellence through an enriched, rigorous curriculum. As a staff, we are here to support all students, by any means necessary, to ensure they reach their fullest academic potential. We look forward to working with students, parents, and the members of the community to provide a high-quality education that all children deserve.

This year, students can look forward to encountering a highly intensive and challenging academic program that will push them to work beyond their limits. However, I am confident that all students have the capacity and ability to meet our expectations and the demands of their new classes and teachers. Our goal is to ensure that all students become critical thinkers, active problem-solvers, inquisitive readers, and thoughtful writers. We do all of this to prepare students for the demands of the real-world so they may become productive citizens, become our future leaders, and contribute and/or give back something positive to the community.

I look forward to working with all of you and pushing our students to all academic heights. On behalf of the staff of Potterville Elementary, I want to again welcome all of you and thank you for allowing me to be a part of the Potterville school community where SUCCESS IS NOT AN OPTION.....BUT AN EXPECTATION.

With that in mind, we also need your help to make this a successful year. Parents play an intricate part in the education process. We need your support and your participation in school activities, as well as helping and encouraging your child at home.

Sincerely,

Mrs. Cheri Christensen  
Potterville Elementary Principal

**Elementary 645-2525 • Elementary Attendance 645-4748 • Middle School 645-4777 • M.S. Attendance 645-4778 • High School 645-7609 • H.S. Attendance 645-2919 • Child Care 645-2696 • Transportation 541-2772 • Community Education 645-4792 • Administration 645-2662**

Important Information

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PARENTS DROPPING THEIR CHILDREN OFF IN THE MORNING SHOULD LET THEIR CHILD(REN) OFF IN THE FRONT OF THE BUILDING. SCHOOL STARTS AT 8:00 A.M. IF YOU NEED TO DROP YOUR STUDENT OFF BEFORE 7:45, PLEASE CONTACT MS. JEFFREY.

PARENTS PICKING THEIR CHILDREN UP AT THE END OF THE SCHOOL DAY SHOULD PICK THEIR CHILD(REN) UP IN THE FRONT PARKING LOT. PARENTS COMING INTO THE BUILDING SHOULD WAIT FOR THEIR CHILD(REN) NEAR THE OFFICE SO AS NOT TO DISRUPT CLASSES AND FOR SAFETY REASONS.

Children riding bikes to school should leave and lock their bicycles in the bike rack in front of the building. If you have any questions, please telephone 645-2525.

School Hours

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Grades:

Transitional Kindergarten, Kindergarten, 1st thru 4th:	8:00 - 2:43 P.M.
ECSE:	8:00 - 11:00 A.M.
Half Days:	8:00 - 11:00 A.M.

School Website

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**[www.pps.k12.mi.us](http://www.pps.k12.mi.us)**

## **MISSION**

It is the mission of Pottersville 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 life and work.

## **VISION**

Pottersville Public Schools are committed to providing excellence in education for all students. We will design programs and learning experiences that promote academic achievement along with the personal and social growth of every student. Pottersville Public schools will make learning engaging, enjoyable, and relevant. As a richly diverse community of learners that values all of its members, Pottersville Public Schools will assume a central role in the community by linking parents, local agencies and businesses to its schools.

Pottersville Public Schools will build and honor traditions. We will cultivate an atmosphere where “I will” and “I can” replace “I won’t” and “I can’t.” We will encourage students to embrace challenge and learn that it is safe for them to do so.

Pottersville Public Schools will encourage and foster a culture which values excellence and mutual respect. It will appreciate and support highly competent and committed faculty, support staff and administrators.

Pottersville Public Schools will provide a safe and inviting learning environment in which students can communicate effectively, think critically, solve problems and are technologically literate through a variety of curricular and extracurricular activities. By means of high standards in a challenging course of study, students will become responsible learners who can not only work together, but also be accountable for their own academic and developmental progress.

