

HUGHES
ELEMENTARY
SCHOOL
HANDBOOK
2010-2011

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**Lindsey Thompson
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First Grade

**Melissa Kowalske
Jessica McHugh**

Second Grade

**Kevin Brownell
Courtney Hamilton**

Third Grade

**Beth Brownell
Deb Veale**

Fourth Grade

**Lisa Gibbs
Marie Dennis**

Reading

Julie Underhill

Resource Room

Sue Deitrich

Special Area Teachers

**Art-Heidi Klein-Line
P.E.-Chad Wager/Doug Riegel
Music-Stacy Root
Technology-Sarita Shetehelm
Counselor-Pam McCann
Social Worker-Chris Holley
Speech-**

Support Staff

**Media Center-Becky Livingston
Special Education Aides- Darlene Squire
Custodian-**

**Kitchen-Rilla Longwell
Noon Supervisors-Noreen Clifton**

Bus Supervisors-

School Nurse-Sue Boley

Dear Parents:

The purpose of this handbook is to provide you with up-to-date information on the operation of Marshall's elementary schools. The items contained herein have been approved by the Board of Education and therefore are official Board Policy.

We hope that this handbook will be helpful to you and that you will read it thoroughly and keep it to refer to as the occasion requires.

The purpose of our educational program is to provide the best possible experience for every student enrolled. We urge you to become involved in your child's school, as you are an important element in making your child's school years a success.

District Mission Statement

Marshall Public Schools is a partnership of school employees, parents, community members and students working together to develop life-long learners who have the knowledge, skills, abilities and habits necessary to succeed in the larger world.

Hughes Mission Statement

Hughes School is committed to excellence and equity in education. We will provide a nurturing environment in which all children can learn and experience success. We share with our community this mission so our children will be prepared for a responsible, productive, and satisfying life in this world.

QUOTED FROM: NATION AT RISK, THE IMPERATIVE FOR EDUCATIONAL
The Report of the National Commission on Excellence in Education.

WORD TO PARENTS AND STUDENTS: The task of assuring the success of our recommendations does not fall to the schools and colleges alone. Obviously faculty members and administrators, along with policy makers and the mass media, will play a crucial role in the reform of the educational system. But even more important is the role of parents and students, and to them we speak directly.

TO PARENTS: You have the right to demand for your children the best our schools and colleges can provide. Your vigilance and your refusal to be satisfied with less than the best are the imperative first step. But your right to a proper education for your children carries a double responsibility. As surely as you are your child's first and most influential teacher, your child's ideas about education and its significance begin with you. You must be a living example of what you expect your children to honor. Moreover, you bear a responsibility to participate actively in your child's education. You should encourage more diligent study and good study habits and discourage satisfaction with mediocrity; encourage your child to take more demanding, rather than less demanding courses, nurture your child's curiosity, creativity, and confidence; and be an active participant in the work of your schools. Above all, exhibit a commitment to continued learning in your own life. Finally, help your children understand that excellence in education cannot be achieved without intellectual and moral integrity coupled with hard work and commitment. Children will look to their parents and teachers as models of such virtues.

TO CHILDREN: You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity.

ACADEMICS

TEXTBOOKS: Textbooks issued to students during the school year are considered the responsibility of the students. Average life expectancy of a hardbound book is about five years. Both the teacher and the student will note the condition of textbook at the time each book is issued. When the books are

collected (usually at the end of the school year), the condition will again be checked and fines will be levied for any unreasonable damage.

A \$2.00 charge for misuse (such as writing in the books), rebinding equal to the school's current cost per book, or the replacement value of a book (if the book is lost or damaged to the point it is no longer useable) will be assessed to the student. These fines, along with any other outstanding loans or library fines should be paid by the time the student's final report card is picked up or mailed home. Parents are urged to let students pay for such damages from their own monies, if possible.

Textbooks, paper, pencils, crayons, rulers, and general art supplies are provided at the expense of the school district.

HOMEWORK: Occasionally students may be asked to take work home to complete because they didn't get it finished in class, or because they were absent. Other times homework may be assigned to supplement, extend, enrich, or strengthen mastery of the curriculum.

If students are to be absent for other than illness reasons, homework will be collected during their absence by the teacher and given to the students when they return to class. It is the parent's responsibility to see that the work is completed by the student and returned to the teacher.

REPORT CARDS: Student progress is reported to the parents four times during the school year. Parent-teacher conferences are scheduled in the fall and spring. The purpose of the parent-teacher conference is to provide a way for you and the teacher to communicate regarding your child's progress in school. The conference will center around the student's academic progress, these strengths and weaknesses, his attitude and behavior, and any other areas that you and the teachers believe are important to the child's development. Only one conference is preferred for each student. Divorced or separated parents are strongly urged to attend the same conference. Report cards are sent home with the students in January and are available for parent pick up or mailed home in June.

PROMOTION POLICY: Students are promoted or retained on the basis of their own abilities. Promotion will be based upon the premise of what is best for the child. After thoroughly examining the child's work, maturity level, and progress, the teacher and principal will recommend the course of action in all cases of retention.

TESTING: Standardized tests, informal tests, student participation in learning activities and teacher observation are part of a pupil's evaluation in school. The following standardized tests are given in the elementary grades of the Marshall Public Schools:

Gesell Development Assessment - Pre-Kindergarten

Reading Recovery Assessment	-	1 st Grade
Running Records Assessment	-	K-4 th Grades
MEAP (Language Arts & Math)	-	3 rd -4 th Grades
District Math Assessment	-	K-4 th Grades
District Writing Assessment	-	1 st -4 th Grades

ATTENDANCE

DAILY SCHEDULE:

Full Day Kdg-4 th Grade	8:40 a.m.	to	3:40 p.m.
	(45 minute lunch period)		
A.M. RK/Kdg	8:40 a.m.	to	11:45 a.m.
P.M. RK/Kdg	12:30 p.m.	to	3:40 p.m.

