

# **Marion Elementary School**

## **2011-2012**

*Dear Parents/Guardians,*

*The staff at Marion Elementary extends a warm welcome to all our students and families. We are happy to have each of you with us and are expecting a rewarding school year.*

*We make a special effort to have our school be a place where children feel comfortable, cared for, and included. We want children's families to feel especially welcome here too. There will be many opportunities to participate in school activities, and you will receive information about these activities throughout the year. Also, we are always in need of volunteers. If you can donate any amount of time, please give us a call. We can use volunteers in classrooms and in the library. In addition, we encourage your attendance at the monthly P.T.O. meetings.*

*The policies and rules listed within this handbook are necessary to ensure an orderly, safe environment in which children can learn and grow academically, socially, and emotionally. We look forward to working with you to provide your child(ren) with a successful elementary experience. Children function best when all the important adults in their life present the same message. Therefore, we ask for your support and cooperation with our school policies.*

*Please take time to familiarize yourself with the following information. You will want to keep this handbook available for your use. It will be a valuable reference during the school year.*

*Sincerely,*

*Greg Mikulich, Principal*

### **School Phone Numbers**

Administration Office	
Superintendent.....	743-2486
Bus Garage.....	743-2443
High School	
Principal.....	743-2836
Elementary School	
Principal.....	743-6251
Preschool.....	743-6300

## Marion Elementary Staff

Kindergarten	.	.	.	.	.	Melissa Horstman
Kindergarten	.	.	.	.	.	Elizabeth Fisher
Kindergarten	.	.	.	.	.	Nicole McCrimmon
1st Grade	.	.	.	.	.	Tammy Ladd
1st Grade	.	.	.	.	.	Suzette Robinson
2nd Grade	.	.	.	.	.	Marcie Bennett
2nd Grade	.	.	.	.	.	Steve Henderson
3rd Grade	.	.	.	.	.	Jill Quist
3 <sup>rd</sup> Grade	.	.	.	.	.	Peggy Swiger
4th Grade	.	.	.	.	.	Sandra Pluger
4 <sup>th</sup> Grade	.	.	.	.	.	Vicki Schutte
5th Grade	.	.	.	.	.	Mary Bell
5 <sup>th</sup> Grade	.	.	.	.	.	Heather Deighton
Music/Band	.	.	.	.	.	Patricia Hazen
Physical Education	.	.	.	.	.	Anne Kohl
Special Education	.	.	.	.	.	Nancy Vongphasouk
Preschool	.	.	.	.	.	Michelle Henderson
Preschool Paraprofessionals	.	.	.	.	.	Jennifer Krchmar
Elem. Paraprofessional	.	.	.	.	.	Pam Hopkins
Playground Supervisor.	.	.	.	.	.	Amy VanHaitsma
Principal	.	.	.	.	.	Greg Mikulich
Administrative Assistant	.	.	.	.	.	Shelly Laughlin
ERF Family Literacy Coach	.	.	.	.	.	Jesse Guest-Felsk
Technologist	.	.	.	.	.	Mike Hodges
Custodian	.	.	.	.	.	Oleda Raymond
Transportation.	.	.	.	.	.	Brad Sikkema
Bus Drivers	.	Barb Russell	Tammy Brokaw	Sandy England		
		Taffie Wiggins	Goldie Krassow	Amy VanHaitsma		
		Sandra England				
Kitchen Staff	.	.	Barb Keehn	Lynna Eising		

# S.O.A.R.

## Students Outstanding in Achievement And Responsibility



### Mission Statement

*Marion Public Schools,  
together with families and communities,  
will educate all students to their unique potential  
in a safe, inspiring, and supportive environment,  
preparing them to succeed in an ever-changing world.*

Marion Elementary is proud to be a National Reading Styles Model School. “Reading Styles” is the application of learning styles theory to the teaching of reading. At Marion Elementary, the reading instruction is designed to identify how each child learns best and teaches each child according to his/her strengths. Teachers use recorded books, learning centers, hands-on activities, technology, literature, phonics, and tutorials. Many innovative strategies such as varied classroom arrangements and Accelerated Reader are used to minimize reading failure and to enhance the learning process.



### School Hours

**8:15 A.M.**  
**3:20 P.M.**

**School begins**  
**School ends**

*(Please note: We are unable to supervise children who arrive  
at school more than 10 minutes early.)*

**On Wednesdays, school starts 80 minutes later (9:40 a.m.).** This altered schedule provides a regular time when the staff meets for training and planning that ensures a quality program at Marion Elementary. As state requirements for school districts increase, our Wednesday times are dedicated to continuously examining our efforts and making improvements to the services we offer children and their families. Despite the shortened Wednesdays, the schedule has been designed to maintain the same total hours of instruction per week for all students.

