

Marysville Public Schools District

2009-2010 Elementary Parent-Student

MARYSVILLE PUBLIC SCHOOLS DISTRICT
BOARD OF EDUCATION OFFICES
1111 DELAWARE AVE.
MARYSVILLE, MI 48040
PHONE: 810-364-7731
FAX: 810-364-3150
www.marysville.k12.mi.us



Thanks!


Welcome

Dear Parents,

Welcome to the 2008-2009 school year in the Marysville Public Schools! This handbook is intended to provide information about the operation of our schools that will be helpful to students and parents alike.

We are proud of our District, and know that our success is in no small part due to the high level of parental involvement and support that we receive. We encourage you to play an active role in your child's education, in part by maintaining positive communication with his/her teachers and building administrators.

Board of Education policy states that all complaints regarding the District should be resolved at the lowest possible administrative level. If you have a concern or complaint, it is always advisable to deal directly with the person with whom you have the concern or the person who is in a position to deal with your concern most directly. The following simple guidelines may assist you:

- Concerns regarding a child's classroom activities would best be resolved between yourself and the teacher(s).
- Concerns regarding building-level programs and activities should be shared with the building principal.
- Concerns regarding District-level issues (policies, curriculum, facilities, etc.) may be directed to the Superintendent of Schools. When appropriate, you may be referred to another Central Office administrator with specific knowledge/authority in your area of concern, i.e., the Director of Curriculum and Instruction or the Executive Director of Finance and Operations.

Please familiarize yourself with the contents of this handbook and review key points with your child. Keep it close at hand, as it can serve as a valuable reference during the course of the school year.

We share the common interest of providing the best possible educational experience to your child. The more we can communicate constructively and work cooperatively together, the better chance we have to meet this common interest and to benefit your child to the best of our collective abilities.

On behalf of all of us who are a part of the Marysville Public Schools staff, here's looking forward to a positive and productive school year!

Sincerely,

John Silveri
Superintendent
Marysville Public Schools

Marysville Public Schools District

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.

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 PRINCIPALS

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

Welcome

Dear Parents,

Welcome to Marysville Public Elementary 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.

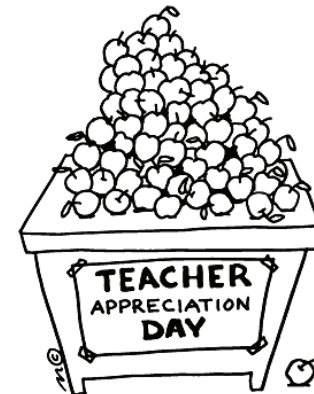
Just as schools have procedures unique to their environment, different teaching styles work for different children. Therefore, there is often a variety of styles and strategies being used in the same community and in the same school. This diversity of teaching styles is beneficial for students, but there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

Many of the rules and regulations in this handbook 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,

Karen Curley, Gardens Elementary School Principal
Kathleen Schmitt, Morton Elementary School Principal
Tracie Eschenburg, Washington Elementary School Principal



2009/2010 SCHOOL CALENDAR

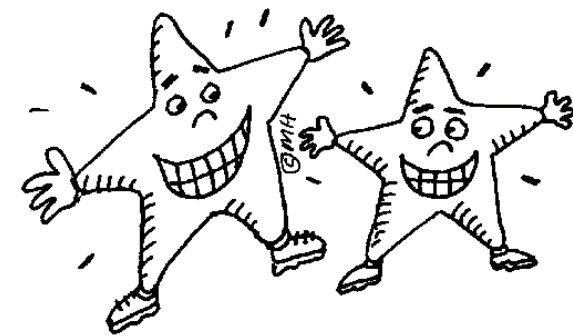
MARYSVILLE PUBLIC SCHOOLS DISTRICT 2009-2010 CALENDAR

