

HUGHES ELEMENTARY

103 West Hughes Street
(269) 781-1275

HUGHES SCHOOL FACULTY & STAFF

Matt Lefebvre, Principal
Jen Weers, Secretary

TEACHING STAFF:

<u>RK & Kindergarten</u>	<u>First Grade</u>	<u>Second Grade</u>
Angela Huntley (RK) Lindsey Thompson Stacy Cooper	Missy Brownell Jessica McHugh	Beth Brownell Amanda Lynn
<u>Third Grade</u>	<u>Fourth Grade</u>	<u>Fifth Grade</u>
Eva Price Deborah Veale	Amanda Skinner Lance Hawblitz	Emily Mead Colleen Williams

SPECIAL AREA TEACHING STAFF:

Resource Room – Sue Deitrich	Counselor – Kendra Gibbs
Technology – Sarita Shetehelm	Music – Stacy Root
Physical Education – Chad Wager	Reading – Julia Underhill
Speech – Denice Santa Maria	Art – Sara Huggett

SCHOOL SUPPORT PERSONNEL:

Library Technician – Nikki Torrez
Cook – Lynn Stillson
Program Aide – LaTisha Messenger
Title I Aide – Darlene Squire
Healthcare Paraprofessional – Mychaela Ayres

PARENT COUNCIL OFFICERS:

President – Liberty Moore
Secretary – Kristen Geiger
Treasurer – Andrea Tucker

BOARD OF EDUCATION

Bill DeSmet- President Amanda Lanker- Trustee
Carrie Nicholson- Vice-Pres. Shawna Gamble- Trustee
Lisa Middleton- Secretary Richard Lindsey Jr- Trustee
Larry Williams- Treasurer

Sessions of Board are held on the second and fourth Mondays of the month at 7:00 PM in the Middle School Community Room with exceptions of December and July when only one meeting is held.

CENTRAL OFFICE ADMINISTRATION

Superintendent Randall Davis
Curriculum Coordinator Chad Holt
Director of Finance Becky Jones
K-12 Technology Terron Erwin
Facilities Director Brad Shedd
Transportation Director Mike Walbeck

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.

Marshall 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 School Mission Statement

In a safe, supportive environment conducive to learning, the Hughes School Family in partnership with our community will provide the opportunity for all children to reach their maximum learning potential in the pursuit of excellence.

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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. 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.

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 winter. 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 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:

Reading Recovery/MLPP Assessment	-	Pre-Kindergarten
Reading Recovery/MLPP Assessment	-	1 st Grade
M-STEP (Language Arts & Math)	-	3 rd -4 th -5 th Grades
M-STEP (Science)	-	5 th Grade
M-STEP (Social Studies)	-	5 th Grade
Running Records Assessment	-	K-5 th Grades
District Math Assessment	-	K-5 th Grades
District Writing Assessment	-	K-5 th Grades

ATTENDANCE

DAILY SCHEDULE:

RK-5 th grade	8:40 a.m. to 3:40 p.m. (40 minute lunch period)
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ABSENCES

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy [5223](#) or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of sixteen (16). Repeated infractions of Board policy requiring the attendance of

enrolled students may result in the suspension or expulsion of the student from the District program.

Excusable Reasons for Absence

The District accepts only the following as excusable reasons for absence from school. Each absence may be required to be explained in writing and signed by the student's parents. The excuse shall be submitted to the Principal and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

A. **Personal Illness**

The Principal may require a doctor's confirmation if s/he deems it advisable.

B. **Illness in the Family**

C. **Quarantine of the Home**

This is limited to the length of the quarantine as fixed by the proper health officials.

D. **Death of a Relative**

E. **Observance of Religious Holidays**

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

F. **Absence During the School Day for Professional Appointments**

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. the student shall have a statement to that effect from his/her parents;
2. the student shall report back to school immediately after his/her appointment if school is still in session.

Absences that do **not** accumulate against this guideline include field trips.

Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents complete a vacation request form. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- A. The student may be given approximate assignments and materials for completion.
- B. Separate daily assignments may be given.

- C. The time missed will be counted as an authorized, excused absence, and shall not be a factor in determining grades unless make-up work is not completed.

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 10 or more per semester. Per the CISD truancy protocol, 3 tardies are equal to one day absent.

Truancy

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location. **Absence** is defined as non-presence in the assigned location any time beyond the tardiness limit.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated ten (10) truanancies during a semester.

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy [5611](#) and the Student Code of Conduct.

Truant students who are minor parents are to be reported to the Calhoun Intermediate School District.

SCHOOL ARRIVAL:

Please do not send your child to school before 8:15AM, 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.

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.

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 Professional Development days well in advance through school the published school calendar.

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 September 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 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, 3rd, and 5th Grades

Hearing testing – Kindergarten, 2nd and 4th Grades

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

Notice on Head Lice:

Recent scientific studies performed by the CDC, American Academy of Pediatrics and the National Association of School Nurses have found that students with live lice and nits do not need to be sent home early from school, they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. The CDC does not consider head lice to be a highly contagious communicable disease. It is considered a nuisance only. It is a myth that lice can jump from head to head. They are parasites that are very happy to stay on the host. Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued."

According to the American Academy of Pediatrics, because of the lack of evidence of efficacy, classroom or school-wide screening should be strongly discouraged. The National Association of School Nurses states that household family members with an active infestation should be checked by their parents before returning to school, but classroom-wide or school-wide screening is not merited. In cases that involve head lice, as in all school health issues, it is vital that the school nurse and teachers prevent stigmatizing and maintain the student's privacy as well as the family's right to confidentiality.

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:

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.

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, Technology, and Physical Education are maintained for elementary grades. Students are provided with classes in these subjects for 220

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.

SPECIAL EDUCATION SERVICES: Several special education programs are provided for those students who are eligible. 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. 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

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.

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
- Tornado Warning
 - a. Students will go immediately to shelter areas.

- b. Students will remain in shelter area until warming ends.

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/ Cancellation of School
If ice, fog, or snow conditions make it necessary to delay the opening of school, such a delay can be instant alerted to the student's family or 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 four elementary school principals will confer so that all four elementary schools follow the same schedule on any given day.

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. 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. 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.

PERSONAL ELECTRONIC DEVICES: It is a violation of school policy for a student to use personal electronic devices during school hours. 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.

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 and websites. 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. 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.
9. 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.
10. 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 handwritten, 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.

Student Discipline Rules

In recognition of the negative impact on a student's education, we view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort; except where these disciplines are required by law (Policy 5610.01). We will utilize restorative practices in addition to, or as an alternative to, suspension or expulsion which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that are initiated by the victim, are approved by the victim's parent or legal guardian (or if the victim is at least fifteen 15, by the victim), are attended voluntarily by the victim and supporters of the victim and offender, and would provide an opportunity for the offender to accept personal responsibility for the harm caused to those affected and to participate in the setting of consequences to repair the harm. The selected consequences and time limits for their completion will be incorporated into an agreement signed by all conference participants.

For more information regarding Suspension and/or Expulsion policy, please refer to Board Policy 5610.01.

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:

- o Engaging in sexual behavior on school property
- o Engaging in sexual harassment of a student or staff member
- o Disobedience of administrative authority
- o Willful absence or tardiness of students
- o 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
- o Violation of the school's acceptable use of technology policy or rules
- o Violation of the school's administration of medication policy or rules
- o 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.

- o The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited.
- o 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.
 33. Aiding, Assisting, or Conspiring with Individuals who Violate Code of Conduct
 34. Controlled Substance: Use or Possession (including look-a-likes)

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.

35. Controlled Substance: Distribution or Transmission (including look-a-likes)
36. False Alarms
37. Tobacco Use or Possession

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.

C. 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.

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

For more information regarding Suspension and/or Expulsion policy, please refer to Board Policy 5610.01.