



# **MEADS MILL Middle School**

Home of the Patriots

**Helpful Hints  
For  
Parents/Students  
2017-2018**

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District Website: [www.northvilleschools.org](http://www.northvilleschools.org)  
Meads Mill Website: <http://meadsmill.northvilleschools.org>**

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# The International Baccalaureate & Meads Mill Middle School



Northville Public Schools is an accredited institution of the International Baccalaureate Middle Years Programme (IB MYP). The IB program places a heavy emphasis on the education of the whole child. As a result, course offerings for middle school students are designed to provide a rich and rigorous experience for all students in all eight of the IB MYP categories.

Courses in Language and Literature, Math, Science, Individuals and Societies, and Band will meet every day throughout the school year.

Courses in Arts (excluding Band), Design, Language Acquisition (French, German, Spanish, and Mandarin), and Physical Education & Health will meet every other day (A/B) throughout the school year.

# Parent Communication

## **Signing up for LISTSERV**

Go to [www.northvilleschools.org](http://www.northvilleschools.org)

Click on Families & Communities, ListServ

All newsletters this school year will be sent out by Meads Mill LISTSERV. Emergency info regarding school closings, building problems, etc. will also be sent out via LISTSERV.

To subscribe to the Northville Public Schools LISTSERV service, go to the district website, or click [here](#). News sent to subscribers will include short bulletins with critical information and when appropriate, links to the district website for more details.

## **Update your Contact Information in ParentPortal**

Parent/Guardians can update contact information for themselves and their students directly by logging in to the MISTAR ParentPortal. This ability for parents to more easily update contact information will help ensure timely and relevant communication to and from home and school for students, parents and staff.

This new feature allows parents and guardians to:

- Update parent phone numbers and email addresses in the MISTAR database
- Change their student's primary phone number, used by the district's parent notification system, Edulink, to alert parents of snow days, attendance issues, building updates and other important messages. (Note: Parents can also opt NOT to receive other important school and district-wide news and information)

Click on "My Information" at the top right of the page. Update the fields you would like changed and hit "Submit". The change will be flagged as pending until approved by school personnel.

Please allow up to 5 days for changes to be approved.

## **Transition Day - August 25, 2017**

The Transition Day for the 2017-2018 School Year will take place Friday, August 25, 2017 as follows:

8th Grade - A-L 8:00 am M-Z 8:45 am  
7th Grade - A-K 10:00 am L-Z 11:00 am  
6th Grade - A-L 12:30 pm M-Z 1:30 pm

Because time is limited, we ask that you adhere to the schedule.

Students will turn in completed paperwork, receive their schedules, locker assignments, have their photo taken and receive textbooks. Students will also have the opportunity to walk their schedules, set up their lockers, and practice a few “dry runs” of their schedule at their own pace. Parents are welcome to accompany their children.

Students who miss Transition Day may pick up their schedule and walk their classes (building use permitting) August 28 - 31st. They will have their picture taken for their ID Card on Picture Make-Up Day September 12th, 2017.

### **School Photos-Lifetouch**

School photos will be taken on Transition Day, Friday, **August 25, 2017**. A Lifetouch photo form will be included in the Transition Day packet you receive in the mail in mid-August. Photo packages can be paid for online or by check the day of pictures. Please help make sure your son/daughter is dressed appropriately for school pictures. **Students not present for Transition Day will have their pictures taken on September 12th, 2017.**

### **Yearbook Information**

Order your 2017-2018 Meads Mill Middle School Yearbook Today!  
[jostensyearbooks.com](http://jostensyearbooks.com) (1-877-767-5217)

## **Student Information**

## **First Day of School**

The first official day of school is September 5th, 2017. It is a FULL day of school. The first warning bell rings at 8:07am and class begins at 8:12am. Dismissal for the day is at 3:02 pm. We would like to welcome back all returning students and welcome all our new incoming students. We are going to have a great year!

## **Student Planner & ID Replacement**

All students will receive a Student Planner on the first or second day of school, compliments of the Meads Mill PTA. If a planner is lost, a new one may be purchased in the Meads Mill Office for \$5.00. Students use their planner to help keep track of assignments, tests, projects, etc.