Pottersville Public Schools will maintain the highest level of integrity of instruction. We will keep personal and political views out of the instructional process and always promote a diversified open-minded thinking process. We will recognize there are different learning styles and will work to identify and adapt our teaching experience to ensure that every pupil succeeds.

In order to provide an efficient and effective educational system, the Pottersville Public Schools will continue to measure and assess all aspects of the district including educational programs, instruction, student performance, financial management, community relations, employee relations, and facilities utilization and management.

Through the collaboration of school, home and community, we will nurture, guide and mentor students to become lifelong learners who will make valuable contributions to society. Upon graduation they will be well prepared for the challenges of the 21st century.

## **Student Assistance Programs**

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As part of your child's educational experience, the school social worker offers classroom presentations focused on social skills, self-esteem and nonviolent conflict resolution. In addition, individual counseling specific to issues that impact academic success is available. Students may participate through self-referral, parent or teacher request. Parents are encouraged to contact the social worker with any questions or concerns. Additional community resources are also made available by contacting the social worker at (517) 645-2525 for the Elementary School or (517) 645-4777 for the Middle School.

## **Student Rights**

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1. I have the right to be safe.
2. I have the right to have my personal property be respected.
3. I have the right to feel good about myself.

## **Student Responsibilities**

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I have the responsibility to help myself and others learn...

By coming to school prepared. By doing my work.

By not disturbing others.

By remembering to bring homework, etc. to and from school myself.

I have the responsibility to treat others with respect...

By being fair.

By being kind to others. By using self control.

I have the responsibility to keep others and myself safe...

By not bringing harmful or dangerous objects to school. By following all bus, playground, and school rules.

By not taking undue risks.

I have the responsibility to take care of and respect property...

By caring for school property.

By respecting the property of others.

## **Potterville PTA**

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The PTA is an organization bringing parents, teachers and administrators together to work as a team for the enrichment of our students. It helps to educate and inform parents through meetings and programs, this calendar and special assemblies.

The PTA raises money through its annual dues, an annual fall fundraiser, the Halloween Carnival and Book Fairs. These monies are used throughout the school year to support many enrichment activities, such as: school assemblies, books for Reading Month, classroom books, field trips and technology software.

The PTA has also remodeled the Elementary Media Center and purchased classroom materials, library books, playground equipment, student awards and incentives.

We welcome everyone to attend our meetings. Please check the monthly school calendar for the date, time and meeting location. Your active involvement will enrich our organization and the lives of our children!

PTA President	Heather Burkholder
PTA Vice President	vacant
PTA Secretary	vacant
PTA Treasurer	Angela Schalbach

## **Board of Education**

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Information regarding board members (names, emails, phone numbers) can be found on the Potterville web page.

## **Attendance**

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When a student is ill or unable to attend school, the parents will contact the school by 9:00 a.m. regarding the absence.

If you dial 645-4748 in the Elementary or 645-4778 in the Middle School, an answering machine will record your absence message. Messages may be left any time. We will access the answering machine at 9:00 a.m. daily and cross reference phone messages with teacher attendance. If your child is absent and no message has been left, we will call you.

Parents must sign children in and out of the office when arriving late or leaving early. No student is to leave without reporting to the office.

## **Excused Absences**

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Excused absences are those absences, which have been properly reported and are legitimate reasons for being absent from school. In general, an absence is excusable only in the case of UNAVOIDABLE circumstances, such as the following:

- ILLNESS serious enough to prevent the student from functioning at school; "just don't feel like going" is not an acceptable reason for being absent.
- MEDICAL, DENTAL, OR ORTHODONTIC APPOINTMENTS which cannot be scheduled outside regular school hours. We encourage parents to make an effort to schedule these appointments before or after school whenever possible.
- FAMILY OR PERSONAL EMERGENCY is an absence of a personal nature and parents need only state "personal" when calling to report a student's absence.
- REGULAR SCHOOL ATTENDANCE IS REQUIRED BY LAW. Excessive absenteeism is reported to a truancy officer.