## Attendance Policy



**School attendance is compulsory by Michigan law.** Marion Elementary School has the responsibility of keeping complete attendance records and making sure that all students enrolled at our school are in attendance whenever possible. Please encourage your child to attend school everyday unless he/she is ill. When a child accumulates five unexcused absences in a semester, the principal is notified and a letter is sent to parents/guardians encouraging regular attendance. If the absences reach 14 days in a semester, a Truancy Petition will be filed with the Probate Court or law enforcement will be called.

*When a child is absent from school, please call the school office by 10:00 A.M. This call-in policy is imperative to the safety of our children.*

Students will be excused for medical appointments, illness, family emergencies, and family trips. Whenever a pupil's attendance is known ahead of time, as in the case of a family trip, please have this absence pre-excused and make arrangements with the teacher for make-up work.

Verification of an absence or tardy can be accomplished by a written note or telephone call from the parent/guardian or by a doctor or dentist excuse. All notes should include:

- Student's first and last name
- Day(s) of absence or tardiness
- Reason for absence or tardiness
- Parent/guardian or doctor's signature

Students are released only to the custody parents/guardians, unless a note indicating otherwise is received. If you need to pick up your child(ren) from school early, you must sign out at the office before we will release him/her.

## Breakfast and Lunch Program

The school cafeteria offers well-balanced meals daily. Families are encouraged to use our advanced pay system. Free lunch and breakfast is available to families who complete an application and are found eligible. Applications may be obtained from the elementary school office. If your child brings a beverage to school for lunch, it can not be in a glass container. **Also, please do not send red colored drinks to school. They create stains that are impossible to remove.**

### Student Prices:

Lunch	\$2.25 per day	\$11.25 weekly	Additional Milk	\$ .40 per carton
Breakfast	\$1.50 per day	\$7.50 weekly	Adult Lunch	\$3.00 per day

### Student Reduced Prices:

Lunch	\$.40 per day	\$2.00 weekly
Breakfast	\$.30 per day	\$1.50 weekly



## Health Information



Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is a risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. To avoid problems that many schools through the state have experienced, we schedule periodic screenings for head lice here at school. You can also help by checking regularly at home.

The school makes every effort to prevent accidents. When they do occur, first aid is given and parents/guardians are promptly notified. Any treatment beyond first aid is entirely the parents'/guardians' responsibility. As soon as the parents have been notified, it is expected they will take full charge of the child and see that proper medical attention is obtained. ***Emergency cards, which are completed at the beginning of the school year, must be kept current.*** Please call the elementary office immediately if your telephone number or address changes. We must be able to contact you **at all times.**

Good attendance is desirable, however, a child should never be sent to school if he/she has symptoms of illness. To protect themselves and classmates, children should be kept home/and/or will be sent home if they have any of the following symptoms:

- Sore throat and swollen glands
- Nausea or vomiting
- Abnormal temperature
- Diarrhea
- Skin rash
- Inflamed eyes or eye discharge
- Earache or ear discharge
- Runny nose, cough, sneezing, chills, etc.
- Sores on skin such as impetigo, scabies, or ringworm

Please notify the school then your child develops a communicable disease.

### **Prescription/Non-Prescription Medications Policy**

The Marion Public Schools Board of Education policy states that consent from both physicians and parents must be obtained before medication will be administered to a student while in attendance at school. It is required that the office have the necessary forms on file which contain specific instructions for administering prescriptions. A physician's signature is not required for non-prescription medications; however, a parent/guardian's signature is required. Forms are available at the elementary office. It is also required that all medications, prescription or non-prescription, be kept in their original labeled container as prepared by the pharmacy.

***We will not accept medications sent in baggies.***

Many medications can be administered at home and are not necessary to take at school. All medication will be kept in the office, and the child is to report there when it needs to be taken. Only adult school personnel will administer medication. All unused medication left beyond two weeks will be destroyed unless prescribed for regular ongoing use.

## **Crossing Guards**

A safety patrol is positioned at the crosswalk in front of the school on the corner of Main and Blevins from 8:00-8:15 a.m. and 3:20-3:25 p.m. All children who walk to and from school are to wait behind the guard and then walk carefully across only when the guard steps aside and signals that it is safe to cross the street. Students coming down Pine Street are to cross with the guard at Blevins. Other guards are stationed behind the school at the end of the day to ensure safety as students head for the buses. Students are required to obey the commands of the crossing guards.

