

MARYSVILLE PUBLIC  
SCHOOLS DISTRICT

2022-23  
ELEMENTARY  
PARENT-STUDENT HANDBOOK



# MARYSVILLE PUBLIC SCHOOLS

## 2022-23 Parent/Student Handbook

Monday, August 1, 2022

Dear Parents/Guardians,

Welcome to MARYSVILLE PUBLIC SCHOOLS, where great futures begin!

Providing personalized learning for every student through rigor, relevance and relationships is the mission of the Board of Education and staff of Marysville Public Schools. However, we invite you to share this responsibility with us by closely monitoring your child's academic progress and gaining a clear understanding of the standards we have for our students—standards that are vital to advancing the learning process. We also ask that you take time to review the important information and expectations contained in this handbook with your child. By working together, we can ensure that every child will excel, both personally and for the benefit of humanity.

Sincerely,

*David Schmorrow*

**David Schmorrow**

*President, Board of Education*

*Shawn K. Wightman*

**Shawn K. Wightman, Ed.D.**

*Superintendent of Schools*



### **BOARD OF EDUCATION**

David Schmorrow, President  
Kevin Palmateer, Vice President  
Nicole Winston, Secretary  
Dave Watson, Treasurer  
Barry Kreiner, Trustee  
Michelle Kut, Trustee  
Ben Lasher, Trustee

This handbook is also available on our website at [www.marysville.k12.mi.us](http://www.marysville.k12.mi.us).

Dear Parents,

Welcome to Maysville Public Schools! We are excited for the opportunity to learn and grow with your child. We have created this parent/student handbook to maintain good communication between home and school, and to answer some common questions about daily operations.

This is a combined elementary school handbook. It contains policies in effect at all three elementary schools. Since every school and neighborhood is unique, schools may have certain procedures that only apply to that building. Any additional operational procedures will be shared by the individual school principal.

Please take a few minutes to read through this document carefully. You will find information about a variety of school programs, procedures, guidelines and policies. It is our intention to provide you with valuable information to ensure your child has a successful school experience.

Parents and caregivers play a critical role in the education process. Marysville Public Schools values input and feedback from our families to support our school improvement efforts. Together we can positively impact our children and prepare them for a successful future.

Sincerely,

Elementary Building Principals

#### **VISION STATEMENT**

It is the vision of Marysville Public Schools that every student will excel, both personally and for the benefit of humanity.

#### **MISSION STATEMENT**

Personalize learning for every student through rigor, relevance and relationships.

# 2022-2023

## MPS District Calendar

495 E Huron BLVD  
Marysville, MI 48040

Phone: 810.364.7731 • Fax: 810.364.3150 • [www.marysvilleschools.us](http://www.marysvilleschools.us)

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**Aug 30** Welcome Back/Professional Development Day (no students)

**Aug 31** Staff Work Day/Open Houses (no students)

**Sep 06** First day of school (full day of classes)

**Oct 26** MHS evening P/T Conf. (full day of classes)

**Oct 27** MHS afternoon/evening P/T Conf. (AM classes only)

**Oct 28** MHS (AM classes only for all teaching staff/students)

**Oct 31** Professional Development Day (AM classes only)

**Nov 04** Elementary Records Day (AM classes only)

**Nov 14** MMS evening P/T Conf. (full day of classes)

**Nov 15** Elementary evening P/T Conf. (full day of classes)

**Nov 16** MMS evening P/T Conf. (full day of classes)

**Nov 17** MMS afternoon P/T Conf. (AM classes only)

Elementary afternoon/evening P/T Conf. (AM classes only)

**Nov 18** MMS/Elementary (AM classes only for all teaching staff/students)

MHS (full day of classes)

**Nov 23** Thanksgiving Break (AM classes only for all staff/students)

**Nov 28** Classes resume

**Dec 21** Winter Break begins @ end of day (full day of classes)

**Jan 05** Classes resume

**Jan 16** MLK Day/Professional Development Day (no students)

**Jan 19** MHS/MMS Records Day (AM classes only for all MHS/MMS students)

Elementary (full day of classes)

**Jan 20** Records Day (no students)

**Feb 16** Mid-Winter Break (AM classes only for all teaching staff/students)

**Feb 21** Classes resume

**Mar 24** Spring Break begins @ end of day (full day of classes)

**Apr 03** Classes resume

**Apr 06** Easter Break begins @ end of day (full day of classes)

**Apr 11** Classes resume

**May 26** Memorial Day weekend (AM classes only for all teaching staff/students)

**May 30** Classes resume

**Jun 15** Records Day (AM classes only for all students)

**Jun 16** Last day of school (AM classes only for all students)

**PLC** Early Dismissal (MHS/MMS classes end @ 1:39 PM)

Elementary classes end @ 2:09 PM



*"Every student will excel, both personally and for the benefit of humanity."*

495 East Huron BLVD • Marysville, MI 48040 • OFFICE: 810.364.7731 • FAX: 810.364.3150

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Dear Marysville Parents,

Families often become frustrated when they attempt to communicate with school administrators and Board members to resolve issues of concern. In order to prevent this frustration, individuals are encouraged to use the below *Chain of Command* to initiate the appropriate communication sequence regarding their problems or concerns.

Each situation must first be addressed at whatever level the initial action was taken with the goal to resolve it at that level. If the situation is not resolved to the satisfaction of the complainant(s), appeals are then moved forward to the next level in the *Chain of Command*.

The most effective way to begin is via email; so as to provide everyone with written documentation of the issue; a phone call to the appropriate contact is the next preferable way. However, either of these communication methods may end up in a face-to-face meeting.

The Marysville Public Schools District asks that you address any issues of concern by first contacting each of those in the order listed below. In each case, explain your concern(s), share your thoughts, and allow the individual involved to reply in a reasonable time frame before you take your concern(s) to the next level in the *Chain of Command*.