## **Request for Early Dismissal**

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Parents must first stop in the office before a child can be dismissed before regular dismissal time. ADVANCE notice will help us to speed up the dismissal. Students are to be signed out in the office when they leave the building before the end of the regular school day. Students will be released to their parents, guardian or other individuals listed on their emergency card, unless school officials have a copy of a current court order on file specifying otherwise. If you wish to have someone else pick up your child, a written request must be received by the office.

If someone other than a person listed on your child's emergency card is going to be picking up your child, please send a note or call the office regarding this situation. We need your written permission to allow the child to go with that person.

## **Honeywell Instant Alert for Schools**

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Please sign up to receive news including school closings, schedule changes and other important updates:

<https://instantalert.honeywell.com>

There is also a link on the school's website.

## **Student Illness**

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If your child has a fever, flu like symptoms, or is not feeling well, ***please do not send your child to school.*** If your child has an earache, toothache, bad headache, etc., that is adversely affecting your child's ability to do classroom assignments, please keep your child at home until the condition improves. If your child becomes ill at school you will be notified and asked to come and pick your child up. If we cannot reach you we will call the people you have on your emergency card and ask them to come and pick up your child.

## **School Closing Procedure**

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In the event of severe weather conditions or emergencies, the Potterville Public Schools may be closed, delay opening, or run buses on main roads only. The stations noted below will be asked to broadcast our school information. Please turn to one of the following stations to obtain information rather than call the school office.

WLNS	- Channel 6 TV
WILX	- Channel 10 TV
WSYM Fox 47	- Channel 47 TV

Parents/guardians will also be notified through the Honeywell Instant Alert System and this information will also be published on the school website.

## **Field Trips**

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Field trips are a planned part of curriculum. Parents opting their child out of field trips should inform their child's teacher in writing. Field trips will be announced by the classroom teacher and through school notes. A yearlong permission form will be sent home at the beginning of the school year. No child may attend a field trip without a signed permission slip.

Parent participation on field trips is encouraged however all chaperones must have a criminal background check on file with the district, forms can be found on the district website. Please also refrain from bringing other children.

## **Morning Drop-Off**

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All of our bus students will continue to be dropped off in the back of the school and will be using the same doors to enter the building. Parents that drop students off in the front of school will continue to do so as the front door will remain open until 8:05 am. The back doors used for bus traffic and the front doors that are used for parent dropped will be locked at 8:05 am. All other students dropped off will need to enter the building through the new office located on the east side of the building and by signed in by an adult.



## **School Day Business**

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All visitors that will be coming to school for business during the school day will need to use the new entrance located on the east side of the building. A buzzer system will be used by office staff to allow visitors to enter the office. Parking is located on the east side of the building for visitors to park their car.

## **Afternoon Pickup**

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All doors will remain locked prior to dismissal. All bus students will continue to use the back doors to access the busses. Parents that arrive prior to the 2:43 pm dismissal time will be able to enter the building through the new office entrance. In order to ensure the safety of our students and our instructional time parents will not be allowed to enter the hallways until 2:35 pm.

## **Breakfast/Lunch Program**

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The school breakfast/lunch program is a vital part of our school program. To encourage good nutrition, a well balanced breakfast and lunch is offered at a reasonable price. Menus are available on the school website at [www.pps.k12.mi.us](http://www.pps.k12.mi.us). If you have questions, please contact the Food Service Manager at (517) 645- 4782. If you are providing lunch for your child through “cold” lunch, we also encourage you to send nutritional foods. The school does not allow students to bring soda or purchase soda during school hours. Please be mindful of this as you pack lunches and/or snacks for your child.

## **Vacations**

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We urge parents to arrange family vacations during the scheduled school vacation periods. When vacations cannot be arranged during school vacation times, parents can request to excuse students.

Please provide written notification to the office when your child will be absent during a family vacation.