ABSENCES:

To benefit from the primary purposes of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. School experiences are an important preparation for the future. Class attendance is necessary for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability, and self-discipline. Absences from school and classes should occur only when absolutely necessary.

The purpose of the attendance procedure is to help students develop these responsibilities and to maintain academic standards for earning credit. Excessive absenteeism may preclude a student from attaining the prescribed minimum academic standards necessary to earn credit. Absences are considered to be excessive if there are 10 or more per semester.

When illness or an emergency situation make it necessary for a child to be absent, please call the school office.

When your child is ill, please keep him/her home until you know that the illness is not contagious or your child has recovered.

Absences for reasons not expressly identified as “excused absences” are considered to be “unexcused absences.” The following absences are considered to be excused for the purpose of this attendance procedure:

- a. Illness or hospitalization verified by a written parental excuse. The school district reserves the right to require corroborative evidence when deemed necessary, including a doctor’s note.

- b. Serious illness or emergency in the immediate family verified by a written parental excuse.
- c. Attendance at the funeral of family member or friend.
- d. Pre-excused absences (including family vacations), provided the school is contacted ahead of time, arrangements are made for necessary assignments and materials, and make-up work is completed as arranged between the student and teacher.
- e. Religious instruction and/or obligations (arranged in advance).
- f. Professional appointments which cannot be made after school (dentist, doctor, court appointments, etc.).
- g. School-imposed suspensions.
- h. School sponsored activity or field trip.
- i. Conference with counselor or administrator.

Absence for tardiness due to school bus failure or Dial-A-Ride failure will not be entered on the student's record. Tardiness of students for any other reason will be entered on the student's records.

Paper work is a small part of the educational instruction your child receives during the school day. When your child is absent for a week or more, little of the instruction can be "made up" at the elementary level. Consequently, we encourage you to plan family vacations to coincide with the school calendar. If you are taking a vacation during school time, please fill out a vacation form in the office.

TARDINESS: Any student may occasionally be late for school, however, continued tardiness is not to the advantage of the child. Calls will be made to parents of children who are tardy more than a reasonable amount. Tardies are considered to be excessive if there are 12 or more per semester.

SCHOOL ARRIVAL:

Please do not send your child to school before 8:20, when adult supervision begins outside. During rainy or cold weather, students are allowed to wait inside in areas designated for their grade until the bell rings at 8:35. Afternoon kindergarten arrival should not be before 12:20, when adult supervision begins prior to their start time of 12:30.

EARLY DISMISSAL FROM SCHOOL: Students will not be permitted to leave the school during school hours, except with a parent or guardian or with another responsible adult when the parent or guardian has given verbal or written permission. When you come to pick up your child, we ask that you come to the school office and sign the child out. No early dismissals or excused absences will be granted for such activities as music or dancing lessons or haircut appointments.

REMAINING AFTER SCHOOL: Occasionally students may be required by a teacher to remain after school. In such cases, parents will be notified.

CHANGE IN AFTER-SCHOOL ROUTINE: If there is a change in the normal after school routine of your child, please notify the school. If parent notification has not been received by the school, the child will be sent home according to the normal routine.

TEACHER PROFESSIONAL DEVELOPMENT DAYS:

The school year will include a number of Professional Development days to allow teachers to evaluate current programs and improve instructional techniques. All of these activities have been shown to enhance the daily programs and services provided to students. Many of the school district's improvements have been planned or introduced during professional development programs.

Parents will be notified of such "in-service" days well in advance through school newsletters. Lunches are cancelled and bus transportation schedules are adjusted when meetings are held on a half-day basis.

SCHOOL BUS ROUTES, RULES AND REGULATIONS

1. Bus stop locations will be set by Marshall Public Schools in compliance with the Safety Rules and Regulations established by the Michigan Department of Education and Marshall Public Schools. The following general guidelines will be followed.
 - a. Bus stops generally will be established for students living in excess of one and one half miles from their neighborhood school.
2. Walking distance to a bus stop shall be up to one mile for High School and Middle School students and one half mile for Elementary students.
3. There will not be more than four bus stops scheduled in any one mile and generally less than four.

4. Kindergarten students shall be picked up and dropped off at home when possible and legal, if they are eligible for bus services.
5. Bus stops and routes are subject to change when conditions warrant.
6. All bus passengers must abide by the rules, regulations and laws set forth by the State of Michigan and Marshall Public Schools.
7. The parents and/or guardians are responsible for getting the students to and from the bus stop in a safe manner and their conduct while at the bus stop.
8. School buses will not be scheduled to travel or stop on private roads.
9. Marshall Public Schools does not have to furnish bus transportation to any student. It is a privilege to ride the school bus. Your children do not have to ride the school bus on any given day (due to snow, ice, fog, etc.), but, if school is in session, it is up to the parent to get them to school.
10. Babysitters – Pick up and drop off at the home of a student's babysitter will only be made when residence is on the regular scheduled bus route and when possible within the school's guidelines.
11. A shuttle bus will be scheduled to the High School (for High School students) to service the following area:

South of a line from the east city limits along to Spruce Street,
West to Sycamore Street, North to West Michigan Avenue,
and West to West Drive

A student who qualifies must obtain a shuttle pass from the School Bus Garage through the High School office. The same rules apply to the shuttle bus route. Shuttle stops are located at the old County Courthouse parking lot and the B.E. Henry Building.
12. Any vandalism to the bus such as cutting seats, etc. could result in criminal charges. Malicious destruction of seats will lead to an automatic suspension from riding the bus until such time as a fifty dollar (\$50) fine is paid for the new seat cover.
13. There is an automatic suspension from riding the bus for fighting, tobacco use (smoking, chewing, etc.), and throwing of any item from inside the bus. The suspension will be up to five days.