**On matters involving curriculum or instruction:**

1. Classroom Teacher
2. Principal
3. Instructional Specialist
4. Assistant Superintendent
5. Superintendent
6. Board of Education

**On matters involving athletics:**

1. Coach
2. Assistant Principal/Athletic Director
3. Principal
4. Assistant Superintendent
5. Superintendent
6. Board of Education

**On matters involving student discipline:**

1. Classroom teacher
2. Assistant Principal/Athletic Director
3. Principal
4. Assistant Superintendent
5. Superintendent
6. Board of Education

**On matters involving food service:**

1. Food Service Director
2. Director of Business/Finance & Marketing
3. Assistant Superintendent
4. Superintendent
5. Board of Education

**On matters involving transportation:**

1. Bus Driver
2. Transportation Department Secretary
3. Transportation Department Director
4. Assistant Principal/Athletic Director
5. Principal
6. Assistant Superintendent
7. Superintendent
8. Board of Education

**On matters involving District facilities, buildings, and grounds:**

1. Principal
2. Director of Buildings & Grounds
3. Assistant Superintendent
4. Superintendent
5. Board of Education

Contact information and phone numbers for each of the above may be accessed through the District's [website](#) or by calling the *Board of Education/District Administration Offices* at (810) 364-7731.

Thank you for your continued support of the Marysville Public Schools District.

Sincerely,



**Shawn K. Wightman, Ed.D.**

SUPERINTENDENT

Marysville Public Schools

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## **BUILDING OPERATIONS AND SCHOOL PROCEDURES**

### **Elementary Schools**

**Gardens Elementary**                      **(810-364-7141)**  
**1076 6<sup>th</sup> St**  
**Marysville, MI 48040**

**Morton Elementary**                      **(810) 364-2990**  
**920 Lynwood**  
**Marysville, MI 48040**

**Washington Elementary**              **(810)364-7101**  
**905 16<sup>th</sup> St**  
**Marysville, MI 48040**

### **Schools of Choice**

Marysville Public Schools participates in both in-district and county schools of choice programs. In-district schools of choice applications are available through the school offices and will be approved by building administration. County Schools of Choice is available twice per year (July and December). For more information regarding this process, please call the District Offices at 810-455-6007.

### **School Hours**

School hours are determined by the Superintendent of Schools. Elementary School hours of operation are from 8:15 am to 3:30 pm Monday through Friday. The main office hours are from 8:00 to 4:00 pm Monday through Friday. These hours of operation follow the district school calendar. The school and the main offices are closed on the weekend, holidays, school closure days, and during all scheduled school breaks.

### **Absences/Tardies**

Regular and punctual attendance is important for student success. In case of absence or tardiness, please call the school office by 9:00 am. Failure to contact the office will result in an unexcused absence or tardy. Late students must report to the office to sign in.

This elementary attendance policy provides a fair system to ensure that students attend school on time and on a regular basis.

The Michigan State Board of Education bases a school's attendance rate on each student's actual days of attendance or of the total attendance days possible for that student. The Federal requirements of No Child Left Behind (NCLB) demands that school attendance rates be submitted for the Adequate Yearly Progress (AYP) documentation. The current attendance rate has been targeted at 90%. While a student should not be absent any more than 10% of their school attendance days (currently 18 days maximum), the number of days absent can substantially impact a students' educational progress. Therefore, all students should attend school daily, on time, for yearly progress to take place.

### **The Law**

The Michigan Compulsory Attendance Law requires every parent, guardian or other person in the state who is in control or in charge of a child from the age of 6 to 16, to send the child to a public school during the entire school year unless one of the statutory exceptions apply. Failure to comply with the compulsory attendance law is a criminal misdemeanor. A person is exempt from compulsory attendance requirements when one of the following circumstances exist:



- \* The child is attending a state-approved private school, which teaches subjects comparable to those taught in the public school district.
- \* The child is less than nine years of age, does not reside within 2-1/2 miles of a public school and transportation is not provided by the public school district.
- \* The child is age 12 or 13 and is in attendance at confirmation classes for a period of five (5) months or less.
- \* The child is regularly enrolled in a public school while in attendance at religious instruction classes for not more than two class hours per week.
- \* The child has graduated from high school or fulfilled all graduation requirements
- \* The child is being educated in an organized educational program in all required subject areas by a parent or legal guardian.

Each elementary school will closely monitor all student attendance records. Because a child's attendance remains the responsibility of the parents/guardians, the school can only provide the information to help support the importance of school attendance and the documentation for the actual days a student attends. If a student's attendance record warrants attention due to excessive absences, a letter of information, a letter to request a conference, or a notice for a referral to the **St. Clair County RESA** Attendance Officer, will be sent to the parents/guardians.

At the elementary level, childhood illnesses and chronic illnesses or medical conditions can impact attendance. It is expected that a parent whose child fits in this category begin the verification process at the start of the school year and continue during the year to reduce the likelihood of receiving notification letters concerning their child's attendance record.

### **Absences**

An absence will be considered excused if a parent/guardian contacts the school by 9:00 a.m. on the day of the absence *and* the absence is due to one of the following circumstances. Written documentation may be requested to verify an excused absence.

1. Doctor Appointment
2. Orthodontist Appointment
3. Attorney or Court Appointment
4. Funeral
5. Verifiable illness excused by parent/guardian contact. A doctor's note confirming a child's illness for three or more consecutive days may be requested.
6. Family Vacations/Family Business
7. All other absences will be unexcused.

If a student acquires 6 absences, within a semester, an informational letter will be sent to the parents/guardians.

If, **during the school year**, absences reach 10 days, a letter will be sent requesting parents to contact the principal and forwarded to the county truancy officer.

### **Tardiness**

A student is considered tardy if he/she is not in class when the instructional period begins. Students arriving after 9:00 a.m. will be marked absent for the morning. Students leaving before 3:00 p.m. will be marked absent for the afternoon.

### **Notification of Excessive Tardiness**

An informational letter will be sent to parents/guardian for excessive tardiness.

### **Transportation**

**Bus:** Bussing is provided for student who live within the District. A transportation form must be completed and turned in to the school's main office. A complete list of rules and details can be found in the Marysville Public Schools Transportation Handbook.

**Walk/Bike/Scooter:** Students are allowed to walk, ride their bikes/scooters, etc to school. Bikes/scooters are to be parked in the racks and not on the sidewalks or the lawn.