All students will receive a student ID after having their photo taken on Transition Day. Students will need their ID to purchase a lunch in the cafeteria. If a student loses their ID, they may purchase a new one for \$3.00 in the main office.

## **School Supplies**

2017-18 School supply lists are available on the Meads Mill [website](#). They are included in your opening Transition packet.

Students should plan on always coming to class with pencils, pens, and paper. They should also plan on covering books, but please be aware that the stretchy book covers sometimes cause damage to textbooks—paper covers work great.

Teachers may recommend additional school supplies once school is in session.

## **Band Instrument Rental Night**

Vendors will be at Meads Mill on Monday, Sept. 14th, from 5:30pm-6:30pm to present their programs for those interested in renting an instrument. Band instructors will also be available to answer any individual questions and assist parents with the rental process.

## **Backpacks**

As a reminder, **students are not allowed to carry backpacks during the school day.** Also, please be aware that backpacks with wheels and handles do not fit in our lockers.

## **Lockers**

As you make your back-to-school purchases, please be aware students who decide to purchase additional shelving for their lockers should not purchase shelves that expand when placed in the locker. This type of shelf causes problems for locker neighbors.

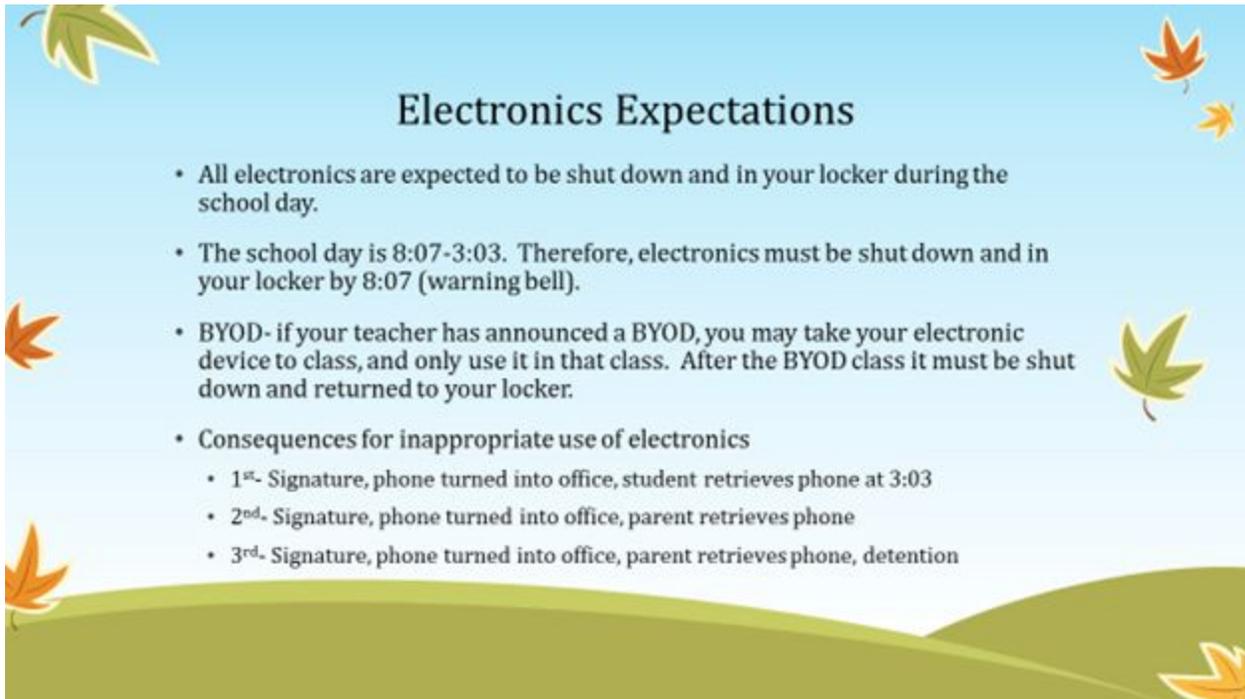
School lockers are assigned alphabetically by grade. The locker assignments and combinations will be printed on the student's schedule that they receive on Transition Day. Only built-in locks can be used on the school hall lockers. Students are required to keep their combination confidential; there is no locker combination change. Sharing or abuse of lockers may result in the loss of locker privileges.

