MARYSVILLE PUBLIC SCHOOLS DISTRICT

2017-2018 ELEMENTARY PARENT-STUDENT HANDBOOK

MARYSVILLE PUBLIC SCHOOLS

2017-18 Parent/Student Handbook

Welcome to MARYSVILLE PUBLIC SCHOOLS, where great futures begin!

Dear Parents/Guardians,

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
President, Board of Education

Shawn K. Wightman, Ed.D.
Superintendent of Schools

Marysville
Public Schools

BOARD OF EDUCATION
David Schmorrow, President
Kevin Palmateer, Vice President
Nicole Winston, Secretary
Mike Rutallie, Treasurer
Barry Kreiner, Trustee
Jeff Tucker, Trustee
Dave Watson, Trustee

This handbook is also available on our website at www.marysville.k12.mi.us.

Dear Parents,

Welcome to Maysville Public Schools! 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 with parents by that school principal.

Just as schools have procedures unique to their environment, different teaching styles work for different children. Therefore, there are often a variety of styles and strategies being used in the same community and in the same school. This diversity of teaching styles is beneficial for students, but there still must be a standard for acceptable group behavior on a school-wide basis.

Many of the rules and regulations in this hand book are based on past practice and experience. We are always open to feedback based on your concerns and our ability to make adjustments during the school year. It is imperative that we all are committed to the spirit of these rules, for without a uniform approach, inconsistency will prevail.

This handbook is intended to be both useful and informational, which, in turn will bring us closer together as we work at the task of preparing your child for the future.

Sincerely,
Rebecca Biedermann, Gardens Elementary Principal
Kathleen Quain, Morton Elementary Principal
Karen Bracey, Washington Elementary Principal

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.

2017-2018

MPS School Calendar

495 E. Huron BLVD
Marysville, MI 48040
Phone: 810.364.7731
Fax: 810.364.3150

August '17

Su	M	Tu	W	Th	F	Sa
						5
6						12
13						19
20						26
27		29	30	31		

September '17

Su	M	Tu	W	Th	F	Sa
						2
3		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '17

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			25
26	27	28	29	30		

December '17

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24						30
31						

January '18

Su	M	Tu	W	Th	F	Sa
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 29	Welcome Back/Professional Development Day (no students)
Aug 30	Staff Work Day (no students)
Aug 31	Professional Development Day (no students)
Sep 05	First day of school
Oct 06	Professional Development Day (AM classes only)
Oct 25	MHS evening P/T Conf. (full day of classes)
Oct 26	MHS afternoon/evening P/T Conf. (AM classes only)
Oct 27	MHS (AM classes only for all staff/students)
Nov 03	Elementary Records Day (AM classes only)
Nov 13	MMS evening P/T Conf. (full day of classes)
Nov 14	Elementary evening P/T Conf. (full day of classes)
Nov 15	MMS evening P/T Conf. (full day of classes)
Nov 16	MMS afternoon P/T Conf. (AM classes only)
	Elementary afternoon/evening P/T Conf. (AM classes only)
Nov 17	MMS/Elementary (AM classes only for all staff/students)
	MHS (full day of classes)
Nov 22	Thanksgiving Break (AM classes only for all staff/students)
Nov 27	Classes resume
Dec 22	Winter Break begins @ end of day (full day of classes)
Jan 08	Classes resume
Jan 25	MHS/MMS Records Day (AM classes only for all MHS/MMS students)
	Elementary (full day of classes)
Jan 26	Records Day (no students)
Feb 15	Mid-Winter Break (AM classes only for all staff/students)
Feb 20	Classes resume
Mar 29	Spring Break begins @ end of day (full day of classes)
Apr 09	Classes resume
May 25	Memorial Day weekend (AM classes only for all staff/students)
May 28	Memorial Day (no students)
Jun 12	Records Day (AM classes only for all students)
Jun 13	Last day of school (AM classes only for all students)
PLC	Late Start (MHS/MMS classes begin @ 9:15 AM-3:00 PM
	Elementary classes begin @ 9:45 AM-3:30 PM

February '18

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15		17
18		20	21	22	23	24
25	26	27	28			