**Drop-Off:** Families have an opportunity to transport students to and from school. Each building will share their individual arrival and dismissal procedure with families.

### **Changes in Transportation (Early Release)**

If at any time there is a change in your child(ren)s regular transportation, please contact the office and/or send a note in with your child(ren). Student leaving school during the day must be signed out by parents through the office. **A picture I.D. is required for the early release of any child to someone other than their guardian.** Teachers cannot dismiss students directly from their classroom. This policy is for the safety of ALL students.

### **Before and After School Childcare**

Marysville Public Schools does provide before and after school care through a partnership with the YMCA. This program is called CATCH and runs from 6:00 am to 8:15 am and from 3:30 pm to 6:00 pm. Building locations will be determined at the start of each year.

### **School Closing**

When weather conditions result in schools being delayed or closed, the information will be communicated by the District through School Messenger, the District website, Facebook, Twitter and local television and radio stations.

### **Emergency Procedure Drills**

Each building is responsible for holding 5 Fire, 3 Tornado and 3 Lockdown (internal and External) Drills throughout the year. These drills are conducted in an effort to keep your child(ren) safe in the event a real emergency occurs. Teachers will explain drill procedures to all students and review to the expectations, as posted in each classroom.

### **Michigan Child Protection Law**

All schools in the State of Michigan are required to report suspected abuse or neglect of a child to the Michigan Department of Social Services.

## **CURRICULUM & INSTRUCTION**

### **Curriculum**

The Board of Education has prescribed particular curriculum programs to follow state programs. Teachers are responsible to see that a balanced and reasonable program is provided for each elementary student.

Teachers are happy to discuss any areas of the curriculum with parents. If there are any questions before conference time, please call the office for an appointment with the teacher.

### **Homework**

Homework is determined by the curriculum and teacher expectations. We rely on parent support to ensure that homework is completed and returned to school as assigned.

### **Report Cards**

The first marking period report card is shared with parents at the **Parent Teacher Conference in November**. Report Cards for the second and third marking periods are sent home with students. See the school calendar for those dates. The report card envelope should be returned to the school to be used for the next marking period. The report cards do not need to be returned. The fourth and final report card will be mailed home. Progress reports may be issued at the teachers' discretion to report progress during the school year.

Report cards are based on the ability of students to demonstrate proficiency on academic standards, rather than typical grades or percentages. Teachers will use multiple measures of data to holistically determine proficiency based on the rubric below:

	<b>Indicators for Characteristics of a Successful Learner</b>
<b>4</b>	<b>Exceeding the Standard</b> Student independently exceeds expectations through role modeling and leadership.
<b>3</b>	<b>Meeting the Standard</b> Student consistently demonstrates skill.
<b>2</b>	<b>Progressing Toward the Standard</b> Student demonstrates skill some of the time with support.
<b>1</b>	<b>Not Meeting The Standard</b> Student requires ongoing intervention and support.

### **Testing**

Standardized aptitude and achievement tests are one way to determine what level of school work a child is capable of and what she/he is presently doing. Combined with other information, these tests can help give a total picture of the child. Many different standardized tests are available but they are all designed to give a better understanding of each child's skills and abilities.

All 3rd- 5th graders are required to be assessed in English Language Arts and Mathematics with the State of Michigan Assessment Test, currently called M-STEP. 5th graders are also required to take assessments in social studies and science. Michigan Department of Education requires that all students in grades K- 5 receive a universal benchmark assessment in English Language Arts and Mathematics. MPS uses NWEA for these assessments.

### **Title I**

Marysville Schools participate in the Title I program. The Title I program is funded by federal monies based on our at-risk student population. The expanded role of the program promotes school-wide reform and works to ensure that all students meet high academic standards. The goals of Title I are tied to and support building level school improvement goals. Also, it is a goal of the Title I program to work with parents. The Title I program has developed a School/Parent Compact. It states:

To demonstrate our belief that high student performance is a shared responsibility by parents, the entire school staff, students, and the members of our school planning team have developed the following school/parent compact:

"Our school will provide all students with high quality curriculum and instruction which will provide the maximum opportunity for all students to successfully meet the state's content and performance standards. Furthermore, regular and open communication regarding student progress will be maintained at all times, including regularly scheduled parent-teacher conferences, frequent progress reports and reasonable access to staff.

In turn, parents of participating Title I students will agree to be responsible for supporting their child's learning. This support will include, but not be limited to, monitoring attendance, homework completion, and television watching; volunteering to help in the classroom when possible; and participating in decisions regarding their children's education."

### **Annual Report**

Each year, the District publishes an annual report. This report contains information about State Assessments, Parent-Teacher Conference attendance, daily attendance, etc., from each building. The Annual Report is posted on the District web-site [www.marysvilleschools.us](http://www.marysvilleschools.us) and is available upon request from any of our buildings

## Auxiliary Services

The following programs are provided to our students in all three elementary schools:

1. **Art** - We want to give all the students the opportunity to express themselves creatively. An art teacher works with students in grades K-5 on a rotating basis. Paint shirts are required.
2. **Music** - The elementary music program is a combination of instructional and vocal music. The goal of music is to increase the students' overall appreciation and development of skill in music. Students also participate in a performance. Music instruction takes place in each building.
3. **Band** - Band instruction will be offered for eligible students outside the school day.
4. **Physical Education/Health** - The Physical Education class is provided. Students must wear soft, rubber-soled gym shoes while in gym class. Health is provided based on Michigan's Model Curriculum.
5. **STEM** – This program supports and promotes our students for 21<sup>st</sup> century learning.
6. **Reading Support** – Our literacy coach and/or interventionist work with teachers and students to improve the level of student reading performance.
7. **Speech and Language Therapist** - A Speech and Language Therapist works in each of the elementary schools to provide diagnostic evaluation and preventative/treatment services for children exhibiting such communication disorders as articulation, language, voice, stuttering, cleft palate, and hearing difficulties.
8. **Special Education** - Certified Special Education students will receive services under the conditions of the I.E.P. (Individual Educational Plan). This may include time in a special education classroom.
9. **Student Support Specialist** - Each elementary school has social work services available as a support person for students and their families. They are able to make referrals to outside resources when appropriate.
10. **Homeless Education Liaison** - The local RESA provides a homeless liaison for families in need of support. Please contact the St. Clair Co. RESA at 810-364-8990.
11. **Homebound Instruction** - When students will be absent for an extended period of time, school services are continued. See school office for details.
12. **Building Intervention Teams** - Each elementary school will utilize a process to assist teachers in meeting the needs of students.