14. Bus students are to be standing at their bus stop waiting for the bus if riding. Please allow five minutes either way of your scheduled time for the bus to arrive.
15. The following are the bus rules and regulations for Marshall Public Schools:
 - a. Students shall comply promptly with suggestions or requests of bus driver.
 - b. When necessary, students will sit three in a seat.
 - c. Students shall wait until the bus has come to a complete stop before attempting to enter or leave the school bus.
 - d. Students shall not board the bus until the driver is in the bus, and then enter in an orderly fashion. Students shall cross the road in front of the bus (never behind).
 - e. Students shall keep hands, arms, head and feet inside the bus at all times.
 - f. Students shall avoid loud, boisterous or profane language or indecent conduct of any kind.
 - g. Do not eat or drink on the bus. Glass items of any kind are prohibited.
 - h. Students will be charged up to \$75 for repairs to seats they damage.
 - i. Stay in your seat.
 - j. The bus driver is authorized to assign seats, and change them at any given time.
 - k. Observe the same conduct as in the classroom.
 - l. All rules applying to students while at school or a school activity (i.e., use of tobacco, fighting, possession of weapons, damage of property, etc.) are in effect while on a school bus.
 - m. Persons other than regular student riders or district employees are not allowed on a bus without prior permission from the transportation office.

- n. Failure to obey any of the above regulations may result in a suspension of the student's bus riding privileges.

16. Each Marshall Public Schools bus is equipped with audio-video surveillance equipment to insure the safety of passengers and the driver. These tapes may be used to verify students demonstrating unsafe behavior, vandalism, or violation of school bus rules.

WALKING STUDENTS RIDING BUS: Students who walk to school may ride home with another student if a family emergency arises (i.e., one parent is at work, the other parent is in the hospital). Again, the school must be notified by phone or note. Bus passes will be issued at the school office.

CHANGE IN BUS ROUTINE: Children who ordinarily ride the bus home may not get off at a different stop just to play at another child's home. If a family emergency arises or there is a valid reason for the child to change buses or get off at a different stop, permission will be granted if the school is notified. The reason for the change must be given.

MIDDLE/HIGH SCHOOL STUDENTS RIDING ELEMENTARY BUSES: Middle school and high school students may ride elementary buses home if needed, due to after school activities. Middle/high school students will be directed to sit in the front seat(s) of the bus when riding on elementary routes.

STUDENT CONDUCT ON BUSES:

1. Students shall comply promptly with suggestions of bus driver.
2. When necessary, students will sit three in a seat.
3. Students shall wait until the bus has come to a complete stop before attempting to enter or leave the school bus.
4. Students shall not board the bus until the driver is in the bus, and then enter in an orderly fashion.
5. Students shall keep hands, head and feet inside the bus at all times.
6. Throwing of any object inside or outside the bus is strictly prohibited and will result in an automatic suspension from riding the bus.
7. Students shall avoid loud, boisterous, or profane language or indecent conduct of any kind.

8. Failure to obey any of the regulations may result in a suspension of the students' bus riding privileges.
9. Do not eat or drink on the bus.
10. Do not be destructive.
11. Stay in your seat.
12. Bus driver is authorized to assign seats.
13. Observe same conduct as in the classroom.
14. Fighting on the bus is strictly prohibited and will result in an automatic suspension from riding the bus.

ENROLLMENT

KINDERGARTEN ENROLLMENT: A child who reaches the age of five on or before December 1st may enroll in Kindergarten. A child who reaches the age of six on or before December 1st must enroll in Kindergarten according to state law. Parents are expected to enroll children at Kindergarten registration, which is held each spring.

Before enrollment is completed a legal birth certificate for verification of age must be seen by a school official.

All children enrolling in any public school in Michigan for the first time shall submit either a statement that they have been immunized against diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, or a statement signed by a parent/guardian stating that the child has not been immunized because of religious or other convictions.

MID-YEAR ENROLLMENT: Students enrolling during the school year may do so at the elementary school office. Students may start attending class the day after the registration papers have been filled out. This allows the teacher adequate time to prepare for a new student and provides for a positive transition.

WITHDRAWAL FROM SCHOOL: If a student is withdrawn from school before the end of the school year, the school should be notified at least two days in advance.

At the time students enroll in a new school, a request for their records should be initiated by the new school. Under no circumstances will parents be allowed to hand-carry records.

HEALTH

IMMUNIZATION: State law requires that students receive the following immunizations against measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis or whooping cough. Students must present written evidence of

completed basic and booster immunizations including the day, month and year of each one.

If students are not fully immunized upon admittance to school, they must have received at least one dose of any vaccine required for their grade within 30 days of admission. They must remain on schedule and complete all required immunizations within one year.

Exceptions may be obtained for medical, religious or for personal conviction reasons by signing a waiver. The medical waiver must be signed by a physician. Religious or personal conviction waivers must be signed by a parent or guardian.

MEDICAL SCREENING: During the kindergarten through fourth grade years Calhoun County Health Department conducts periodic checks of vision and hearing.

Vision screening – Kindergarten, 1st and 3rd Grades

Hearing testing – Kindergarten, 2nd and 4th Grades

If a visit to your physician is warranted, you will be notified.

COMMUNICABLE DISEASES: We would like to give parents a practical guide to follow for the common communicable diseases. This is based on suggestions from the health department.

Disease	Communicability, Precautions, and Restrictions
Chickenpox	Keep patient home until all lesions are crusted over, usually 6 to 7 days after rash first appears.
Conjunctivitis (Pink Eye)	This is contagious, requires medical treatment.

Influenza	Keep home until symptoms disappear. Communicable 3 to 7 days after clinical onset.
Rubella	Keep patient home under adequate treatment until no open lesions can be observed.
Scabies	Keep patient home under adequate treatment until no open lesions can be observed.
Streptococcal Infections	Needs medical treatment, may return upon physician's advice.
Common Cold	Remain out of school a minimum of 3 days. Many contagious diseases begin with cold symptoms. This is the most infectious stage of any illness.
Impetigo	Needs medical treatment, may return upon physician's advice.
Poison Ivy	Not communicable. Treat for comfort. Child may attend school.
Head Lice	Keep patient home until appropriate treatment has been completed. Hair must be nit free before student returns to school.
Ringworm	Contagious until treatment is started.