Please discuss with your student that leaving food and open food containers in their lockers may bring ants and unpleasant smells to their lockers.

## **Gym Locks**

In order to increase security in the gym area, we are encouraging students to use locks. Students who do not supply locks may risk loss of personal property, so please encourage your student to lock the locker and keep the combination confidential. In addition, document the combination in another area in case the student forgets the combination.

## **Electronic Device Use**



### Electronics Expectations

- All electronics are expected to be shut down and in your locker during the school day.
- The school day is 8:07-3:03. Therefore, electronics must be shut down and in your locker by 8:07 (warning bell).
- BYOD- if your teacher has announced a BYOD, you may take your electronic device to class, and only use it in that class. After the BYOD class it must be shut down and returned to your locker.
- Consequences for inappropriate use of electronics
  - 1<sup>st</sup>- Signature, phone turned into office, student retrieves phone at 3:03
  - 2<sup>nd</sup>- Signature, phone turned into office, parent retrieves phone
  - 3<sup>rd</sup>- Signature, phone turned into office, parent retrieves phone, detention

## **Textbooks**

Please check your home for Meads Mill books, even if your student has turned in their books. Some students have borrowed books from friends and now they are missing. As a reminder, you might want to document the textbook numbers assigned to your child. Remind them that they are responsible for the books assigned to them and, if lost, the student is responsible for payment to replace the textbook. Students are also responsible for any damage to their textbooks.

## **Appropriate Clothing**

Per the Northville Public Schools [Student Code of Conduct](#), students should not dress or groom in a manner which, in the judgement of a building administrator, is unsafe to the student or others or causes a disruption to the educational process.

# School Day

## Hours

Starting time for our school day is 8:12 a.m. and dismissal is 3:02 p.m. All students in the building prior to 7:40 am should report directly to the front lobby unless they have made prior arrangements to work with a teacher in their classroom.

## Bell Schedule

8:07 Warning Bell

8:12—9:05 1st hour

9:10 —9:57 2nd hour

10:02—10:50 3rd hour

10:55—11:44 4th hour (8th grade)

*10:55—11:34 6th grade LUNCH*

10:55—11:18 4th hr (7th grade split)

*11:18—11:59 7th grade LUNCH*

11:59—12:23 4th hr (7th grade split)

11:34—12:23 4th hr (6th grade)

*11:44—12:23 8th grade LUNCH*

12:28—1:16 5th hour

1:21—2:09 6th hour

2:14—3:02 7th hour

## Alternating Day Electives

Our students have an A day and a B day schedule. The only classes that alternate are the elective classes. Math, Science, Humanities, Language Arts, Enrichment will meet every day.

## **Attendance**

### **Attendance Answering Machine — Open 24/7**

When students will be absent or tardy we ask that you report the absence by calling the attendance line directly at **248-344-3999 ext 2**. When calling to excuse your student, please state:

1. Date of Absence
2. Your Name
3. Student's Name-(spell last name)
4. Reason for Absence
5. Duration of absence - Full day, half day, or excused tardy