## **MEDICAL & HEALTH**

### Administration of Medication

A *Request to Administer Medication* form must be filled out and signed by the doctor prescribing the medication (prescription or over the counter), the principal, and the parent/guardian, annually. (Sample on page 11)

A new form is needed for any new medications or changes in dose or frequency of a medication.

The *Request to Administer Medication* form must contain: child's full name, name of the medication and dosage,

Medication must be brought to the school in the original pharmacy container by a parent/guardian. Students

It is the parent(s)/guardian(s) responsibility to provide the school with the student's medication.

Medication administration for prescription and non-prescription will be conducted only under a doctor's

It is the student's responsibility to report to the appropriate school official at the time any prescription is to be

If a student does not come for their medication and is more than one (1) hour later than prescribed, the parent

Missed medication must be dispensed by the parent (i.e. early morning school day), unless other arrangements

Medications that are no longer being given or are expired need to be picked up by the parent. Medication

Parents are required to split their own pills, if needed.

A parent's written authorization to discontinue the distribution of medication is required.  
Medication will only be administered according to the *Request to Administer Medication* Form on file.

### **Student Self-Administration of Medications**

- Parents requesting that their child self-possess or self-administer their own medications must fill out a *Request to Administer Medication* form.
- Parents shall meet with the school principal or designee to provide and review the instructions of the student's physician and to develop a plan for administration of the medication.
- Students authorized to self-possess/self-administer medication in the school setting shall have possession and control over the medication at all times. The student shall not convey, transfer or otherwise distribute the medication to other students.
- The school principal may revoke the approval to self-possess or self-administer medication at any time, upon providing advance notification to the student's parent/guardian. Any such revocation for a student who has a Section 504 Plan or an IEP shall be done in compliance with Section 504 of the Rehabilitation Act and the Individual with Disabilities Education Act (IDEA).

### **Conditions of Approval**

Parents have the overall responsibility to ensure that student medication is properly delivered and administered. Parents/Guardians are expected to:

1. Complete, verify accuracy and return to the office the *Request to Administer Medication* form before any medication is brought to school, and if there are changes regarding a medication, inform the office, in writing, of any change in the student's health affecting the administration of medication, and/or any changes in the medication or the administration thereof, including the termination or discontinuation of the medication.
2. Ensure adequate medication is available and current. This includes monitoring expiration dates; obtaining medication renewals and refills; and splitting any pills so the prescribed dosage is available for administration.
3. Provide the District in writing with all relevant physician and/or administration instructions.
4. Monitor that the student complies with the appropriate administration requirements, including the manner and time for dispensation of the medication.
5. Unless authorization for self-possession/self-administration or other arrangements have been pre-approved by the Principal, deliver student medication to the office and pick up any expired medication or medication unused at the end of the school year.

(The student may personally deliver the medication only if 18 years of age or older; provides advance notification to the office that the student will be bringing medication to school; and delivers the medication to the office immediately upon arrival to school with the medication.)

6. Assist in the development of a self-possession/self-administration plan with the principal, as appropriate.

### **Special conditions for self-possession/self-administration**

1. The student is responsible for the physical possession of the medication. Except during proper administration, the medication must be maintained in a container appropriately prepared and labeled by the prescribing physician, pharmacy or pharmaceutical company from which the medication was procured.
2. The school does not monitor or maintain administration records for the self-possession /self-administration of medication. The parent/guardian/student is expected to follow and monitor appropriate administration requirements.
3. The school principal may revoke approval to self-possess/self-administer medication at any time, upon providing notification to the student's parent/guardian or to the student if 18 years of age or older.

### **Disciplinary Actions**

Possessing or taking medication in school without approval; sharing medication with or distributing medication to another student; or failure to follow these rules and procedures will result in disciplinary action, up to and including expulsion from school. If the medication is a controlled substance, local law enforcement will be notified.

### **Health Concerns: Communicable Diseases**

Because of the close contact of children, it is not uncommon for common childhood diseases or other health concerns to occur. We will inform parents if we have indications that their child may have been exposed to a typical childhood communicable disease. If a child has a communicable illness, he/she should be kept at home until the communicable stage is passed. The school may request a doctor's note or health department slip stating the child is no longer contagious. The Marysville Public Schools follows a "no-nit" policy for head lice. Your child will be excluded from school until he/she has been determined to be "nit-free" by school personnel.

### **Immunizations**

All Kindergarten children must be immunized as required by state law. A record of immunization with month, day and year is to be given to the school. State law requires that new students entering the district must provide a current immunization record and birth certificate. The school office will notify you if immunization boosters are needed. Students who have not completed the immunizations required by state law will be excluded until requirements are met.

### **Accident or Illness**

***It is important to keep the school office informed of any phone number changes throughout the year to properly allow us to care for your child.*** In the event a student becomes ill while at school, parents or emergency contacts will be called to arrange for the child to be taken home. Treatment is the responsibility of a parent. Emergency cards are used to contact parents/guardians or a friend in case of illness or injury. We must have a telephone number for each child for emergency use. All "unlisted" numbers will be kept confidential in the office at your request. If you have a business phone, we would also like to have this number on file.

In the event of an injury, an accident form is completed.

### Request to Administer Medication Form (SAMPLE)

This form must be completed by parent/guardian and kept in the office. All medication must be brought to the school by parent/guardian.

Student: \_\_\_\_\_  
Last First M.I.

School: \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

**Medication Information** Allergies (if any): \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time given: \_\_\_\_\_ Duration: \_\_\_\_\_

Prescription: \_\_\_\_\_ Non-prescription: \_\_\_\_\_

Instructions: \_\_\_\_\_

☐ Self-administer and/or self-possess (Only if permitted by school policy)

NOTE: By checking the above box, I represent that the student is capable and responsible to self-possess and/or self-administer this medication.