ILLNESS: When a child becomes ill at school, the parents/guardian will be contacted to remove their child from school. Information listed on your child's Emergency Procedure card will be used.

No child will be sent home without prior contact with a parent or adult. If you change your telephone number or emergency numbers, please inform the school.

EXTENDED ABSENCES DUE TO ILLNESS: If your child is ill for several days, you may call the school for any work that may be completed at home. The teacher will need sufficient time for preparing the lessons, which may be picked up at the school office.

PROCEDURE TO STUDENTS WHO TAKE PRESCRIBED MEDICATION AT SCHOOL: *The administration of medication by school personnel shall be

authorized and performed only in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult.

Medication will be administered only by such school personnel as are specifically authorized by the building principal or his/her designated representative. This authorization shall be issued only in compliance with the following conditions:

1. All medication is to be hand delivered by the parent or guardian to the Principal's office.
2. All medication is to be in a properly labeled container bearing the pharmacist's label of contents for prescription medications or original container for non-prescription medicines.
3. The Request for Administration of Medication form must be signed by the parent/guardian of the student.
4. Written instructions signed by the parent and the student's physician must be furnished and must include:
 - a. child's name
 - b. name of medication
 - c. purpose of medication
 - d. time to be administered
 - e. dosage
 - f. possible side effects
 - g. termination date for administering the medication
5. The school secretary or other designated school district employee will:
 - a. inform appropriate school personnel of the medication
 - b. keep a record of the administration of the medication
 - c. keep the medication in a locked cabinet
 - d. return the unused medication to the parent only.
6. The parent or guardian of the child assumes responsibility to inform the building principal or his/her designated representative of any change in the child's health or change in the medication.
7. A record shall be maintained which indicates the time/date of medication, the amount of medication and adult witness present. This form shall be signed by the adult in charge.

UNDER NO CIRCUMSTANCES SHOULD:

1. The student be allowed to administer his/her own prescribed medication.
2. Non-labeled medicine be administered by school personnel.

Medication that is brought to the school by a
STUDENT will not be administered

CHILD ABUSE: Under Michigan law teachers and administrators are required to report to the Calhoun County Child Protective Services any suspected indication of child abuse.

The same law gives IMMUNITY from legal action if such report is filed in good faith. The law further requires that we allow CPS caseworkers to interview any child who is referred to them, whether, by a member of the school staff or by any other individual.

*Schools and other institutions shall cooperate with the Department during an investigation of a reported child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child....”

GROOMING: Personal body care, such as brushing teeth daily, showering, bathing, and washing hair regularly, contribute to both the good hygiene and grooming of the student.

INSURANCE: Parents are provided the opportunity to buy insurance at a nominal cost. Forms are sent home during the first week of school. The school district does not provide medical or liability insurance for students.

PARTICIPATION: No child will be excused from participation in any program such as physical education, swimming, recess, etc. without a doctor’s verbal or written statement.

PARENT INVOLVEMENT/PARENT COUNCIL

The Marshall Public Schools acknowledges that research, and practical experience indicates parent involvement benefits students and schools. Student benefits include improved grades; better attendance, and positive attitudes toward school; and fewer disciplinary actions. Parents can become more involved by attending parent teacher conferences, sporting events, drama productions, and music/band concerts; as well as volunteering their time to help tutor students, organize events/activities, or participate on district or building committees. For more information contact the building principal.

Each of our schools has a Parent Council that is not affiliated with a state or national parent-teacher association. The purpose of this organization is to provide a communication link between the school and parents and to encourage the involvement of parents in school activities. Parent Council has officers elected by the outgoing council each spring. Room Representatives from each classroom are selected each September and a Teacher Representative is selected by the school. The Council meets at least five times each school year. All parents are invited to attend every meeting of the Parent Council.

PROGRAMS

SPECIAL PROGRAMS AND CLASSES: Programs for Art, Music, and Physical Education are maintained for elementary grades. Students are provided with classes in these subjects for 15-70 minutes per week. Students are not withheld from attending these classes as a consequence for disciplinary reasons.

Each elementary has a library that is staffed with a full time library paraprofessional. The library is open on a regular basis with times scheduled for student book selection and library skills instruction.

READINESS KINDERGARTEN: Readiness Kindergarten is a regular education class for those children who are old enough, but not yet ready, for regular kindergarten. A variety of activities are designed to promote growth in the physical, social, emotional and intellectual areas of development.

PAY TO PARTICIPATE: Marshall Public Schools has adopted a pay to participate fee for certain extracurricular activities. At the elementary level, this activity is Elementary Choir (Fourth Dimension), when that program is offered.

SPECIAL EDUCATION SERVICES: Several special education programs are provided for those students who are eligible. These programs are: Educable Mentally Impaired, Emotionally Impaired, Learning Disabilities, Speech Correction, Social Work Services and Educational Testing. Parental approval is needed prior to students receiving these services.

SCHOOL COUNSELOR: Our elementary schools are served by one school counselor. This individual will work with students individually, in small groups, and with total classroom groups to help students overcome problems, learn problem-solving skills, and improve their self-concept. If you believe that your child would benefit from contact with the school counselor, contact can be made through the school office.

Initially, the school counselor may talk with children without parent notification. If the counselor plans to meet with a child on a regular basis, the parents will be notified.

The Marshall area is served by a variety of guidance agencies. These agencies serve as consultants for both the parents and the child. The school cooperates fully with these agencies when given written consent by the parents. The parent must make the initial contact with any of these agencies.