March '18

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		31

April '18

Su	M	Tu	W	Th	F	Sa
1						7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '18

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27		29	30	31		

June '18

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13			16
17						23
24						30

July '18

Su	M	Tu	W	Th	F	Sa
1						7
8						14
15						21
22						28
29						

6/6/2017

6-6-17

SKW

PROBLEM SOLVERS

If you have problems or questions, the following people can help:

PROBLEM	PERSON	LOCATION
Attendance	Principal/Secretary	Office
Bus	Marysville School Bus	364-7789
General Information	Secretaries	Office
Homework/grades	Teacher	Office
Late to School	Secretaries/Voicemail	Office
Leaving School Early	Secretaries/Voicemail	Office
Lost and Found	Secretaries	Office
Student Behavior	Teacher/Principal	Office
Overdue Books	Library Clerk	Library
Personal Problems	Social Worker	Office
Report Card	Teacher	Office
Sickness/First Aid	Secretaries	Office

If a parental concern is not addressed satisfactorily, all citizens have a right to attend and be heard at all regular Board of Education meetings.

SCHOOLS OF CHOICE

Marysville elementary schools participate in both in-district and county schools of choice programs. In-district schools of choice applications are available throughout the year and due by May 31 to approve for the following school year. For more information regarding County Schools of Choice, contact the St. Clair County Regional Educational Service Agency (RESA) at 364-8990.

Board of Education	**364-7731**
Dave Schmorrow	President
Kevin Palmateer	Vice President
Nicole Winston	Secretary
Mike Rutallie	Treasurer
Dave Watson	Trustee
Jeff Tucker	Trustee
Barry Kreiner	Trustee

Dr. Shawn Wightman……..**364-7731**

Gardens Elementary School……**364-7141**
Morton Elementary School……..**364-2990**
Washington Elementary School……**364-7101**
Marysville Middle School……..**364-6336**
Marysville High School……**364-7161**
Marysville School Bus Service……**364-7789**
Department of Special Education……..**364-2992**

TABLE OF CONTENTS

Building Operations, School Hours, Absences/Tardiness	7
Procedure for Picking Up Students, Snow Day & Emergency Closing, Emergency Procedure Drills	7
Curriculum & Instruction, Curriculum, Homework	7
Report Cards, Grading, Testing, Title I, Auxiliary Services	8
Auxiliary Services cont.	9
Medical & Health, Administration of Medication, Student Self Administration of Medication	9
Conditions of Approval	10
Special Conditions for Self-Possession/Self Administration	10
Disciplinary Actions, Health Concerns, Immunizations	10
Accident or Illness	10
Medication Form, Breakfast/Lunch Program	11
Breakfast/Lunch Program cont., Lunchroom Rules & Recess Procedures, General Information, Concussion	12
Concussion cont. Animals or Pets, Annual Report, Bus Safety Rules	13
Bus Safety Rules cont., Bus Pick-up/Drop-off Changes,	14
Bicycles, Scooters, Skateboards and Rollerblades	14
Classroom Parties/Student Deliveries	14
Classroom Visitation Policy	14
Classroom Visitation Policy cont., Field Experiences, Fund Raising	15
Lost and Found, Michigan Child Protection Law, Safety Patrol/Service Squad	15/16
Student Privacy Notice & Consent/Opt-Out for Specific Activities	16
Positive Behavior Intervention Support Plans	16
Student Conduct, Discipline & Expectations	16
Student Conduct, Discipline & Expectations cont.	17
Bullying Policy 8260	17/18/19
Electronic Toys and Laser Pens	19
Cell Phones/Electronic Devices, Safe and Drug Free School Zone, Student Dress, Snowball Throwing, Weapons Law	20
Attendance Policy, The Law, Absences, Tardiness	20/21
Tardiness cont., Parent Involvement	21/22
Federal & State Mandated Notifications, District Initiated Involvement Activities	22
FERPA Notice	23
Acceptable Use Policy	24

BUILDING OPERATIONS AND SCHOOL PROCEDURES

• School Hours

School hours are determined by the Superintendent of Schools. Principals will inform parents of school hours through building communications. Students should not enter the building before the bell rings in the morning or at noon unless the teacher is present to supervise. Exception to this rule is during severe inclement weather. During this time, students will be allowed to enter the building. Many problems can be averted if children arrive at school just before classes begin. Parents should encourage children to arrive no sooner than 10 minutes before the start of school. Parents should not bring their children to school before 8:00 a.m. A Latchkey service is available through the Marysville Children's Center if you need child care prior to 8:00 a.m. During school hours our playgrounds should not be used by anyone other than enrolled students. Students must go home upon dismissal from school. They may not return to school without first going home.