### **Physician Information**

Attending Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: City/Zip: \_\_\_\_\_

**PHYSICIAN SIGNATURE:** \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

-----  
I hereby request that my child receive his/her medication at school. I understand that the medication will be administered in accordance with the above instructions. I have read and agree to the **Conditions of Approval** as stated in this Elementary Parent/Student Handbook.

\_\_\_\_\_  
Date: \_\_\_\_\_

Parent/Guardian Signature (Student signature if 18 years of age or older)

\_\_\_\_\_  
Date: \_\_\_\_\_

Principal Signature

## **BREAKFAST/LUNCH PROGRAM**

### **Breakfast Program**

Elementary students may participate in the breakfast program. The program participation is optional and does not require students to sign up in advance.

### **Noon Hour Lunch Program**

Lunch time is forty minutes long. This time includes both an opportunity to eat and time for recess. Depending on the grade level and the school, the forty-minute lunch period will occur sometime between 11:00 a.m. and 1:20 p.m.

All students have the opportunity to purchase school lunches. These meals are prepared in accordance with government regulations and are sold to all children attending full day programs.

Marysville Public Schools has initiated a Point of Sale lunch program. Each student has an account to which money is credited. Cash or checks are accepted in any amount. Checks may be payable to the school. Parents may track this account through Family Access and we encourage parents to do so on a regular basis. If your child's account has a negative balance, a note will be sent home. If this happens please be sure to send money in the next day.

Our lunches are ordered at 9:00 a.m. each day. If your child is going to be more than 30 minutes late in the morning, and will be eating hot lunch, you must notify the office either the previous day or by 9:00 a.m. that day. Some portions of the hot lunches are prepared in the High School kitchen and catered to each elementary, so we are not able to order hot lunches after 9:45 a.m.

White and low-fat flavored milk and 100% juice are available for purchase to children who bring their lunch.

**NO CHARGES ALLOWED.**

### **Lunchroom Rules - Noon Hour**

The District employs lunchroom supervisors to assist in maintaining a safe and healthy environment.

1. Students are to walk on the right side of the hallway going to and from the lunchroom.
2. Lunch time is part of the instructional day, and we will expect children to act in a quiet, orderly manner. Quiet talking is permitted.
3. Children are permitted some outdoor recess time during the lunch period.
4. Students are not to re-enter the building once they leave except with permission.
5. During inclement weather, students will go to a designated room for indoor activities.

### **Recess Procedures**

Weather permitting; students will go outside for recess. If the student is present in school, we assume that the student is in good health and able to participate in the full school routine, including recess. In unusual cases, such as recovering from an extended illness, it may be necessary for the student to stay inside. In that event, the request must be accompanied by a doctor's note.

**As recess is part of our school day, all visitors must report to the office as they would to visit in the classroom, and should not be on the playground without authorization.**



## Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache  
Pressure in the Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Haziness  
Fogginess  
Grogginess

Poor Concentration  
Memory Problems  
Confusion  
"Feeling Down"  
Lost Consciousness

Not "Feeling Right"  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

#### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY – DON'T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY –** Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION –** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

Concussion Educ. Materials & Acknowledge Form (May 2016)

### **Animals or Pets**

Animals or pets may be brought to school with the teacher's and principal's permission, if an adult accompanies the animal and takes the pet home after the class has seen it. Because we lack space and facilities, it is impossible to keep a pet for any length of time during the day in the classroom.

A pet or an animal is a big part of the child's life, and we certainly want to share that with their classmates and teacher. However, in all fairness to the animal, the school is not a place to keep him for any length of time. Otherwise, family pets should not be on school grounds at any time, especially during drop-off and dismissal.

Under no circumstances are animals allowed on the school bus.

### **Classroom Celebrations**

Teachers will communicate the procedures for parties in the classroom. Classroom celebrations are left to the discretion of the individual teacher.

Invitations for personal parties may not be distributed at school unless the entire class/gender is invited.

Parents dropping off treats for the celebrations may leave them in the office earlier in the day. The teacher will be notified that they are in the office to be picked up. Due to the increase of food allergies please check with your child's teacher to be sure treats being brought to school will not pose a health risk to your child's classmates.

Parents assisting in the classrooms must sign in at the office, as required of any visitor. Siblings are not allowed to attend classroom parties.

Flower and/or balloon deliveries to students for birthdays or special occasions are not allowed.

### **Field Trip Experiences**

A field experience is defined as an educational experience outside of the classroom or building, involving the use of facilities other than school-owned. We realize the value of field trips in experiencing first-hand knowledge of the curriculum unit being explored. Field trip experiences will always have a purpose either as an instructional part of a unit or a culminating activity of the unit. Whenever a field trip experience is scheduled, parental permission must be submitted in writing. A note or form with details will be sent home with your child, prior to the event. Children will not be permitted to participate without a permission slip. All students are expected to ride the District approved transportation both to and from the field trip experience.

All chaperones and/or parents participating on a field trip are required to have a background check. District chaperone guidelines must be followed and forms filled out prior to the day of the field experience. All chaperones must not use any form of tobacco, alcohol or other drugs while on field experiences. No siblings are allowed to attend field experiences.

### **Fundraising**

While we recognize the validity of many worthwhile activities which require the raising of funds, a limitation on fundraising is encouraged by the Board of Education Policy. Any fundraising activity must have the approval of the building principal.

### **Lost and Found**

Items that are left at school will be kept in the “Lost and Found” area. Valuables (watches, rings, money, etc.) are turned in to the office. Parents can help by marking clothing and other personal items. Articles not claimed after a reasonable time will be donated to local charities.

### **Safety Patrol**

Safety patrollers are selected from the upper grades. Patrollers are on duty prior to and after school hours.

Parents are encouraged to be as cooperative as possible in helping them to be on their posts on time. Safety patrollers are a very important part of the school program. Parents are requested to impress upon their children the necessity for obeying the patrollers. Parents are also reminded to remember their obligation when driving near school areas.