TITLE 1 PROGRAM: The Marshall Title 1 Program is a reading improvement program for first grade through fourth grade. It is designed to identify those children whose reading ability is impaired to the point that it interferes with their academic progress, and to provide them with concentrated and individual instruction in the reading skills.

- Reading Recovery – A 1-on-1 instructional program for 1st graders. Students qualify based on the reading recovery assessment given to all 1st graders.

Parent's Right to Know

In accordance with the requirement of Section 1111 of Title 1, for each school receiving Title 1 funds, the superintendent shall make sure that all parents of students in that school are notified that they may request, and the district will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the state qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the state requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child.

In addition, the parents shall be provided:

- E. Information on the level of achievement of their child(ren) on the required state academic assessments.
- F. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required of if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

SAFETY

ADULT CROSSING GUARDS: The City of Marshall provides crossing guards for students who must cross designated streets. Students are required to cross these streets only where there is an adult crossing guard.

CONDUCT TO AND FROM SCHOOL: Parents/guardians are responsible for ensuring the safety of their children while they are:

1. On their way to and from school.
2. On their way to and from bus stop.
3. At the bus stop.

Students who walk to school should walk only on sidewalks, cross streets at corners and carefully obey the Adult Crossing Guards instruction.

BICYCLES: During weather that is appropriate for bike riding, students are allowed to ride their bikes to school. In order to provide a measure of safety, the following list of rules should be followed:

1. Bikes may be ridden only to and from school, not during recess or noon hour periods.
2. Bikes are to be parked in the bike racks provided.
3. Bikes are to be walked, not ridden, on school grounds.
4. Students should ride only their own bikes.
5. All bikes should be licensed.
6. Students bring bikes to school at their own risk. The school cannot be responsible for vandalism or theft of bicycles.
7. Students should demonstrate safe bike riding skills and follow the state laws regarding the use of bikes.

SKATEBOARDS, ROLLERBLADES, SCOOTERS, AND ROLLER SHOES: Skateboards, rollerblades, scooters, and roller shoes will not be allowed to be used/worn on school property at anytime. If using these items as a mode of transportation, students must remove or discontinue use once on school property. This includes all elementary, middle school, and high school sites.

FIRE, DISASTER, AND LOCK DOWN DRILLS: State law requires that fire, disaster, and lock down drills be held for students' protection. It is important that there be silence during these drills so that any necessary changes in routing, building evacuation, or shelter areas can be clearly heard by the students and staff.

SEVERE WEATHER

The following procedure will be followed when the school is notified by the Sheriff's Department of possible severe weather.

1. Tornado Watch
 - a. Building personnel are notified of possible storm
 - b. Parents may pick up a student if they so desire. This must be done at the school office.

Tornado Warning

 - a. Students will go immediately to shelter areas.
 - b. Students will remain in shelter area until warning ends.
 - c. Parents may pick up students but they must be signed out before leaving the shelter area. This must be done at the school office.
2. Tornado Strike/Explosion/Gas Leaks
 - a. Students are assembled in undamaged areas or outside and roll is taken immediately.
 - b. Responsible adults will keep a list of who goes into emergency vehicles.
 - c. Parents may take students only after notifying person in charge.
3. Delay of School

If ice, fog, or snow conditions make it necessary to delay the opening of school, such a delay will be announced on local radio and television stations. School cancellations will be handled in the same manner.
4. Outdoor Play

Students in Grades RK-5 will not be required to play outdoors under the following conditions:

 - a. When it is raining
 - b. When it is storming
 - c. When the temperature or wind chill factor is below 0 degrees Fahrenheit.

The three elementary school principals will confer so that all three elementary schools follow the same schedule on any given day.

18
MISCELLANEOUS

RECESS: Fresh air and exercise have been proven to aid in the physical and educational growth of students. It is expected that all children will go outside with their class. We assume that if a child is well enough to be in school he/she is well enough to take part in all normal activities, including outdoor play. A statement from your doctor, verbal or written, is necessary before a student can be kept inside. We encourage the use of sunscreen on sunny, warm days. On days when it is too cold or raining, we have indoor recess.

VISITORS: Parents are welcome to visit the school. Please make prior arrangements for all such visits with the teacher. Student visitors are not permitted to attend school. All visitors to the school are to report to the office before going to any other part of the building.

LOST AND FOUND: Students finding articles of clothing, money, etc. are to take them to the lost and found area which is located in or near the school office. Money found by students will be held by the school secretary for a period of time, after which, if unclaimed, it will be returned to the finder. Children have a tendency to lose or accidentally switch sweaters, boots, coats, lunch boxes, etc. Please help by labeling all articles of clothing and other possessions with your child's name.

BRINGING ARTICLES TO STUDENTS AT SCHOOL: If at any time you want to bring any item to your child during the school day, leave it in the office and we will be happy to deliver it. This will prevent unnecessary classroom interruptions.

PERSONAL PROPERTY: Children should understand that if they bring personal items from home, they accept liability for items that are damaged or lost.

BOOK BAGS: Book bags should be of reasonable size to ensure safe movement in classrooms and hallways. Book bags should be small enough to fit inside student lockers.

MEDIA PHOTOGRAPHS: From time to time during the year, newspaper and other media take photos or videos of students in school activities. If you do not wish for your child to appear in the media, please fill out the form that is sent home at the beginning of the school year.

MONEY: Please do not allow your child to bring extra money to school. Children should only carry enough money for purchasing lunch or for purchasing special items from school. Students purchasing items from other students on school property is prohibited.

RUMORS AND OTHER STRANGE REPORTS: Unfortunately, at times, rumors do get started and occasionally misinformation and distortions sometimes crop up. Please, if you have something that concerns you or that is unclear, call us and let us clarify it.

PERSONAL ELECTRONIC DEVICES: It is a violation of school policy for a student to use personal electronic devices during school hours. This includes pocket pagers, cellular phones, and personal digital assistants. If used improperly these items will be confiscated and returned at the discretion of the building administration. The Marshall Public Schools are not responsible for lost or stolen personal electronic devices.