## **Bus Notes Changing Normal Destinations**

**Please have one consistent destination to which your child goes everyday.** If for a special reason you need to change the destination, **send a note to school with your child** and have them give it to their teacher right away in the morning. **A note is required whenever** a child changes a drop off spot, walks, or stays after school for a special activity. Unless accompanied by a note, a child's regular destination will not be changed. We often have substitute drivers, so it is very important that the note you send to school has:

**Date**

**Student Name**

**Exact Address**

Bus drivers may not know "Grandma's house" or "Aunt Mary's", so please include the complete name and address. Also, include the bus number, if you know.

**For the children's safety, we do not accept phone messages requesting a change in a child's destination.**

**Please send a note to school with your child for any changes.**

If you need to pick up your child before the end of the school day, you must come to the office to sign out your child.

Scouts, Brownies, Little League, OM, and Bible Club: If your child is participating in a long-term special activity, only one note is required for the duration of the activity. Please indicate the special activity on the note. We cooperate with all of these organizations by providing space when requested. However, the leaders of these groups are responsible for communicating to you the schedule of meetings, cancellations, etc. Please contact your leader or coach if you have questions or concerns.

## **Change in Student Information**

**It is imperative that the school office be notified immediately of a change of address, home or work telephone number, or a change of emergency information during the school year.**

## Severe Weather and Other Emergencies

In the event of school delays, cancellations and early dismissals, information will be broadcast on one or more of the following:

<b>T.V.</b>	<b>Radio</b>	
WWTW Channel 9 & 10	WPHN/WOLW	WTCM
WPBN Channel 4	WLXV/WATT, WCCW	WKPK, WKLZ, WBYP, WBYC, WKLT
WGTU Channel 29 & 8	WCCW	WGKT (FOX), WLJN
	BIG CTY/WGFM	WKHQ, WLXT, WMBN, WMKT
	WUPS 98.5	WUGN 99.7

In the event of an emergency early school dismissal, your child must have a safe place to go. Please plan and review periodically with your child the place and procedures.

## Fire Drills/Tornado Drills/Crisis Response

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire drills, tornado drills, and crisis response drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

## Recess

All students are expected to go outside for recess. They should dress with the weather in mind. If a student is too sick to go outside he/she may be too sick to be in school. If, however, a child is returning to school after a serious illness, parents/guardians may make a written request for the child to remain indoors for a day or two. If a longer period of time is necessary, a written note from a physician is required.

## Proper Clothing

All students shall dress in a way that will create an atmosphere of dignity and respectability. Clothing and footwear should reflect consideration for good health, safety, and neatness. Please remind your child(ren) to wear gym shoes to school on physical education days.

Boots, mittens, hats, and other warm clothing are recommended for chilly, wet, cold, and muddy conditions. Children will be expected to go outside for morning, afternoon, and lunch recesses (up to 30 minutes), and should be prepared for changes in the weather. Shorts at or about the knees may be worn in warm weather. As cold weather moves in, children should be dressed warmly.

**Please put your child's name on each article of outside clothing.**

## Lost and Found

The Lost and Found is located just outside the library. Please have your child check there periodically if he/she has misplaced an item or article of clothing. Please check the office for the lost and found box.

## Communications

Parents are welcome to visit school. All visitors must always check in at the office first. When you wish to visit your child's classroom, please contact the teacher for an appointment. As pre-school age children are often distracting in the classroom, it is recommended they not accompany you.

If a problem develops or you sense your child is having difficulty with school, you are encouraged to talk to the teacher immediately to bring about increased understanding and a quick resolution. Issues which are not satisfactorily resolved with the teacher may be addressed with the principal. It is suggested you follow the "chain of communication" in order to bring about a satisfactory resolution.

Parent/Teacher conferences are scheduled twice during the school year. Specific information will be sent to you regarding dates and times. Please make every effort to attend. Your child's success requires regular parental involvement in his/her education. It is not necessary to wait until conference time if you have a concern. Call the school and make an appointment with your child's teacher at any time throughout the year.

Please look in your child's(ren's) S.O.A.R. folder which will contain his/her past week's papers, and classroom letters act as a vehicle for communication between home and school.

## Buying, Selling and Trading

Money should not be brought to school except when absolutely necessary and for a specific purpose. A sealed envelope with the child's name on it is one way of preventing loss or ownership disputes.

Students are not to buy, sell, or trade with each other; neither may they give away toys or other objects at school. Any selling is restricted to school and activities that have been approved.