• Absences/Tardiness

Regular and punctual attendance is important to education. In case of absence or tardiness, please call the school office (Washington, 364-7101; Gardens, 364-7141; Morton, 364-2990) by 9:00 a.m. If you are unable to call and we have not contacted you, please send a note to explain your child's absence. Students late for school must report to the office to pick up a tardy slip. Excessive absences and/or tardies may result in notification by mail, throughout the school year.

• Procedure for Picking-Up Students

If, at any time, a different transportation procedure is going to be used for your child, it is the parent's responsibility to contact the school office of the change by written notice or a telephone call (i.e. bus student walking to a friend's house, riding a different bus, student being picked up instead of riding the bus, etc.). It is strongly encouraged that parents call no later than 2:45 pm with these changes. Please do not drop off or pick up your child in the designated bus area. Students 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 parent.** Teachers cannot dismiss students directly from their classrooms. These policies are for the safety of all students.

• Snow Days and Emergency Closing

If it becomes necessary to cancel school or close school early due to weather conditions, the information will be broadcast using multiple communication tools. If these conditions are present , families are notified in the following manner; local radio stations (WHLS - 1450, WPHM - 1380, and WSMA - 1590) , local Channel 6, and all four major Detroit news stations. The following district communications will also take place; School Messenger, Facebook, Twitter and the District website.

Please discuss with your child where he/she should go if you are not home during an early dismissal. It is very important that these arrangements have been made prior to an unexpected early closing. On fog days, classes will be delayed two hours. Transportation will also be delayed two hours. Because of this delay, ECDD classes would be cancelled.

• Emergency Procedure Drills

Fire, Tornado and Lockdowns are necessary drills that will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event a real emergency occurs. Teachers will explain drill procedures to students and directions are posted in each classroom.

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:

P = 3 Proficient	**DV = 2** Developing Proficiency	**NP = 1** Not Proficient
The student regularly meets the standards. The student, with limited errors, grasps and applies key concepts, processes and skills.	The student is beginning to, and occasionally does, meet the standard. The student is beginning to grasp and apply key concepts but produces work that contains many errors.	The student is not meeting the standard and needs some re-teaching and extra support to understanding the standard.

• 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 third, fourth and fifth graders are assessed in English language arts and mathematics with the State of Michigan Assessment Test. In addition, all fifth graders are assessed in social studies and fourth graders in science using the State of Michigan Assessment. Michigan Department of Education requires that all students in grades 1-5 receive assessment in English language arts and mathematics. MPS assesses students grades K-5 in English language arts and mathematics.

• 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."

• 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. **Technology** – This program supports and promotes out students for 21st century learning.
6. **Library** - A school media clerk works with teachers and students in each elementary building to improve library skills and promote the love of reading.
7. **Reading and Math Support** – An Instructional Specialist and paraprofessionals work with teachers and students to improve the level of student reading and math performance.

8. **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.
9. **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.
10. **Student Support Specialist -** Each elementary school has a social worker who acts as a support person for students and their families. They are able to make referrals to outside resources when appropriate.
11. **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.
12. **Homebound Instruction -** When students will be absent for an extended period of time, school services are continued. See school office for details.
13. **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, time of

Medication must be brought to the school in the original pharmacy container by a parent/guardian. Students should not

It is the parents/guardians responsibility to provide the school with the students medication.

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

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

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

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

Medications that are no longer being given or are expired need to be picked up by the parent. Medication cannot be sent

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 offers cold breakfast choices daily and is served from 8:10 a.m. - 8:25 a.m. The program participation is optional and does not require students to sign up in advance. Students are simply expected to report at the start of the serving time (8:10 a.m.) The same Point of Sale account that is used for lunches will be used for breakfast. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast.