PETS/ANIMALS: If children wish to bring a pet to school, it must be prearranged with the teacher. Pets must be properly caged and must not be disruptive to the educational program. No pets are allowed on the bus.

TELEPHONE CALLS: Children will not be called to the phone or allowed to use the office telephone to call home except in the case of emergency. Emergency phone messages from parents to students will be delivered, if called in before 1:45 p.m.

SCHOOL PICTURES: All student pictures are taken each year. These pictures are taken in the fall. Specific dates will be passed on to you through school newsletters. If you are not satisfied with the pictures, a retake will be done.

PARTIES: Birthday celebrations should be prearranged with the teacher. Halloween, Christmas, and Valentine celebrations are permitted in all elementary classrooms. If the exchange of gifts at Christmas is part of the class routine, the value of the gift should be kept at a minimum. When sending treats for the class, please make healthy choices and avoid those treats with nuts included.

GUM AND CANDY: Teachers will submit guidelines to their students on the use of gum and candy. Privileges will be removed if students cannot comply with those guidelines or be responsible for litter. Gum and candy will be prohibited in the following areas: physical education, media centers, and computer labs.

DRESS CODE POLICY: The intent of the Board of Education in enacting a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited.

1. Students are prohibited from wearing distracting clothing which is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
 - a. "See-through" clothing
 - b. Clothing which exposes the midriff, pubic or genital area;
 - c. Garments that provoke or distract students or school employees
2. For safety and health reasons, students are required to wear shoes or soled footwear.
3. Clothing, patches, or buttons displaying profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar or obscene suggestions include, but are not limited to, descriptions or representations of sexual acts, excretory functions, or nudity; and swear words, expletives, or offensive language or symbols.
4. Students with hair or wearing apparel which substantially interfere with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
5. Hair or wearing apparel that constitutes a threat to health or safety is prohibited.
6. Hats are not to be worn in the school building. Hats and coats must be kept in the students' personal storage area (locker or coat hook) until the end of the school day. Stocking caps/or winter hats and coats may be worn outside the building when weather dictates.
7. Gym shoes are strongly recommended for physical education.
8. Chains posing a safety risk, or a distraction, whether worn on clothing or as jewelry, will be prohibited.

It is the policy and obligation of the School Board to encourage a drug free environment in the school setting, to reduce the pressures to use drugs and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning. Therefore, tee shirts and other garments, buttons and patches that advocate the use of alcohol, tobacco, or illegal drugs are prohibited.
9. If a student violates the dress code the student will be given an opportunity to correct the attire or style of hair which violates the dress

code. In addition, school personnel will arrange to meet with the student and his or her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to disciplinary measures including up to suspension. A suspension will not be imposed upon the student without affording the student appropriate due process as provided in the student handbook for this type of offense.

COMPLAINT PROCESS/ORDER OF COMMUNICATION

If you have a concern, please follow the steps below to ensure the most accurate information possible is provided to all parties:

- Step 1: Contact the Teacher
- Step 2: Contact the Principal
- Step 3: Contact the Superintendent's Office

We appreciate your involvement and participation in the educational process of your child. Each teacher has a district provided voicemail box and email address for you to use when contacting them. Please call your child's school for voicemail extensions, or visit the district website at www.marshall.k12.mi.us.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION:

Each year Marshall Public Schools is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at Marshall Public Schools. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated official of Marshall Public Schools decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Marshall Public Schools to comply with FERPA. Your complaint should be directed to:
Family Policy and Regulations Office
Office of Management
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202 Phone: (202) 732-2057

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by Marshall Public Schools Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:
Marshall Public Schools
Office of Superintendent
100 East Green Street
Marshall, MI 49068

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Marshall Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information":

Student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information that it has designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent or eligible student.

You have two weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student that you refuse to permit the district to designate as directory information. Your objections should be addressed to:

Marshall Public Schools
Office of Superintendent
100 East Green Street
Marshall, MI 49068

ELEMENTARY SCHOOL CODE OF CONDUCT

- The Board of Education has adopted the following Code of Conduct.
- I. **PHILOSOPHY:** It is the belief of the Marshall Schools that the school should maintain an environment that is conducive to learning. Disruptive behavior is detrimental to this process and will not be tolerated. The foundation for good standards of behavior has, in the past, been primarily the responsibility of the home and shall continue to be in the future. It is the goal of school officials to reinforce sound home behavioral standards. When sound behavioral standards are neglected by the pupils, disciplinary action will be taken.

The State of Michigan has recognized the need for order in the schools and has, therefore, given school districts the right to discipline pupils when it deems necessary. The Board of Education generally delegates certain authority to the administrators who are charged with managing the schools. This authority is based upon the General School Laws of Michigan.

- II. **RIGHTS AND RESPONSIBILITIES OF STUDENTS:** Marshall Public Schools recognize the following:
- Right – The most important right that students have is the right to a free public education.
- Responsibility – Students have the responsibility to come to school regularly, to be on time and be prepared to learn.
- Right – Students have the right to be safe at school.
- Responsibility – Students have responsibility not to act in a way which threatens, scares, or injures others.

Right – Students have the right to a clean building.

Responsibility – Students have the responsibility not to litter or deface school property.

Right – Students have the right to get help from a counselor, teacher, or administrator.

Responsibility – Students have the responsibility to respect each other and staff members.

III. DUE PROCESS: Procedural rules and regulations for the School Community.

The constitutional rights of individuals assure the protection of due process of law, therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if the student or their parent or guardian indicate the desire for one. A hearing shall be held to allow the student and his parent or guardian:
 - a. to contest the facts which may lead to disciplinary actions
 - b. to contest the appropriateness of the sanction imposed by a disciplinary authority
 - c. if the student and his/her parent or guardian allege prejudice or unfairness

IV. FREEDOM OF SPEECH AND ASSEMBLY:

1. Freedom of speech and assembly is a constitutional guarantee, but this guarantee must not infringe on the rights of others.
 - a. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Personal attacks or obscenities are prohibited.
 - b. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

- c. Students shall have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Demonstrations, which are deemed inappropriate, are prohibited.