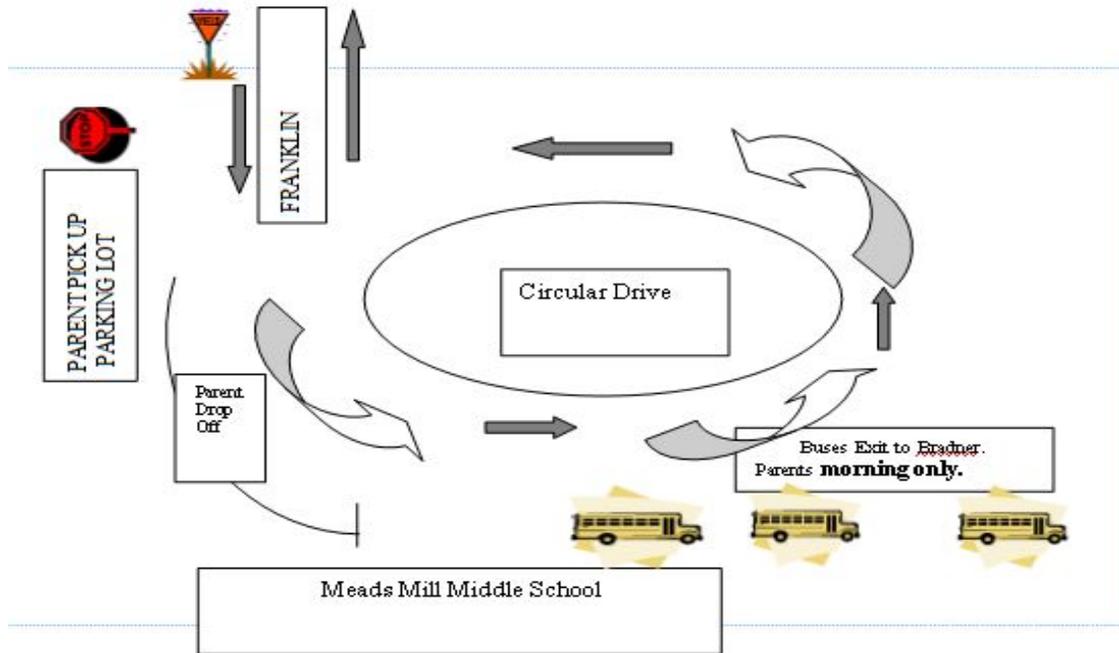
**A parent/guardian must excuse students.**

### **Early Release**

If a student needs to leave early, or leave and return later, please have your student present a note from a parent to the office including the time of departure; all notes should be delivered before the start of the school day. The office will stamp the note and the student will present it to the teacher during the hour of departure. The parent should come to the office to sign the student out and the student will meet the parent in the office. This way we do not have to disturb the learning process to call into classrooms.

**ALL STUDENTS MUST BE SIGNED OUT BY A PARENT/GUARDIAN OR SOMEONE LISTED ON EMERGENCY CARD. WE WILL NOT RELEASE STUDENTS TO ANYONE NOT LISTED ON THE CARD UNLESS WE HAVE PERMISSION IN WRITING WITH PARENT SIGNATURE.**

# Parking Lot Flow



In order to insure safe arrival and departure of our students we are asking that all parents cooperate with the drop off and pick up procedure identified below. Parents will have two options for drop off and/or pick up.

**Morning arrival/Drop off:** Parent drivers may enter the lot. For their safety, students are to use the curb side door to exit your vehicle. Students should have all their materials ready to exit the vehicle as soon as possible. Parent drivers should not drive up to or past the front door. This area is reserved for special transports by bus or car for injured or disabled students. In the morning only, parents may use the bus drive to Bradner to exit the parking lot. Please recall that buses have the right of way all of the time on school grounds. Please refrain from speeding, using cell phones, or cutting off other vehicles.

No parent should drop a student off by the band room entrance.

Bradner is an alternative drop off point for students. Parents who make u-turns into the bus exit or neighbors' drives create an unsafe situation for students and adults. Everyone is in a hurry. If everyone cooperates, we will have a safe and efficient environment.

**Afternoon Dismissal/pick up: NO CARS should enter the lower circle lot, not even at the stop sign, when there are buses present. If your child is injured or disabled, you can arrange to enter the lot by contacting Mr. O'Neill directly. Special pick ups for animals or other reasons should arrive after 3:10. Cars entering the lot after the buses leave are to retrieve students at the curb. Parking places are for people entering the building, not student pick up. The bus drive is open ONLY to buses in the afternoon, even in the winter. Please do not use that drive. Student walkers are on Bradner.**

In order to ensure safe arrival and departure of our students we ask that all parents cooperate with the drop off and pick up procedure identified above. Parents will have two options for drop off and/or pick up:

## **Transportation Information**

**248-465-2070**

### **Bus Schedules**

All Transportation Info will be communicated to parents by LISTSERV and will be available on the district web site. Bus schedules will be published in the Northville Record and posted on the front door windows at Meads Mill prior to the first day of school.

Please remind your student to take note of the letter in their bus window so they know which bus to get on in the afternoon.

### **Walkers**

Those students who walk to and from school are expected to use sidewalks and should cross the street where the crossing guard is posted.

### **Neighborhood Courtesy**

As a courtesy, please remind your child not to cut through neighbors' yards on the way to and from school.