• 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 1:00 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.

Morning Line-up – students will line up in a designated area inside the school.

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.

GENERAL INFORMATION

New legislation intended to protect young athletes from sports-related concussions mandates public school districts provide educational materials regarding concussions to all students and parents/guardians of students participating in a practice, a competition, or a physical education class. Accordingly, the following important information is shared with our school community. Please be sure you read this information with your child. Parents and students must sign and return acknowledgement of this educational material starting with the 2013-14 school year. The acknowledgement form will be provided by your school office.

Educational Materials for Parents and Students (Content Meets MDCH Requirements)
Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION
Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

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 –** 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. Don't hide it, report it. 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
- Moves clumsily
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- 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 should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. 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 rest 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. 7/16/13

• 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.

• 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 and is available upon request from any of our buildings.

• Bus Safety Rules

The following bus safety rules should be followed at all times:

1. Students must keep hands and heads inside the bus.
2. Students' conversations must be carried on in a quiet manner.
3. Students must remain in their seats when the bus is in motion.
4. Students should help keep the bus clean and orderly.
5. Any student causing trouble by violating the rights of others can be suspended from riding the bus.
6. If pupils damage the bus, they will be required to pay for the damage and will be denied the use of the school bus.

7. Bus drivers are in charge of the bus, and while the students are on the bus, they are to obey the driver. The only exception is during field trips, when the teacher is in charge. In the event that the bus rules are violated, the Marysville School Bus Service, through the driver, will issue a bus incident report on the student. It will be shared with parents. If the undesirable behavior continues, it could result in removal of bus privileges.

A complete list of rules and details can be found in the Marysville Public Schools Transportation Handbook.

• Bus Pick-Up or Drop-Off Changes

If a student's pickup or drop-off location changes permanently, a transportation form must be completed. Please expect up to a three-day waiting period before changes take effect. Forms are available in the school office.

• Bicycles, Scooters, Skateboards and Roller-blades

1. Student must be in the first grade or above to be eligible to ride their bicycles to school. Younger students may ride their bike to school with adult supervision.
2. Bicycles should be walked across the corners having safety patrols. Students should be encouraged to wear a helmet and obey the safety patrols and traffic signs at all times.
3. Bicycles are to be parked in the bicycle racks and not on the sidewalks or on the lawn. Bicycles are not permitted on the playground during school hours.
4. Bicycles should be parked as soon as students arrive at school and are not to be ridden around the playground or building during recesses and noon hours. The only exception is those students who ride home during the noon hour.
5. It is recommended that students wear helmets, and a lock should be used by the bicyclists.
6. Riding one's bike to school is a privilege!
7. Skateboards, scooters and roller-blades are not allowed on school property during school hours.

• Classroom Parties/Personal Student Deliveries

Teachers will communicate the procedures for parties in the classroom. Classroom celebrations are left to the discretion of the individual teacher. Generally, all classroom celebrations for holidays, birthday treats, etc. will take place the last part of the school day. Student addresses and/or phone numbers cannot be distributed. 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.

• Classroom Visitation Policy

All visitors and volunteers must report directly to the office to sign-in and receive ID badges. Classroom observations or visitations require completion of visitation form prior to visit. All guidelines must be followed (see below). No student will be allowed a school-aged guest without prior approval of teacher and principal.

Parents are welcome to visit their child's classroom, or to review textbooks and materials (including any reproductive health materials for fourth and fifth graders). It is assumed that the purpose of the visit is to observe their child in their academic setting. Occasionally we get requests from college students who need to do a classroom observation. These students should keep the following guidelines in mind as well.

These guidelines are designed to be in compliance with Marysville Board of Education policies, regulations, and procedures. Some additional conditions may apply.