## **Dress Code**

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School is a place for education, and students are expected to attend school clean, appropriately groomed, and attired in keeping with their level of maturity. The school has the responsibility of establishing and maintaining an atmosphere that enhances the opportunity of individuals to learn. Consequently, the school shall regulate the dress and grooming of students. Students who come to school dressed inappropriately will be asked to change their clothes or will be sent home.

- Students are not permitted to wear clothes that are distracting or cause classroom disruptions, display profanity, are sexually suggestive, promote the use of controlled substances (such as alcohol or tobacco), or promote gang activity.
- Bare feet are not acceptable.

- Teachers may prescribe safe forms of dress in certain classes.
- Head coverings of any kind are not to be worn in the building.
- Skirts and shorts must be of modest length, especially when seated.
- Tube tops, see-through mesh shirts and/or see-through blouses are not to be worn at school. Tank tops are allowed if straps are at least two inches wide and underwear is not visible.
- Students are not to wear clothing that is low-cut or displays a bare midriff, or shows their underwear when seated.
- For safety reasons, no flip-flops will be allowed.

## Homework

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School and homework assignments are the responsibilities of the student and teacher. It is a responsibility of each teacher to assign homework activities that maximize student achievement. Homework will be assigned based on grade level groups (teachers). That way, each grade level is receiving the same homework making things equitable for each student. It is a responsibility of each student to complete those activities in a neat and timely fashion.

Students are expected to:

- Accept full responsibility for completing homework.
- Complete homework assignments on time.
- Ask for clarification of homework assignments.
- Request help on homework assignments when needed.
- Arrange for making up missed homework assignments.
- Manage time so homework receives the priority it deserves.
- Have all materials and resources together for timely homework completion.

## Telephones

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A telephone is available in the office for student use only in emergency situations and with the permission of the classroom teacher or office personnel. If a parent/guardian must send their student with a cell phone, please make arrangements with the classroom teacher or office personnel to advise that their student will have a cell phone. **Cell phones must be kept in the student's back pack in their locker during the school day and be set to silent or shut off.**

## Classroom Rules

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At the start of the school year, your child's teacher will discuss classroom rules. Additionally, your child's classroom teacher will make student seating assignments.

## **Bullying**

Bullying will NOT be tolerated and will be treated as a very serious behavior infraction.

### **Types of Bullying**

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

If your child is being bullied, please make sure he/she tells someone right away. Even if the bullying occurs outside of the classroom, please make sure

the classroom teacher has been made aware of the incident, so he/she can also watch for these behaviors in the classroom. Serious cases of bullying will be handled by the principal and the “bully” will face appropriate consequences for the behaviors he/she is participating in. Every student deserves to feel safe and not have to be afraid to come to school. Please speak with your child about what bullying is and what they should do if they are bullied, and also make them aware that they will be punished if they bully someone else.

### **Harassment**

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Harassment of any kind will not be tolerated. Any student who verbally or physically threatens or intimidates another student will be referred to the principal. If the behavior continues, a conference will be held with the student, parent, and principal. Further persistence may result in removal of the student from school.

### **Sexual Harassment**

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Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature. If students experience any form of sexual harassment and/or if they are subjected to unsolicited physical contact by employees of this school district or by other students, they are requested to contact the guidance counselor or the principal immediately. Sexual harassment will be treated very seriously and if after counseling, harassment continues, the student may be removed.

### **Bomb Threats**

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Students involved with bomb threats, threats of violence or gross misbehavior, will be subject to 10 days of out-of-school suspension. The police will be notified and charges will be filed for appropriate action by the court. A hearing will be called by the Board of Education with recommendation for expulsion, the length of which will be determined by the board.

### **Medication - School Policy**

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Parents of children who must take medication while at school must follow Board of Education Policy:

1. Parent consent forms are available in the office and must be filled out prior to any school official dispensing prescription or over-the-counter medication.
2. Medication should be given to a school official by parents. Do not send it with your child. This includes over-the-counter medication as well as prescription drugs.