### **Student Privacy Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 USC § 1232h, requires the Marysville Public Schools District to obtain consent or allow you to opt your child out of participating in certain school activities, including a student survey, analysis, or evaluation in an applicable program that concerns one of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incrimination, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardian;
8. Income, other than as required by law to determine program eligibility or financial assistance.

This opt-out right also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and to certain physical exams and screenings.

At this time, there are no activities requiring parent/guardian notice and consent or opt-out for the upcoming school year scheduled. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under Michigan Law). If any activities are scheduled you will be notified and have the opportunity to opt your son/daughter out of participating.

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT PLAN**

All Elementary Buildings in the Marysville Public School District are pleased to announce their participation with the State Board adopted initiative, “Positive Behavior/Intervention Support” (PBIS).

PBIS is a data-based effort that concentrates on adjusting the system that supports the student.

Such a system is implemented by collaborative, school-based teams using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges is linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data-based revisions. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violation of codes of student conduct.

## STUDENT CONDUCT, DISCIPLINE AND EXPECTATIONS

### Student Conduct in and Around the School Building

It is expected that students will, at all times, obey the three primary rules of all three elementary schools.

1. They will not violate the rights of others.
2. They will not engage themselves in activities that are dangerous to themselves or others.
3. They will respect property, including the personal property of others.

These three rules give rise to a multitude of more specific expectations but they are the essence of our school rules. Hopefully, students will exhibit self-control as they grow and develop in elementary school. If students do not demonstrate maturity to control their own behavior and violate one of the three primary rules, appropriate action will be taken.

Our goal is to motivate children to begin to practice the self-discipline they are going to have to exercise as they mature into adulthood.

*The following rules are to be observed at all times during the school day (including field **experiences** and activities):*

1. Children remain on the school property during school hours.
2. Students must obey all adult school employees, including noon supervisors, paraprofessionals, and high school co-op students.
3. Throwing rocks, stones, sticks, snowballs, etc., is prohibited.
4. Proper use of playground equipment is important. Various areas or equipment may have special rules for use. Loose playground equipment must be used in the appropriate place (Football kicked on the field, baseball bats used on the baseball diamonds, etc.).
5. Contact games, like tackle football, king on the mountain, etc., will not be allowed.
6. Students will not intentionally hurt anyone (no pushing, tripping, hitting, kicking, fighting, etc.).
7. Care for educational materials is of extreme importance. Students may be required to pay for damaged or lost school property, including library and textbooks.
8. Students must follow classroom, lunchroom, and bus rules.
9. Students shall not use profanity in verbal, written, or gesture form.
10. Students shall not possess, use, or be under the influence of tobacco, narcotics, alcohol, drugs, or any intoxicant substance. This includes possession of materials, lighters and/or vape pens.
11. Students shall not possess firearms or weapons, or look-alike weapons. Bullets, empty shells, or ammunition of any kind are strictly forbidden.
12. Students shall not commit vandalism or malicious destruction of property.
13. Students shall not harass, threaten, or use intimidation toward others.
14. We discourage children from bringing personal property to school. The school will not be responsible for loss or damage to personal items. No trading or exchanging of personal items is allowed.

Violations of the uniform student code of conduct, as well as violations of other rules set up within the building, will result in disciplinary action as provided in ***School Board Policy 8300 - Student Discipline***.

At the elementary level, disciplinary actions may include:

1. Reprimand
2. Loss of privileges (including riding the bus and recess)
3. Request for parent/teacher/principal conference
4. Exclusion from activities, including field **experiences** or assemblies.
5. Referral to special services.
6. Suspension from class (in-school suspension)
7. Suspension from school (out-of-school suspension)
8. Restitution

## 9. Recommendation to Board of Education for expulsion from school.

Combinations of these actions may be taken. Note that repeated violations, even for lesser offenses, will be treated as a major violation.

A major-offense infraction, which could cause suspension, will include behavior which is seriously disruptive to the educational process, injurious to self or others, destructive of property, or a repeated minor offense.

In the event of a major-offense/infraction, the building principal will make the necessary judgement regarding immediate suspension. Families will be notified of the student's behavior and potential suspension as immediately as possible upon the decision.

The loss of Educational Rights at the Elementary Level is covered under School Board Policy.

### **BOARD POLICY 8350 – DISCIPLINARY APPEAL - SUSPENSIONS AND EXPULSIONS:**

- \*Violation(s) of student behavior code of conduct occurs.
- \*Assistant Principal notifies parent of violation(s) and consequences.
  - Short-term suspension (up to 10 days).
  - Long-term suspension (over 10 days up to 180 days).
  - Expulsion (remainder of school term up to 180 days or permanent).
- \*Assistant Principal sends written notification of violation(s), consequences, and appeal procedure.
  - \*If parent chooses to appeal, they must contact Principal within three school days after notification.
  - \*Principal will schedule a meeting with parent within ten school days (student may be present).
  - \*If parent chooses to continue appeal, they must contact the Superintendent within three school days.
  - \*Superintendent will schedule meeting with parent within ten school days (student may be present) and shall affirm or modify the Principal's decision within two school days from hearing appeal date.
- [Short-term suspension appeal process ends with Superintendent]
- \*If a suspension of more than ten (10) days:
  - \*Superintendent's decision may be appealed to the Board within five school days if it involves a long-term suspension.
- \*Board of Education shall schedule a hearing within ten school days from receipt of the appeal.
- \*Board of Education shall provide written decision within five school days from appeal hearing.

### **MARYSVILLE PUBLIC SCHOOLS DISTRICT POLICY 8260 PROHIBITING BULLYING**

#### **8260 Bullying (Cf. 8018) 8260**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. Bullying shall also include, by definition, cyberbullying which is defined as any electronic communication that is intended to or that a reasonable person is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- (i) substantially interfering with the educational opportunities benefits or programs of one or more pupils;
- (ii) adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm by causing substantial emotional distress;
- (iii) having an actual and substantial detrimental effect on a pupil's physical or mental health;
- (iv) causing substantial disruption in or substantial interference with the orderly operation of the school.