Wednesday	September 2	Teacher Prof. Dev. Day/No Classes
Thursday	September 3	Full Day for Staff – No Students
Friday	September 4	No Students – Labor Day Recess
Monday	September 7	No Students – Labor Day Recess
Tuesday	September 8	Classes Begin- First Day for Students
Wednesday	October 28	HS Parent/Teacher Conf. Evening- Full Day of Classes
Thursday	October 29	HS Parent/Teacher Conf.– AM Classes Only/Afternoon and Evening Conferences
Friday	October 30	HS – AM Classes Only – Students & Staff
Wednesday	November 11	Elem/MMS Parent/Teacher Conf. Evening Full Day of Classes
Thursday	November 12	Elem/MMS Parent/Teacher Conf. – AM Classes Only/ Afternoon and Evening Conferences
Friday	November 13	Elem/MMS – AM Classes Only – Students & Staff
Wednesday	November 25	Thanksgiving Recess – AM Classes Only - Students & Staff
Thursday	November 26	Thanksgiving Recess – No Classes
Friday	November 27	Thanksgiving Recess – No Classes
Friday	December 18	Classes End – Full Day of Classes
Monday	December 21	Holiday Recess Begins – No Classes
Monday	January 4	Classes Resume
Thursday	January 28	AM Classes Only – Teacher Records Day PM
Friday	January 29	Teacher Records Day – No Classes
Friday	February 12	Mid-Winter Break – No Classes
Monday	February 15	Mid-Winter Break – No Classes
Tuesday	February 16	Teacher Professional Development Day – No Classes
Thursday	April 1	Classes End – Full Day of Classes
Friday	April 2	No Classes – Spring Break Begins
Monday	April 12	Classes Resume
Monday	May 31	No Classes – Memorial Day
Thursday	June 17	A.M. Classes Only – Teacher Records Day P.M.
Friday	June 18	Last Day Students – ½ Day – Last Day Teachers – Full Day

Positive Behavior 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 Support”.

A positive behavior support system 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.



Please don't forget to sign
the other side of this page,
and return to your child's
teacher.



Problem Solvers

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

<u>PROBLEM</u>	<u>PERSON</u>	<u>LOCATION</u>
Attendance	Principal/Secretary	Office
Bus	Marysville School Bus	364-7789
General Information	Secretaries	Office
Homework/grades	Teacher	Office
Late to School	Secretaries/Ans. Machine	Office
Leaving School Early	Secretaries/Ans. Machine	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

Important Numbers

Board of Education.....364-7731

Janet Clayton	President
Kevin Palmateer	Vice President
Nancy Archer	Secretary
Tom Malone	Treasurer
Larry Eagen	Trustee
Dennis Socha	Trustee
Mark Hondzinski	Trustee

John Silveri, Superintendent.....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

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Notice of Receipt



The bottom of this page contains a form requiring a parent signature. It states that you have received this handbook and will review the appropriate sections with your child.

Please separate this form at the dotted line and return it to the school with your child or directly to the office.

I, _____, acknowledge that I have received the Parent/Student Handbook for the Marysville Elementary Schools.

I understand these rules and regulations.

I will review the sections of the school rules, student expectations, and other sections pertaining to students with my child.

My child (or children) attend _____ Elementary School.

Listed below are my elementary school age children.

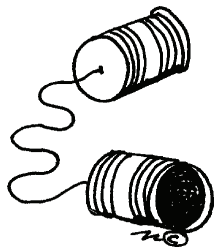
Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian Signature

***PLEASE COMPLETE AND RETURN TO YOUR CHILD'S SCHOOL.**

Acceptable Use Policy

1. **Do use the Internet to find information that helps you learn.**
2. **Do not tell anyone your password or account.** If others use your account and forget to obey the rules of the net, you may be responsible for *their* actions.
3. **Do not vandalize any type of computer equipment or software.** Don't hurt or destroy property that doesn't belong to you.
4. **Obey the rules of copyright.** That means, don't "copy" or use other people's work that has a © sign on it.
5. **Do not download—save information to the computer you are using—from the Internet without permission from your teacher.**
6. **Do not copy other people's work and post it on-line.**
7. **Do not deliberately spread computer viruses.** Viruses are like bugs ... they get into computers and can destroy everything! Did you know that spreading these bugs is a crime?
8. **Do use appropriate language.** Here's a clue: if you can't say it to an adult, don't say it.
9. **Respect others.** Remember to respect others who are surfing the net just like you!
10. **Do not intentionally search for, look at, and/or pass to others things that you wouldn't show an adult.** Again, if an adult wouldn't approve, don't go there!