## **Lunch Program**

### **Lunch Prices**

As of this writing, lunch prices for 2017-2018 have not been determined. Students will not be able to access their lunch account without using their ID card. Remind them to keep their lunch card in a safe place or take a picture of it on the first day so they can access it with an electronic device. Should they lose their ID, a replacement may be purchased for \$3.00 in the main office.

We ask that parents who take their children out for lunch make sure they return for the start of class so as not to disrupt the learning process.

Student lunch periods are as follows:

**6TH Grade lunch - 10:55am-11:34am**

**7TH Grade lunch - 11:18am-11:59am**

**8TH Grade lunch - 11:44am-12:23pm**

### **Free & Reduced Lunches**

Letters of explanation and application forms are available in the office. Please stop in and get one if you qualify. All questions regarding the lunch program should be directed to the Food Services Department at 248- 344-3690.

### **How do I set up a lunch account for my student?**

Students are each assigned an ID card with their picture. Parents can open a lunch account for their student by having the student bring in a check made payable to Northville Public Schools that they will give to the lunchroom cashier or bring to the front office. The cashiers will deposit the money into their account.

Parents also have the ability to electronically add a payment to their child's cafeteria (food services) account. To access this feature, log in to the [Parent Connection](#) system, click on the "Cafeteria" module and then click on the "Online Food Services Payments" link in the upper right hand corner of the screen. Once completed and processed, the payment will be applied to the child's cafeteria account. These transactions are processed through PayPal which charges a processing fee of \$0.30 plus 2.9% of the transaction total. A PayPal account is not needed to complete the transaction. Payments can be made with Visa, MasterCard, American Express and Discover.

The student can then use their ID card as a debit lunch card. Students will not be able to access their lunch account without their ID card. We recommend parents give their students emergency lunch money to keep in their locker in the event that they forget/lose their ID card. Lost ID cards can be purchased in the Meads Mill office. If a card is purchased before school, it will be ready for them by lunchtime.

## **Medical Issues, Immunizations, and Medications**

### **Individual Emergency Health Care Plans**

Students who have medical issues that require an Individual Health Care Plan should expect to receive the plan before the start of school. These IEHCP's will be mailed home once we receive them from the District Nurse.

This includes students who need to use an EpiPen while in school.

## **Medications**

A physician's note is required for all medications to be administered in the Northville Public Schools. All medications administered during school hours must have the [Permission to Medicate](#) form on file and be in the original container with the student's name on the bottle. This includes over the counter medications. These forms are available in the Meads Mill office. All medications are kept in the main office; with the exception of epi-pens and inhalers, students should not carry medications.

In cases of emergency treatments that suddenly result in students needing to take medications at school, have the physician fill out a note. Parent/guardians will fill out their part on the "Permission to Medicate" form and we will attach both together.

## **Important Immunization Information**

As of January 2015 – All students that are new to the district and all 7<sup>th</sup> grade students must have an updated immunization record OR an [immunization waiver](#) from the county Health Department BEFORE the start of school. Your child will not be able to start school if one of these documents is not on file in the school office. The schools are no longer permitted to distribute waiver forms and can only accept those from the county Health Department. Contact your child's medical provider immediately to arrange for any needed immunizations or your local Health Department to schedule an appointment for the educational session required to obtain the waiver.

In Wayne County, call 734-727-7125 to schedule an appointment. Call early to make certain you can get an appointment before school starts.

# **Sports Information**

## **Athletic Physicals**

All athletes, including cheerleaders and students participating in intramurals, must have an athletic physical each school year. It is highly recommended that all students get their physical during the summer because they may not try out, practice, play, or compete without one. Please don't wait until tryouts are announced for your sport because students may not have time to see their doctor. The [MHSAA Medical History form](#) can be obtained in the office or online. They must be dated after April 15<sup>th</sup> to be used for the upcoming school year.

This form is different from the green health appraisal form, so please make sure the doctor has the right form.

### **Sports – Pay to Participate**

**6th Graders** may participate in Cross Country, Swim & Dive, and Track and Field, but can compete at home meets only. 6th graders pay a one-time fee of \$100 or \$103 if parents choose to pay online.

**7th & 8th Grade** may participate in all other sports offered at Meads Mill for a one time fee of \$200. If parents choose to pay online, there will also be a transaction fee.