**8260 Bullying (Cf. 8018) 8260-2**

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

**Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

**8260 Bullying (Cf. 8018) 8260-3**

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

**Procedure**

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. To the greatest extent possible, complaints by students, their parents or others acting on their behalf will be kept confidential. The following procedures will be followed to maintain confidentiality:

- (i) all verbal communications regarding a complaint will occur in a confidential setting outside of the ability of others to overhear the conversation and only those that are necessary to be involved will be part of any meeting where complaints are discussed or reviewed;
- (ii) meetings held with a pupil who has made a complaint under this policy shall be kept out of view of other students;
- (iii) all records concerning complaints will be kept in the principal's office in his or her desk in a secure location such that the information cannot be accessed by others;

**8260 Bullying (Cf. 8018) 8260-4**

- (iv) information regarding complaints will be shared with others only on a need to know basis. This means only individuals involved in investigating complaints or taking corrective action will be aware of the information;
- (v) to the extent possible, unless permission is given by the complainant, the identity of the complainant will be kept confidential.

The Principal shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

**Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated.

**8260 Bullying (Cf. 8018) 8260-5**

Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

**Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, he/she should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand-held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

**8260 Bullying (Cf. 8018) 8260-6**

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
  2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
  4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
1. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
  2. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
  3. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Cyberbullying” - cyberbullying is defined as any electronic communication that is intended to or that a reasonable person is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- (i) substantially interfering with the educational opportunities benefits or programs of one or more pupils;

**8260 Bullying (Cf. 8018) 8260-7**

- (ii) adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm by causing substantial emotional distress;
  - (iii) having an actual and substantial detrimental effect on a pupil’s physical or mental health;
  - (iv) causing substantial disruption in or substantial interference with the orderly operation of the school.
- “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

“Staff” includes all school employees and Board members.



“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

#### **8260 Bullying (Cf. 8018) 8260-8**

For further definition and instances that could possibly be construed as Harassment, see policy 8018; Hazing, see Policy 8270.

Approved: December 16, 2010

Revised: May 17, 2012

Revised: March 19, 2015

LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011); Model Anti-Bullying Policy, Michigan State Board of Education

#### **All students will be afforded all Due Process Rights and Appeal Procedures, including Special Education and 504 accommodations.**

#### **Cell Phones/Electronic Devices**

Our district is recognized as a “bring your own device” district, including our elementary buildings. Cell phones are to be kept in backpacks at all times and turned off. Many parents provide these devices as an important communication tool, but it is necessary that they be used only before and after school. Cell phones and all other personal devices are not allowed on the playground area or hallways. All personal devices are allowed to be used for instructional purposes under the teacher’s guidance. Students will clearly be directed when these devices may be allowed to be used within the classroom.

#### **Safe and Drug Free School Zone**

Marysville Schools have been designated as Safe and Drug Free Zones. The penalties for persons convicted of the possession or distribution of illegal drugs within 500 feet of school property have been increased. Drug Free School Zone signs are a visible reminder that the Marysville School District and the City of Marysville view our young people as very important resources and seek to maintain a safe and healthy environment.

#### **Student Dress**

Student appearance and dress is a factor in the establishment of a positive educational atmosphere in school. Clothing and appearance should be appropriate for learning. Standards of dress which clearly deal with the health and safety of students will be upheld.

- It is important that children are properly dressed for the existing weather conditions.
- All forms of student dress are acceptable as long as they are neat, clean, and not considered distracting to the educational process.
- Clothing that contains profanity, Symbols of hatred, vulgar language, or sexual suggestions will not be permitted. Also, we ask parents cooperation in seeing that children do not wear clothing that shows tobacco or alcohol logos, advertisements, or trademarks.
- Physically revealing, or generally unwholesome clothing will not be permitted. We ask that shorts be of the longer style. Skirts must not be short (mid-thigh). Exposed midriffs are not permitted.
- Because some individuals or groups are representing the school such as musical groups, the school reserves the right to establish more definite dress regulations for performing and representative groups.
- It shall be the responsibility of the building principal to determine appropriate clothing. Students in violation of this regulation will not be allowed to attend classes or other school functions.
- Please be sure that your child is appropriately dressed and prepared to enter a learning environment. We appreciate parent support and cooperation in this matter.

## **Weapons Law**

State law addresses situations in which students commit certain crimes or bring weapons to school. The entire law is not quoted here, but in essence it says:

In accordance with state law, the school board shall expel a student from the school district if the student:

- a. Possesses a dangerous weapon in the school or on school grounds. This includes other materials which are intended to be used as weapons.
- b. Commits arson in the school or on school grounds.
- c. Commits certain acts of violence in the school or on school grounds as listed in Board Policy.

More specific information is provided in ***Board Policy 8300 - Weapons, Arson and Assault.***

## **PARENT INVOLVEMENT**

### **Parent Support Groups/Parent Advisory**

Parents are the most important people in a child's life. In order for our children's school experience to be the most it can be, there must be parent involvement and good "team" communication between school and home.

Parents need to be involved with their child's education and the parents in the Marysville School District have traditionally been involved to a high degree. Examples would include the tremendous turnouts at school functions and the exceptionally high turnout for parent-teacher conferences.

Each elementary school has a parent support group, known at Gardens as P.T.O., at Morton as M.S.A.L.T., and at Washington as S.T.P. The parent groups meet on a regular basis to plan and present school fund raising activities and to provide educational programs for parents. Flyers are distributed to keep all parents informed of activities and meeting dates.

Principals update parents at these meetings, on curriculum, instruction and assessment information. In addition, parents have opportunities to provide feedback on various school topics.

At the district level, there is also a parent group that deals specifically with reproductive health issues. The SED-PAC (Sex Education Parent Advisory Committee) meets on a regular basis. You can get more information about this committee by contacting the building principal.

Direct communication between home and the individual classroom teacher is important for student success. We encourage parents to contact the classroom teacher with questions and concerns.

The Marysville Public Schools Board of Education supports parental involvement as both a valuable resource and ally in teaching and learning for our students.