Building Operations/ 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.).

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. 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 close school early due to weather conditions, the information will be broadcast on the radio. If these conditions are present, listen to the local radio stations (WHLS - 1450, WPHM - 1380, and WSMA - 1590) for notification. Channel 6 will also broadcast information.

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, a.m. Young Fives, and a.m. Kindergarten classes would be cancelled. All delays are based on the regular school day start time, even those that occur on CORE Wednesdays.

§ 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 insure that homework is completed and returned to school as assigned.

§ Honor Roll

Students in grades three, four, and five are eligible for the honor roll. Each elementary school will acknowledge students who achieve at high academic levels.

§ Report Cards

The first marking period report card is shared with parents at the November Parent-Teacher Conference.

Report Cards for the second and third marking periods are sent home with students no later than 1 week after grades are due. 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.

§ 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 Michigan Educational Assessment Program (MEAP) test. All fifth graders are assessed in science, using the MEAP test. 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.

Surf the Web Parent and Student Resources

Career Voyages

§ www.careervoyages.gov/students-elementary.cfm
A great website for kids on different careers.

Google

§ www.google.com
A great search engine.

Prufrock Press Inc.

§ www.prufrock.com
Exciting Gifted Education Resources for Teaching and Parenting Gifted Children.

Reading Is Fundamental

§ www.rif.org
A great resources for parents to encourage their children to read and become lifelong readers.

Awesome Library

§ www.awesomelibrary.org/
Awesome Library organizes the Web with carefully reviewed resources including the top 5% in education.

The BookHive

§ www.bookhive.org
A guide to children's literature and books

Kids Health

§ www.kidshealth.org
Articles on the many aspects of child health.

Starfall.com

§ www.starfall.com
Learn to read web site

National Library of Virtual Manipulatives

§ [Http:\matti.usu.edu\nlvm\nav\index.html](http://\matti.usu.edu\nlvm\nav\index.html)

All information on this page is provided by the Association for Library Services to Children: www.ala.org/alsc

Great Web Sites for Kids -
Provided by the American Library Association
www.ala.org/greatsites

Sites for Parents and Caregivers:

Child Safety on the Information Highway

\$ www.safekids.com/child_safety.htm

A guide to Internet safety for your people, originally from the National Center for Missing and Exploited Children and Interactive Services Association

Connect for Kids

\$ www.connectforkids.org

This nonprofit site provides news and information on issues affecting kids and families, over 1,500 helpful links to national and local resources, and two e-mail newsletters.

KidsHealth.org

\$ www.kidshealth.org

Articles on many aspects of child health - for parents, kids, and health professionals - from the Nemours Foundation.

Mother Goose Pages

\$ www-personal.umich.edu/~pfa/dreamhouse/nursery/rhymes.html

A collection of nursery rhymes, with tips on how to share them with children of different ages.

Sites for Kids

Harry Potter

\$ www.scholastic.com/harrypotter

Seussville (Dr. Seuss)

\$ www.seussville.com

Time For Kids

\$ www.timeforkids.com

A companion to the Time for Kids magazine.

Congress for Kids

\$ www.congressforkids.net

Learn the basics about the U.S. government with activities led by Uncle Sam.

All information on this page is provided by the Association for Library Services to Children: www.ala.org/alsc

\$ Title I

Marysville Schools participate in the Title 1 program. The Title 1 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 1 are tied to and support building level school improvement goals. Also, it is a goal of the Title 1 program to work with parents. The Title 1 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 1 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."