To pay online, please go to the following website:

<http://www.northvilleschoolsregistration.org/Athletics-s/145.htm> .

Payment must be received by the first contest of the season or athlete will have to sit out until payment is received.

The participation fee is automatically waived for families who have qualified for free lunch. Grants or payment plans may be available to students with financial hardships. Families with this concern should contact the Athletic Director's office at 248-344-3959.

## **Viewing & Printing Report Cards**

Parents are now able to print report cards from the [ParentPortal](#) using the instructions below!

1. After logging into the ParentPortal, scroll down to the "MARKS" section.
2. For high school and middle school students: Click on the Link in the blue bar at the top of the Marks section that is titled "Student Progress Report" or "Student Report Card."
3. A separate window will open with a PDF of the document that you can view, save and print the report card

## **PBIS / Code of Conduct**

### **Character Education and Positive Behavior Supports (PBIS)**

The staff are committed to ensuring Meads Mill students conduct themselves in a way that is consistent with our expectations for excellence in both academics and behavior. We believe that all members of the Meads Mill community have a part in creating a warm and welcoming learning environment.

We support students by using a proactive, preventive approach to behavior including:

- Focusing on the IB Learner Profile Traits and Approaches to Learning
- Teaching school-wide positive behavior expectations (PBIS) and procedures in all settings in the school building
- Using positive reinforcement
- Digital citizenship instruction
- Restorative Practices

### **Restorative Practices**

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

### **Student Discipline**

In regards to school discipline, our emphasis will encourage prevention and education; however, we acknowledge that middle school students do make mistakes, and our role is to teach and provide support for students to restore the relationships and repair the harm they have done to other students and the school community. In accordance with the Michigan School Code of Conduct and the [Northville Public Schools Annual Notifications to Parents and Code of Conduct](#), every effort will be made to preserve every student's access to instruction.

In the event a student's conduct results in a discipline referral for a long-term suspension, expulsion or permanent expulsion, the District shall consider the following Mitigating Factors as part of the discipline process:

- 1) The student's age;
- 2) The student's disciplinary history;
- 3) Whether the pupil is a student with a disability;
- 4) The seriousness of the violation or behavior committed by the pupil;

- 5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member;
- 6) Whether restorative practices will be used to address the violation or behavior committed by the student; and
- 7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

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

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

## **Bullying**

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

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

## **Harassment & Discrimination**

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

Sexual harassment may occur in grades 6-8. Students are expected to treat each other with respect and to stop unlawful or offensive conduct, when asked to do so. Unwelcome sexual conduct, whether verbal or physical, is prohibited; making sexual jokes, using sexual names (“gay,” “ho”, etc) making sexual slurs, touching a student’s private parts without consent, or over the student’s objection, are all wrong and violate school rules. Sexual harassment or

discrimination based on a student's gender or sexual orientation are violations of law and Board Policy and are not tolerated.

Touching of students by adult employees or volunteers is not sexual harassment unless it is of a sexual nature, or can reasonably be construed as sexual. Taking a student's hand or a comforting or encouraging hug, without more, are not sexual harassment. The District considers all of the facts and circumstances.

If you or your child believe that your student is the subject of unlawful harassment or discrimination by another student, district employee, administrator, board member, school vendor or other adult on school premises, on the school bus, or at any school sponsored activity or event, please immediately contact a principal, assistant principal, teacher, social worker, or counselor, for help.

The District's complaint procedure is available on the [District Website](#). The District strongly encourages students, parents and guardians to report evidence of violations of this important policy. The District will promptly investigate and if warranted, take appropriate remedial and corrective action. Interim measures may also be taken to minimize, if not eliminate, the recurrence of any unlawful harassment or discrimination, and to help any student who is found to be a victim of unlawful action in violation of Board Policies. Students and parents may also report violations of unlawful sexual harassment to local law enforcement.

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

## **STUDENT SAFETY**

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies.

When a crisis occurs, Northville Public Schools officials follow detailed emergency response protocols — developed, practiced and refined in partnership with local police and fire officials — aimed at keeping students and staff safe during an emergency situation.