## **Emergency Safety Procedures - Fire & Tornado Drills**

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Fire and tornado drills are held at regular intervals as required by the State of Michigan and are an important safety precaution. It is essential that when the first signal is given everyone follows the directions promptly and quickly.

Tornado Warning/Watch Procedures -

Students will not be sent home early due to a tornado warning or watch, but will be dismissed at the normal dismissal time.

## **Visitors**

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All visitors must report to the office. Student visitors are not permitted at any time during the school day, including field trips. Parents wishing to confer with teachers must make arrangements ahead of time so as not to interrupt classroom activities. Parents are encouraged to make frequent contacts with teachers.

We feel fortunate to have community members volunteer in our school. All volunteers must complete a background check. Forms are available in the office.

## **Kindergarten Round-Up**

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Each spring prospective kindergarten students for the next fall go through kindergarten round-up. Student information needed during round-up includes: legal birth certificates, immunization records and health appraisal forms. Hearing and vision screening appointments will be made during round-up. A child must be five on or before December 1st in order to enter kindergarten.

## **School Pictures**

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School pictures will be taken in the Fall, retakes are available. Lifetouch will be taking our pictures. Casual spring pictures will be available second semester, with NO retakes available. Look for picture information in the school newsletters.

## **Skateboards, Roller Blades & Heelys**

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Skateboarding and Rollerblading is not permitted on school grounds. This is a district policy. Additionally, Heelys Shoes (wheels in the heels) are not permitted at school.

## **Locker Policy**

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Each student should use only his/her own locker. Please note that these lockers do not have locks in the elementary school and no personal locks are allowed on these lockers. Therefore, students are discouraged to bring or keep valuables in the lockers (i.e. ipods, mp3 players, cell phones, electronic games) as they are too easy to steal. These school lockers are the property of the district. At no time does the district relinquish its exclusive control of

the lockers, they are provided for the convenience of students. Periodic, general inspection of lockers may be conducted at any time, without notice, without student consent, and without a search warrant. The district is not responsible for any stolen items.

### **“Box Tops For Education”**

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Potterville Elementary & Middle Schools participate in the General Mills "Box Tops for Education" program. Each Box Top logo is worth 10 cents and is found on General Mills cereals as well as other General Mills products. Box Tops may be dropped off at the Elementary or Middle School offices. for more information, please visit the school website at [www.pps.k12.mi.us](http://www.pps.k12.mi.us).

### **Cafeteria Behavior**

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All students are required to remain in the cafeteria at least 15 minutes and may remain up to 30 minutes. Students eating school prepared lunches are encouraged to at least try everything on their trays. Students eating home prepared lunches are encouraged to at least eat the main part and take all uneaten items home. Soda is not allowed during school hours. Students are expected to:

1. Be orderly at all times.
2. Exhibit good table manners in the lunchroom.
3. Refrain from taking food from others unless it's freely given.
4. Clean up after themselves, including all papers and food.
5. Use voices at a conversational level.
6. Stand quietly in line while waiting to be served.

### **Parents as Teachers**

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Parent involvement is essential to the educational growth of a child. Parents will make a difference in their child's educational experience if they: encourage study time at home, provide books for leisure reading, monitor television usage, limit after school activities, discuss school events, plan time to assist their child with homework and keep an open line of communication with their child's teacher(s).

### **General Student Conduct**

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1. Be courteous and respectful to others.
2. Refrain from fighting, participating in friendly scuffles, verbal abuse, the use of profane language and vulgar behavior.
3. Obey the instructions of school staff at all times.
4. Do not leave the school grounds without permission.
5. Refrain from any activity that is harmful or destructive to others or their property including games or horseplay that are likely to lead to injury.
6. Walk in the building - no running, pushing or shoving.
7. Refrain from throwing objects that may be harmful to other people and/or property such as snowballs, sticks, stones, etc.
8. Take pride in your school by helping to keep it clean and attractive.