In conjunction with the ***Parent/Guardian Involvement Policy (7175)***, MPS parents/guardians are kept informed and/or have the opportunity to be involved, as part of the Parent Involvement Plan which consists of:

### **Federal and State Mandated Notifications:**

- |                                    |                          |
|------------------------------------|--------------------------|
| *Safe & Drug Free Schools Programs | *NAEP                    |
| *Before & After School Programs    | *FERPA                   |
| *Reproductive Health Curriculum    | *AHERA-Asbestos          |
| *Board of Education Meetings       | *Pesticide/Herbicide Use |
| *Annual Yearly Progress (AYP)      | *Section 504 Meetings    |
| *Education YES! Report Cards       |                          |

- \*Supplemental Services Info.
- \*Parent Visitation Policy
- \*Anti-Discrimination
- \*Material Safety Data Sheets (MSDS)
- \*Schools of Choice (District/County)
- \*Freedom of Information Act (FOIA)
- \*Individual Education Plans (IEP's)
- \*Protection of Pupil Rights Amendment
- \*Title 1: HQ Letters, Parent Involvement Policy, Substitute Use, Meetings
- \*McKinney Vento Rights of Homeless Students

#### **District Initiated Involvement Activities:**

- |  |                               |
|--|-------------------------------|
| *Parent Open Houses                    | *Parent/Teacher Conferences   |
| *Parent Advisory Committees            | *Parent/Family Night          |
| *Student Assistant Team                | *Field <i>Experiences</i>     |
| *Graduating Senior Information         | *Athletic Eligibility Notices |
| *Athletic Code of Conduct              | *Annual M.P.S. Budget Report  |
| *Special Ed. Parent Advisory Committee | *Booster Clubs                |

#### **MPS Parent Involvement Notifications:**

- |  |                              |
|--|------------------------------|
| *Telephone Calls/Message System          | *Annual Report               |
| *Building/District Newsletters           | *E-Mail Messages             |
| *District/Building Web Site              | *Public Forums               |
| *"Student-Carried" Messages              | *Surveys & Focus Groups      |
| *Student Handbooks                       | *Parent/Student Handbooks    |
| *Student Report Cards                    | *Employee Handbooks          |
| *Board of Ed. Meetings                   | *Direct Mailings/Newsletters |
| *Local Print Media: Voice & Times Herald |                              |
| *Channel 6                               |                              |

## **Marysville School District**

### **FERPA Notice: Your Rights and Your Child's Records**

The Family Educational Rights and Privacy Act (FERPA) afford to parents/guardians of students, and to students themselves who are over 18 years of age, certain rights with respect to the student's education records maintained by the Marysville School District. These rights are outlined below:

1. The right to review and inspect the student's education records within 45 days of the day the District receives a written request for access. Parents or eligible students should submit to the school principal a written request that identified the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record they believe is inaccurate or misleading. They should write the Superintendent of Schools clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is to school officials with legitimate educational interests. A school official includes a person employed by the District as an administrator, supervisor, instructor, counselor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the District's school board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist, or a parent, student or other person serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibilities for the District. Upon request, the District also discloses education records without consent to officials of a school district in which a student seeks or intends to enroll. If you do not want the school district to disclose directory information without your prior written consent you must notify the District prior to September 1<sup>st</sup>.

The District has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- Program of study

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The name and address of the office that administers FERPA is the Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20024.

**MARYSVILLE PUBLIC SCHOOLS DISTRICT**  
**PARENT/STUDENT CONSENT FOR PERSONAL TECHNOLOGY**

As a student receiving a personal technology device, I promise to:

- Transform my learning with appropriate use of this technology.
- Become a student leader and always set a good example to other students of how technology can be used to transform Marysville Public Schools.
- Tell an adult if I see or read something inappropriate on my device. I understand internet safety is important, and I want to help us have the safest school possible.
- Share my knowledge and technology skills with other students and teachers when appropriate.
- Responsible for the Cost of the Device if damaged or lost/stolen up to \$289 + \$32 for the case.

I have read and understand the handbook for the 1:1 Personal Technology Program and understand the additional responsibility that comes with participating in this program.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

As a parent I promise to:

- Support my child's learning at school and at home.
- Acknowledge that once this device leaves the school, internet access will no longer go through the school's filter that monitors inappropriate internet content and access.
- Provide safe access to the Internet and supervise the use of the device at home.
- Work closely with teacher and administrators to help solve problems that may arise.
- Responsible for the Cost of the Device if damaged or lost/stolen up to \$289 + \$32 for the case.

I have read and understand the handbook for the 1:1 Personal Technology Program and understand the additional responsibility that comes with participating in this program.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Serial Number: \_\_\_\_\_

**Marysville Public Schools**  
**Agreement for Acceptable Use of Technology Resources**  
**Students Grades Pre-K through 5**

\_\_\_\_\_/\_\_\_\_\_  
*Building/Program Name*                      *Student Name*

I understand that I may sometimes be permitted to use the District's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.
- If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell teacher or other school employee right away.
- I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.
- I will keep my password secret from all other students.
- I understand that the school can see everything that I do on the computers, electronic devices, and Internet.
- I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

\_\_\_\_\_  
Student Signature                                      Date

I have read this Agreement and agree that as a condition of my child's use of the District's technology resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the technology resources. I also understand that I am responsible to compensate the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's technology resources per the parent/student consent for personal technology policy form.

I have explained the rules listed above to my child.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the District's technology resources is not private. I consent to having the District monitor and inspect my child's use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the District's technology resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

---

Parent/Guardian Signature

Date

***Rigor:***

Students learn to think in complex and challenging ways, allowing them to achieve at a higher level.

***Relevance:***

Learning has personal meaning and usefulness for students, now and in the future, and is connected to a larger purpose beyond the self.

***Relationships:***

Personal and positive connections that support greater student success and well-being are developed and maintained within the school community.

**GUIDING PRINCIPLES**

In every decision that we make and action that we take, the members of the Marysville Public Schools community will be guided by the following principles:

Commitment  
Honesty  
Accountability  
Respect  
Acceptance  
Care  
Trust  
Empathy  
Responsibility

MARYSVILLE PUBLIC SCHOOLS DISTRICT  
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