V. FREEDOM TO PUBLISH:

- 1. Freedom to Publish is guaranteed only when it is responsible and does not interfere with the rights of others.

- a. Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process and must be signed.
- b. Students who edit, publish or distribute hand-written, printed or duplicated material among their fellow students within the schools must assume responsibility for the content of such publications.
- c. Libel, obscenity, and personal attacks are prohibited in all publications.
- d. Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be on the sale of non-school sponsored newspapers published by the students of the school district at times and in places as designated by school authorities.
- e. The distribution by students in school buildings or on school grounds of unlawful or unauthorized material is prohibited.

- 2. The display or distribution of certain written materials that subject a student to discipline include, but are not limited to, materials determined as:

- a. causing a substantial interference to the educational environment;
- b. obscene to minors or containing indecent or vulgar language;
- c. defamatory or libelous;
- d. invading the privacy of another person;
- e. offensive to a person's race, religion, ethnic origin or sex;
- f. encouraging illegal activity or violation of school rules.

- VI. **SEARCH AND SEIZURE:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

If a properly conducted search yields illegal or contraband materials such findings shall be turned over the proper legal authorities for ultimate disposition.

- VII. **COMMON CONSEQUENCES:** – If a student's behavior requires action beyond a verbal reprimand then the following list of consequences is intended as a guide. The severity of the problem and/or the duration of a student's misbehavior will determine the action(s) to be taken.
- a. Formal conference between parent and teacher.
 - b. Teacher-parent phone call.
 - c. Withholding of recess/noon hour privileges.
 - d. Letter to the parents by the teacher.
 - e. Letter(s) of apology
 - f. Child-parent phone call.
 - g. Student develops a plan for improvement
 - h. Conference between student and principal.
 - i. Letter to the parents by the principal.
 - j. Parent-Teacher conference.
 - k. Parent-Principal conference.
 - l. Removal from classroom.
 - m. Parent removes student from school for the remainder of the day.
 - n. Referral to the school counselor.
 - o. Detention after school.

- p. Student and/or parent(s) are responsible for repairing any damage done to school property.
- q. Student responsible for cleaning any mess they have made.
- r. Suspension.
- s. Expulsion.

VIII. PROBLEM SOLVING SUGGESTIONS FOR EDUCATORS AND PARENTS: Encourage children to solve their own problems:

- A. Talk with them, make suggestions, but let them work out a solution, if possible.
- B. Suggest alternatives the child can do by himself.
- C. Encourage children to talk with their teacher when other children are not present.

Solve problems as they arise and keep working to resolve them until you are satisfied that everything possible has been done.

Be sure of your facts. Contact the teacher. The teacher's best time for Parent Conferences is usually just before or after school.

When appropriate, include children in conferences with teacher, principals, counselors, etc., to help find solutions together.

Make plans for further action before you leave a conference, be sure you understand what is expected of you and the student and what the school staff will try to do. Set a specific time when communication by phone or letter will be made on the child's progress.

WHEN ALL ELSE FAILS ...

Call your Building Principal!

NOTICE OF NONDISCRIMINATION:

Marshall Public Schools does not discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap in the admission to, access to, participation in, benefits of, or employment in its programs or activities as provided by district policy and in compliance with federal and state law. For more information contact:

Marshall Public Schools
Superintendent
100 East Green Street
Marshall, MI 49068 (269) 781-1250 ext. 1105

FERPA NOTICE:

No Child Left Behind requires charter schools, academies, and public school districts to transfer the disciplinary records of any student with respect to suspensions and expulsions, to any private or public school to which that student is enrolling.

Code of Conduct/Student Discipline Rules

School officials/administrators may find it necessary to discipline students when their behavior interferes with school purposes or educational functions. In accordance with Board of Education policies, administrators and staff members may take the following actions:

Removal from Class or Activity (see Teacher Suspension from Class Policy)

1 class by teacher

2 or more classes must have administrative approval

Suspension from School

1 to 10 school days must have administrative approval

11 to 45 school days must have superintendent approval

46 to 180 school days must have board of education approval

Expulsion from School

Up to 180 school days must have board of education approval, with an opportunity to reapply for reinstatement

Teacher Suspension from Class (excerpts from Board Policy 5610)

The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or s/he may be given a short-term suspension by the principal. A student so removed may be allowed by the principal to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions.

Out of School Suspensions interrupted by snow days, vacations, breaks in school calendar, excused or unexcused absences, bereavement, etc. do not count as days served.

Grounds for Suspension or Expulsion

The grounds for suspension or expulsion may apply when a student is:

- On school grounds;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative and not limited to the type of conduct prohibited by this rule:
 - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
 - Setting fire to or damaging any school building or property.
 - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represent to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substance. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant or any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Michigan that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.

23. Engaging in pranks that could result in harm to another person.

24. Use or possession of gunpowder, ammunition, or an inflammable substance.

25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- Engaging in sexual behavior on school property
- Engaging in sexual harassment of a student or staff member
- Disobedience of administrative authority
- Willful absence or tardiness of students
- Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes
- Violation of the school's acceptable use of technology policy or rules
- Violation of the school's administration of medication policy or rules
- Possessing or using a laser pointer or similar device

26. A student may possess a cellular telephone or other electronic communication device (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off unless directed otherwise by a certified staff member; and provided that during school events and on a school vehicle the use of electronic storage devices are not disruptive or distracting to the educational process, the scheduled activity, or other participants.

- The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited.
- Also, during school activities when directed by the administrator or sponsor, cell phones and other ECD/ESD shall be turned off and stored away out of sight.