9. Gum chewing is not permitted.
10. Toy weapons are not allowed in school.
11. Bullying will NOT be tolerated and will be taken very seriously.

### **Student Responsibility**

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Each student has a personal responsibility to:

1. Do his/her best in all areas of school activities.
2. Be courteous to ALL school staff and fellow students.
3. Be responsible for personal belongings and those items issued by the school.
4. Be respectful of school facilities and equipment and make an effort to keep items in good condition.
5. Be on time for classes and to have the necessary materials and assignments.
6. Exhibit good citizenship at all times.
7. Be knowledgeable of the rules and expectations for all students.

### **Tobacco Use**

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The use of tobacco products is prohibited in buildings and on real estate owned, leased or otherwise controlled by the Potterville Public Schools.

### **Drug and Alcohol Policy**

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The use, possession or sale of drugs or alcohol on school property carries serious penalties. Students under the influence or possessing drugs or alcohol will be given three days of in-school-suspension and agree to a chemical dependence assessment by an approved agency and referred to a police agency. Students caught selling drugs or alcohol may be suspended or expelled from school. In all cases, the police will be notified and charges will be filed for appropriate action by the courts. An assessment may be required prior to re-admission to school.

### **Dangerous Weapons Policy**

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Public Act 211 of 1987 requires schools to immediately report when a dangerous weapon is found "in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is en route to or from school on a school bus." The report must be made to the pupil's parents or guardian and the local law enforcement agency. Weapon-like toys are not to be brought to school.

Students will be subject to discipline (including expulsion) for possessing any item used to cause or threaten harm to others. This includes possessing a toy weapon of any kind.

### **Laser Pointers**

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Recently, laser pointers have been in the news because of the potential danger that they present if shined into an individual's eyes. Because of the danger, the following policy has been instituted at Potterville Public Schools:

Students are prohibited from possessing and/or using laser pointers and attachments during school, on school property and at school sponsored activities, on or off school property. Unauthorized possession of laser pointers shall result in confiscation of the item by school personnel.

### **Pesticide Control Act**

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In accordance with PA 131 of 1993, you are hereby notified that the Potterville School system will be applying the following herbicides during periods indicated:

AMINE 42, 4-D - Weed Killer  
Spring (April & May) Late Fall (October) Applied to: All lawn areas

ROUND UP - Weed Control  
Summer Months (June, July, August) Applied to: Fence Rows  
Around building walls Sidewalks and roadway Ball diamond

4-2-D WEED KILLER - Weed & Feed  
Spring, Summer and Fall months Applied to: The football field

If your child is allergic to a specific pesticide, please advise the elementary principal in writing.

### **Concussions**

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Public Acts 342 and 343 became effective June 30, 2013 and require all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intramural and out of season camps or clinics.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

### **Computer Lab**

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#### **Student Responsibilities:**

- utilizing technology in the school only for facilitating learning and enhancing educational information.
- adhering to the rules established for the use of hardware, software, labs, and networks in the school.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- Inadvertent or accidental download of inappropriate materials should be immediately reported to the administrator.
- maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy and making only those e-mail contacts which facilitate learning and enhance educational information exchange.



- adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of test or files on the Internet or from other resources.

**Prohibitions:**

Use of the School District's education technology, including membership to the Potterville Public Schools Network, is limited to legitimate educational purposes to support and enhance the School District's curriculum and in a manner which is consistent with the School District's mission statement. The following uses are strictly prohibited and may subject the offender to restriction, suspension or termination of educational technology privileges, and to appropriate disciplinary sanctions, such conduct to include, but not be limited to:

- ♦ Unauthorized entry into a file, whether to use, read, change or for any other purpose.
- Unauthorized transfer, deletion, or duplication of a file.
- Unauthorized use of another individual's identification or password.
- Unauthorized access to telecommunications files or facilities.
- Use of computing facilities which interfere with the work of another student, faculty member, or school official.
- Use of computing facilities to draft, send, or receive inappropriate communications including, but not limited to, communications which are obscene, profane, vulgar, threatening or otherwise prohibited by law.
- Use of computing facilities, including telecommunications facilities, to interfere with the operation of the School District's computing system.
- Violation of copyright law.
- Use of computing facilities for the purchase, sale, and/or advertisement of goods or services.