1. Parents should contact the office or the classroom teacher to schedule the visitation. The office needs to be aware of the visitation. In the event that the visitation is scheduled with the teacher, the teacher should notify the office of the date and time of the scheduled visitation.
2. Upon arriving for the visitation, we request that all adults check in at the office, including adults who are working in classrooms as volunteers, helpers, etc.
3. Once in a room, we ask that parents observe four simple rules:
    a. Guests should be silent observers.

b. Guests should not attempt to interact with students, teachers, or their child during the visitation.
c. Guests should be aware of our concern for confidentiality for all students. We ask that guests do not carry information about other children's abilities, disabilities, or behavior outside the classroom.
d. The observer's location in the room should be such that it doesn't cause disruption of the student's learning or daily routine.

We suggest that guests consider a "debriefing" conference to discuss the visitation if there are any additional questions.

Parent contact with their children during the school day must follow the same procedures as stated above in guidelines #1 and #2.

Limitations:
1. The number of classroom observations shall be limited to one per semester, unless unusual circumstances exist and the principal agrees to an adjusted schedule. Special projects, such as case studies or specific/diagnostic child observations may be granted with special permission.
2. Guests, other than custodial parents, may be permitted with special permission of the building principal.
3. When a condition or an issue of conflict exists between the parent and the teacher, visitations may be suspended if it is deemed that the visitation would not be productive or cause a distraction to the learning of the students.
4. Parents whose child attends a program in another building must contact their current principal regarding a visitation request in another building.

We do encourage the involvement of parents in the education of their children through regular communication with the teacher and the school, attendance at conferences, and participation in school programs.

• 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 experiences will always have a purpose either as an instructional part of a unit or as a culminating activity of the unit.

Whenever a field 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 allowed to participate without a permission slip. All students are expected to ride the District provided transportation both to and from the field experience.

Children on a field trip represent their school, their parents and themselves. Their attitude and behavior must be represented accordingly.

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.

• Fund Raising

While we recognize the validity of many worthwhile activities which require the raising of funds, a limitation on fund raising is encouraged by the Board of Education Policy. Any fund raising 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.

• 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.

• Safety Patrol/Service Squad

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.

Buildings may also enlist volunteers for the service squad. Their duties would be to act as helpers inside the building.

• 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

- **All Elementary Buildings utilize Positive Behavior Intervention Support Plans to encourage responsible, respectful and safe behaviors.**
- **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 (Footballs 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.
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. Students shall not bring trading cards of any kind to school. Confiscation of cards will result.
15. 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.

The principal shall make the necessary judgment and will have the prerogative of immediate suspension. In so far as possible, parents will be given advance notice of a child's behavior and potential suspension.

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

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

• Electronic Toys and Laser Pens

All electronic toys are prohibited on school property, unless special permission has been given by the school principal. Electronic toys include, but are not limited too remote control cars, portable radio or CD systems, hand held games and digital cameras. These items are considered disruptive and are often lost or damaged in the school setting. Violation of this rule will result in confiscation of the device.

• 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.

• Hats and coats are not to be worn during instructional time. Shoes and other appropriate footwear are required. Flip-flops, backless shoes and high heels are not allowed. Tennis shoes are recommended playground footwear.

• 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, 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.

• Spray hair coloring is only allowed on pre-determined days, such as spirit days.

• Snowball Throwing

Please review the policy on snowball throwing with your child frequently during the winter months. Snowball throwing at school or on the way to or from school is not permitted. Michigan law states that any person who throws any stone or other missile (snowball) at an automobile, train, etc., shall be guilty of a misdemeanor. This policy is for the protection and safety of all students.

• 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.***

ELEMENTARY ATTENDANCE POLICY

The Marysville Public Schools District recognizes that regular student attendance is important for learning to take place. This elementary attendance policy provides a function and 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 5 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 2:30 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.

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
*Before & After School Programs
*Reproductive Health Curriculum
*Board of Education Meetings
*Annual Yearly Progress (AYP)
*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
*NAEP
*FERPA
*AHERA-Asbestos
*Pesticide/Herbicide Use
*Section 504 Meetings

District Initiated Involvement Activities:

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

MPS Parent Involvement Notifications:

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

*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 1st.

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
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 indemnify 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.

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
BOARD OF EDUCATION OFFICES
495 EAST HURON BLVD.
MARYSVILLE, MI 48040
PHONE: 810-364-7731
FAX: 810-364-3150
www.marysville.k12.mi.us