- o The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited.
27. Making or throwing snowballs on school property is not permitted at any time
28. Skateboards/Rollerblades/Roller shoes may not be used on school property at any time.
29. False Alarms Students who accidentally trip a fire alarm should do the following: Report immediately to their teacher or building principal. Students found guilty of deliberately setting a false alarm are subject to disciplinary action.
30. Students are to respect all staff member's right to privacy in regards to their professional work station, filing cabinets, computer and computer station and any other personal items. Students are to stay out of and away from these areas.
31. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
32. Felony - Any student convicted of a felony in relation to the school operation will be referred for expulsion.

B. Bullying

1. This rule applies when a student is:
 - o On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school)
 - o Off school grounds at a school activity, function, or event
 - o Traveling to or from school or a school activity, function, or event;
or
 - o Using property or equipment provided by the school
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

D. Possessing a Weapon (Board Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- weapons under the control of law enforcement personnel;
- items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

The penalty for possession and/or use of a weapon: up to 45 school days suspension and possible expulsion from school for a period of up to 180 school days. If expelled, the student may reapply for reinstatement

E. Possessing a Dangerous Weapon, Firearm, and/or Destructive Device

(excerpts from Board Policy 5610.01)

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

1. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon
2. the weapon was not knowingly possessed
3. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon
4. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police

The penalty for possession of a dangerous weapon: up to 45 school days suspension and expulsion from school for a period of up to 180 school days. If expelled, the student may reapply for reinstatement

Consequences for Violation of Code of Conduct

Aiding, Assisting, or Conspiring with Individuals who Violate Code of Conduct

1st Offense: Student may receive the same consequence warranted by perpetrator's actions.

Controlled Substance: Use or Possession (including look-a-likes)

1st Offense: Up to a 45 school day OSS suspension and possible 180 school day expulsion. If expelled, the student may reapply for reinstatement. Marshall Police Department will be notified and citation may be issued.

Look alike and uncontrolled substances, including non-alcoholic beer, possessed, used or sold on school property or at a school sponsored event are in violation of school policy. Over the counter remedies such as Nyquil must be delivered to the attendance office or to the school nurse accompanied by a note from the parent or guardian giving permission and directions to administer. Drug paraphernalia found in a student's possession (including locker) will be confiscated by a school official. Parents will be notified and the items will be turned over to the police. The student may face suspension.

2nd Offense: 45 school day OSS suspension.
 Recommendation for up to a 180 school day expulsion.
 If expelled, the student may reapply for reinstatement
 Marshall Police Department will be notified and citation may be issued.

Controlled Substance: Distribution or Transmission (including look-a-likes)

1st Offense: 45 school day OSS suspension and a recommendation for up to a 180 school day expulsion. If expelled, the student may reapply for reinstatement. Marshall Police Department will be notified and citation may be issued.

False Alarms

1st Offense: Subject to arrest by the fire marshal plus a five (5) school day OSS suspension.
 2nd Offense: Up to a 45 school day OSS suspension. Subject to arrest by the fire marshal. Recommendation for up to a 180 school day expulsion. If expelled, the student may reapply for reinstatement

Tobacco Use or Possession

1st Offense: A minimum three (3) school day OSS suspension.
 Marshall Police Department will be notified and citation may be issued.
 2nd Offense: A five (5) school day OSS suspension.
 Marshall Police Department will be notified and citation may be issued.
 Any subsequent offense will result in a ten (10) school day OSS suspension and a possible referral to the board of education for expulsion. If expelled, the student may reapply for reinstatement.

TABLE OF CONTENTS

DIRECTORY	
School Board	
Administrative Staff	
School Directory	
PARENT LETTER	
SCHOOL MISSION STATEMENT	
A NATION AT RISK1
ACADEMICS	
Textbooks1-2
Homework2
Report Cards2
Promotion Policy2
Testing2-3
ATTENDANCE	
Daily Schedule3
Absences3-4
Tardiness4
School Arrival4
Early Dismissal From School5
Remaining After School5
Change In After School Routine5
Teacher Professional Development Days5
SCHOOL BUS ROUTES, RULES & REGULATIONS5-8
Walking Students Riding Bus8
Change In Bus Routine8
Middle/High School Riding Elem. Buses8
Student Conduct On Bus8-9
ENROLLMENT	
Kindergarten Enrollment9
Mid-Year Enrollment9
Withdrawal From School9-10
HEALTH	
Immunization10
Medical Screening10
Communicable Disease10-11
Illness11
Extended Absence Due to Illness11
Medication Procedure11-13
Child Abuse13
Grooming13
Insurance13
Participation13
PARENT COUNCIL13-14

PROGRAMS	
Special Programs and Classes14
Readiness Kindergarten14
Pay To Participate14
Special Education Services14
School Counselor14-15
Title 1 Program15
SAFETY	
Adult Crossing Guards16
Conduct To and From School16
Bicycles and Skateboards16
Drills16
SEVERE WEATHER	
Tornado Watch/Tornado Warning17
Tornado Strike/Explosion/Gas17
Delay/Cancellation of School17
MISCELLANEOUS	
Recess/Visitors/Lost and Found18
Bringing Articles to Students At School18
Personal Property18
Book Bags18
Media Photographs18
Money18
Rumors and Other Strange Reports19
Personal Electronic Devices19
Pets/Animals19
Telephone Calls19
School Pictures19
Parties19
Gum and Candy19
Dress Code19-21
Complaint Process21
Family Educational Rights & Privacy Act of 1974.....	21-23
CODE OF CONDUCT	
Philosophy/General Pupil Expectations23
Due Process23-24
Freedom of Speech and Assembly24-25
Freedom to Publish25
Search and Seizure26
Common Consequences26-27
Problem Solving Suggestions27
Notice of Nondiscrimination27
FERPA Notice28
Student Discipline Rules28-36