### **Daily Security Measures**

1. We will lock all entry doors at 8:30 a.m.
2. All visitors must sign in at the office and secure a visitor pass. This includes parent volunteers, contractors, guest teachers, etc.
3. Students who are bicycling to Meads Mill should lock their bikes in the bike racks by the north east side (blacktop, and south east side (E-Pod area) of the building . Students should walk their bikes through the bus area as well as in the Meads Mill parking lots. All students should use sidewalks whenever available to access the building.
4. Because we have communicated to all parents that they should follow one of the two options for dropping off/picking up students at the end of the day, we should have safe access for our walkers, on Waterford, Bradner and for those students walking to their buses or neighborhoods.
5. The sidewalk in front of Meads Mill is close to the road. Please emphasize to your child to use extreme caution while walking along the front where buses are loading and unloading students .

### **Parent Responsibilities During an Emergency at the School**

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

### **Emergency Dismissal**

In case of emergency dismissal of school, please make sure your student/students know where to report. We will publicize this closing in the local Media and on our LISTSERV. We have on occasion had to dismiss early, mostly due to power or plumbing issues. Please make a plan with your child regarding where they should go if this occurs. We may have communication problems (no phone) in the event of a power failure. It is expected that all families have a

backup plan if school has to be closed after we are in session. Please make emergency childcare arrangements with neighbors or friends.

Finally, we ask your cooperation as we begin another great year at Meads Mill. Changes and modifications will be made to assure the safety of everyone in the building. We ask you to communicate directly with us as necessary.

## FAQ

### **How do I contact a teacher?**

E-mail is the best way to contact a teacher. Teacher emails can be accessed through the “Staff” tab on the Meads Mill website. Please allow 24-48 hours for a response.

### **How do I get forgotten items to my student?**

Students will be paged to the office during passing times for items and lunches that are brought to the office. Students should pay attention to the PA announcements. *The office will not interrupt instructional time to call a student down for forgotten items or notes.*

### **How does my student get their forgotten Student Connect password?**

Students who have forgotten/lost their Student Connect information should fill out a form requesting the information in the office. Student Connect information is confidential and will only be given to the student upon student verification. *The office will not give this information over the phone to anyone!*

### **How do I get my MISTAR ParentPortal Help Desk information?**

[MISTAR ParentPortal](#) is a web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (personal identification number) and password, parents can connect to the school district’s student database using a web browser and view their child’s data, such as progress reports, attendance records, report cards, transcripts, and more. Go to the Hillside website and click on the circle at the top of the page that has a star with a P inside of it. In the ParentPortal Login box, click on “Need your Login Information” and your login information will be emailed to you if your email address is associated with a student in our system.

Have questions? Please visit the FAQs page. To access the FAQs, please click on the [MISTAR ParentPortal link](#). On the right hand side at the top, there is a link to our FAQs. If the answer is not there, parents can email the help desk at: <http://www.northvilleschools.org/webconnect>

### **How do I find out about daily Meads Mill activities?**

Meads Mill Peek of the Week sent out on LISTSERV every Friday. Morning Announcements and in the News section of the front page of the Meads Mill website. This includes meetings, sports, and any special announcements!

### **How do I know if it is an A Day or a B Day?**

**Meads Mill** AB schedule posted on our website under Student Resources. The schedule also indicates half days, conference days and times, holiday breaks and end of quarters for report cards!

Please note: Classes adhere to the A/B schedule regardless of unscheduled days off (i.e.: snow day/cold day).

### **How can I get homework for my sick child?**

Students are expected to make up missing assignments for every day that they are absent. Students generally have the same number of days to complete their assignments as their days missed. Most teachers maintain an online presence (Google, Moodle, etc), and this should be the first stop when a student misses class.

In the case of a student's absence exceeding two (2) days, it is the responsibility of the student/parent to request assignments by contacting teachers by email. Parents should allow 24 hours notice for classes that meet daily. There is 48-hour advance notice for teachers on A/B schedule requirements to allow teachers to get the assignments ready. It is recommended that students call a friend for assignments when absent one or two days.

**Who do I contact if I want to report a complaint of bullying, discrimination or harassment?**

Students and parents are encouraged to report evidence of violation of the District's Bullying, Harassment or Discrimination Policies to a school Principal, Vice Principal, teacher, counselor or social worker. The District's Policies regarding Bullying, Harassment and Discrimination can be found online in the [Student Code of Conduct](#).