\$ Elementary Grading Scale

Excellent	A (93-100)
Excellent	A- (92-90)
Good	B+ (89-87)
Good	B (86-83)
Good	B- (82-80)
Average	C+ (79-77)
Average	C (76-73)
Average	C- (72-70)
Poor	D+ (69-67)
Poor	D (66-63)
Poor	D- (62-60)
Failed	(59-0)

Curriculum & Instruction Cont'd

§ 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 Y5-5 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** - The Physical Education class is provided on a rotating basis. Students must wear soft, rubber-soled gym shoes while in gym class.
5. **Health** - Health is provided on a rotating basis based on Michigan's Model Curriculum.
6. **Technology** - In addition to classroom use of technology and computers, a technology teacher delivers instruction on a rotating basis.
7. **Library** - A school media clerk works with teachers and students in each elementary building to improve library skills and promote the love of reading.
8. **Reading and Math Support** - A Reading/Math Specialist and paraprofessionals work with teachers and students to improve the level of student reading and math performance.
9. **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.
10. **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.
11. **Safety Liaison Officer** - The District has a contract with the City of Marysville to share a uniformed police officer to work with the schools in areas such as safety. One function the officer performs is to present the D.A.R.E. unit to our fifth graders.
12. **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.
13. **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.
14. **Homebound Instruction** - When students will be absent for an extended period of time, school services are continued. See school office for details.
15. **Student Assistant Teams** - Each elementary school will utilize a process to assist teachers in meeting the needs of students.

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.



FERPA Notice: Your Rights and Your Child's Records

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

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 day medication should be administered, any special administration instructions, date and name of prescribing physician.
- Medication must be brought to the school in the original pharmacy container by a parent/guardian. Students should not bring any medication to school. The container should have a current date, the student's name, drug name, drug dose, times to give the drug, and the prescribing doctor's name.
- 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 notified. If unable to make parent contact, medication will NOT be given.
- Missed medication must be dispensed by the parent (i.e. early morning school day), unless other arrangements have been made.
- Medications that are no longer being given or are expired need to be picked up by the parent. Medication cannot be sent home with children. Medication that is not picked-up will be disposed of in the presence of another staff member.
- 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 and 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.

Parent Involvement Plan

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 Involvement Policy (9720), 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
- *Spc. Ed. Parent Advisory Committee
- *Parent/Teacher Conferences
- *Parent/Family Night
- *Field Trips
- *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
- *Channel 6
- *Annual Report
- *E-Mail Messages
- *Public Forums
- *Surveys & Focus Groups
- *Parent/Student Handbooks
- *Employee Handbooks
- *Direct Mailings/Newsletters

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.

Each school also has a Parent Advisory Council. This group meets as scheduled and serves as a two-way communication opportunity. Meetings allow parents to keep abreast of school happenings and issues. It allows the principal to hear the feelings of the community and have a "sounding board" for 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.



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 s/he has been determined to be "nit-free" by school personnel.

§ Immunizations

All Young Fives/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 you 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

§ Tardiness

A student is considered tardy if he/she is not in class when the instructional period begins.

§ Notification of Excessive Absences and/or Tardiness

1. If a student acquires in a semester six (6) days of unexcused absences or six (6) periods of tardiness, an informational letter will be sent to the parents/guardians. A copy of the letter will be sent to:
 - a. Student's CA60
 - b. Teacher
 - c. Social Worker
2. If in a semester, unexcused absences reach ten (10) days of tardiness reach ten (10), a letter will be sent requesting a conference. The parents/guardians have five business days to respond or a referral will be made to the St. Clair County RESA Attendance Officer. A copy of this letter will also be distributed to:
 - a. Student's CA60
 - b. Teacher
 - c. Social Worker
3. If, following the conference, unexcused absences or tardiness continues following the conference the a referral will be made to the St. Clair County RESA Attendance Officer. A copy of this letter will also be distributed to:
 - a. Student's CA60
 - b. Teacher
 - c. Social Worker

Twelve (12) to fourteen (14) unexcused absences/tardiness will result in a letter from the St. Clair County RESA Attendance Officer. Fifteen (15) or more will result in a hearing with the St. Clair County RESA Attendance Officer.