**Consequences of Inappropriate Network Behavior:**

Any member who does not comply with the Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

The system administrator will determine what is inappropriate use based on the Electronic Information Access and Use Policy and the decision is final. The system administrator may terminate membership at any time for infractions.

Members violating any of these privileges and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. The Superintendent may modify these rules at anytime by publishing the modified rule(s) on the system. In addition, the District Technology Committee will review this policy annually and recommend changes to the Board.

**School Video Cameras**

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Students who vandalize, cover up or otherwise tamper with the school or district video cameras, will be subject to disciplinary consequences, including the potential for an out-of-school suspension. In severe cases of vandalism and/or damage, an expulsion hearing may be convened.

## **Bus Information**

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All bus information or questions should be directed to Belinda Hoyle, Transportation Director, at the Transportation Office at 543- 3500. No student is to ride a bus other than the one he/she is regularly scheduled to ride except in an emergency. A social visit is not an emergency. Walkers may not ride school buses. In order to receive permission to ride a different bus, the student must bring a note from home and the principal must approve it. Requests for students to ride a bus other than the one they are assigned will be denied, unless there is an emergency.

## **Potterville Schools Transportation Policy**

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It is the responsibility of the District to provide safe, economical bus transportation to all eligible students living in the Potterville School District.

Michigan schools are required by law to follow the Michigan Pupil Transportation handbook put out by the Michigan Department of Education as well as State and Federal guidelines on pupil transportation.

## **Bus Transportation**

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Bus transportation may be provided for those students who live outside the city limits of Potterville. Bus routes are planned to provide the maximum number of students at each pick-up point with a minimum number of “turn-arounds” and "back-tracking" for each bus.

Student transportation will be provided from the nearest established pick-up or drop-off point.

Middle and High School (Grades 5-12) students may be asked to walk one (1) mile to the bus and elementary (K-4) students may be asked to walk up to one-half (½) mile.

No more than four (4) stops will be made in any one mile and no stops will be made at the foot of a hill or on a curve that obscures visibility.

Students riding the buses are expected to observe the following rules or lose the privilege of riding:

### **Bus Rules:**

- Follow directions.
- No swearing or teasing.
- Stay in assigned seats.
- Keep hands and feet and objects out of the bus aisle.
- Maintain acceptable noise level.
- Students must observe rules that are posted on the bus.

### **Consequences:**

1. Verbal warning - name on record sheet (Driver may assign seat).
2. Bus conduct report (Driver will call parent).
3. Bus conduct report, conference with parents.
4. Bus conduct report, mandatory suspension of bus riding privileges up to and including the full school year.

**Severe Offenses:**

In the event of a severe offense, a student will be suspended from the bus upon arrival at final destination.

- Inappropriate language.
- Use of tobacco or unauthorized substances.
- Defiance
- Interfering with the safety of others.
- Vandalism
- Fighting

**Responsibility of the Parents:**

The responsibility of parents whose children are transported at public expense is:

To insure that their children arrive at the bus stop on time in the morning, parents should have children at designated bus stop five (5) minutes early.

To provide necessary protection of their children when going to and from bus stops.

To accept joint responsibility with the school authorities for proper conduct of their children.

To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

If you have any concerns about the education or safety of your child, please feel free to contact:

Mrs. Cheri Christensen  
Principal, Potterville Elementary  
[christel@pps.k12.mi.us](mailto:christel@pps.k12.mi.us)  
517-645-2525

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