§ Unexcused Absence/Tardiness

1. Any absence will be considered unexcused if a parent/guardian has not contacted the school by 9:00 a.m. on the day of the absence.
2. An absence is unexcused if the reason for the absence is not due to the circumstances listed under excused absence.
3. A health absence is unexcused if the absence can not be verified or there is a pattern of absenteeism.

Elementary Attendance cont'd

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 county 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.

§ Excused 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

If a student acquires twelve (12) days of excused absences, an informational letter will be sent to the parents/guardians. No action will be taken. A copy of the letter will be distributed to:

- a. Student's CA60
- b. Teacher
- c. Social Worker

If, **during the school year**, excused absences reach twenty (20) days, a letter will be sent requesting a conference. Verification for the absences will be requested. The parents/guardians have five business days to respond. A copy of the letter will also be distributed to:

- a. Student's CA60
- b. Teacher
- c. Social Worker

- If, **following the conference**, the student continues to have additional excused absences, then written documentation will be required to
- 23** verify each absence after twenty-four (24) days to the remainder of the year.

Lunch Program & Recess Procedures

§ Noon Hour Lunch Program

Lunch time is forty minutes long. The lunch break is staggered so that everyone is served within a reasonable time. 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.

Five-day lunch and milk tickets are sold in the office. We appreciate your buying a five-day ticket whenever possible because it saves time. Multiple five-day tickets may be purchased. Once purchased, we keep the tickets in the office so they will not get lost. Five-day tickets need not be used on five consecutive days. If a child is absent, the ticket is still good when the child returns. Please do not send Canadian money with your child as Canadian money will not be accepted.

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 sold 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, like just after 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 waiting to enter the buildings will be brought indoors if the temperature drops below 15 degrees. Students should dress appropriately.

Students will go outside for recess unless the temperature dips below 10 degrees including wind chill.

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

§ 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 MEAP scores, Parent-Teacher Conference attendance, daily attendance, etc., from each building. The Annual Report is posted on the District web-site www.marysville.k12.mi.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.

Marysville Public Schools 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 insure 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 85%. While a student should not be absent any more than 15% of their school attendance days (currently 27.45 days maximum), the number of days absent can substantially impact a student's 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 schools 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 on 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 year 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.

Student Conduct, Discipline & Expectations cont'd

§ 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 JD-R.



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 are 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.

General Information cont'd

§ 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.

§ Electronic Communication Devices

The Marysville Public Schools District does not encourage students to have cell phones or other two-way communication devices on school grounds, due the fact that the District is not responsible for loss, theft or damage. Any cell phone or two-way communication device in student possession must be turned off and kept out of sight at all time during the school day.

§ 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.
- Elementary students may not possess or wear make-up.
- Spray hair coloring is only allowed on pre-determined days, such as crazy hair day.

Student Conduct, Discipline & Expectations cont'd

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 JD, 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 trips or assemblies.
5. Referral to special services, including the liaison officer
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.

§ Electronic Toys and Laser Pens

All electronic toys and laser pointing devices are strictly prohibited on school property. Electronic toys include, but are not limited to remote control cars, portable radio or CD systems, hand held games and digital cameras. These items are considered disruptive or dangerous and are often lost or damaged in the school setting. Violation of this rule will result in confiscation of the device.

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 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

General Information cont'd

§ 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.

Student Conduct, Discipline & Expectations

§ All Elementary Buildings utilize Positive Behavior Support Plans to encourage responsible, respectful and safe behaviors.- (see pg. 36)

§ 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 trips 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.
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.