## Toys

**Expensive and/or breakable toys should not be brought to school. The school is not responsible for lost or broken toys.** Just as real guns, knives, and weapons are illegal to possess at school, toy guns, knives, lasers, and look-alike weapons are not allowed at school and will be taken from students.

## Lockers & Desks

A student's locker and desk are places to keep personal belongings and school supplies. Students will be held responsible for the locker and desk assigned to them. It is advised that money or valuable items not be kept in lockers or desks.

Lockers and desks are school property loaned to students usually for the duration of one school year. School property remains, at all times, under the control of the school district. To maintain order and to preserve the safety and welfare of students and school personnel, school authorities may search a student, student's locker, and desk whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## **Textbooks**

Textbooks and library books are furnished to your child by the school on a loan basis and should be treated as borrowed property. Students will pay for the loss or abuse of textbooks.

## **CD's, Ipods, Electronic Devices & Cell Phones**

CD's, Ipods, electronic devices, CD players, and cell phones should not be brought to school. In particular, adult CD's containing suggestive, inappropriate language are not allowed at school. Even if parents allow their child to listen to mature, adult-rated music, there is the potential for other students whose parents disapprove of particular music, to have access to these CD's at school. The school is not responsible for lost or stolen devices of any kind. **Cell phones are not permitted during school hours, classroom instruction, or on the playground.**

## **Student Internet Policy**

Students must abide by the Marion Public Schools Internet Policy. A copy of the policy must be signed by the student and parent before a student will have access to the internet. The internet will be used exclusively for instructional purposes and students will be closely supervised.

## **School Rules & Discipline Policy**

### **Consequences of Persistent Misbehavior**

Teachers have a right to teach and students have a right to learn. Students who interfere with classroom learning on a persistent basis will be subject to the following disciplinary process.

- Step 1. Verbal warning
- Step 2. Private conference with the pupil
- Step 3. Notification of parent/guardian
- Step 4. Referred to administration
- Step 5. Out of school suspension

### **SEVERE BEHAVIOR POLICY**

The discipline process may be bypassed in cases where severe student misbehavior is encountered. Examples: stealing, aggression, insubordination, bullying, extortion, severely inappropriate language, or anger directed at an adult or child.

The Board of Education is authorized to suspend or expel and to make policies and rules regarding discipline thru in sections 578, 613, and 614 of the Michigan School Code. The Board of Education delegates the authority to suspend a student from school to the building principal.

### **Possession, Use, Distribution, or Sale of Alcohol or Drugs**

Definition: For the purposes of this policy the terms "illegal substances," or "drugs" shall include any of the following: (1) All controlled substances as so designated and prohibited by Michigan or federal statute; (2) all chemicals which release toxic vapors; (3) all alcoholic beverages; (4) drug "look-a-likes"; (5) all drug paraphernalia; and, (6) anabolic steroids.

The primary aim of Marion Public Schools is to provide all students with the best possible teaching learning environment so they can adapt to our ever changing society. The district is committed to providing a tobacco, alcohol and other drug-free environment for students and staff. A safe learning environment and disciplinary procedures will help students accomplish the educational outcomes of the district.

The district acknowledges that some students have academic, physical, emotional, social, alcohol or other drug problems that interfere with learning. Prevention programs and student services are designed to help students learn skills to live productive lives, avoid alcohol or other drug problems, and deal with issues that might deter their academic, personal and professional success. The district also acknowledges that pupil discipline control must be constantly directed toward achieving and enhancing the drug free environment. Discipline as defined in this instance refers to control of conduct by the individual himself or control by external authority.

1. An attempt will be made to confiscate evidence. Observed behavior will be documented.
2. Law enforcement officials will be notified if, in the opinion of the building administrator, the situation warrants.
3. A mandatory meeting with the student and parent(s) or guardian(s) shall occur after they have been informed.
4. Recommendation to the Superintendent for extended suspension and/or expulsion may be made by the building administrator.

(If parents/guardians wish to see the district's "Drug Free Schools & Student Services Policy", in its entirety, they may request a copy from the building principal.)

### **Weapons**

Possessing, carrying, concealing, or threatening with a weapon (any instrument for use in attack or defense) will result in suspension and possible expulsion. Weapons include, but are not limited to, firearms, explosives, guns, B-B guns, pistols, revolvers, knives, (blades over three inches result in automatic expulsion), pocket knives, etc.

### **Due Process:**

Every effort shall be made by the principal and staff members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian. Students are always given an opportunity to provide an explanation for their behavior before a consequence is assigned.

### **Nondiscrimination Policy**

*In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Marion Public School District that no person shall, on the basis of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.*

## **Marion Elementary School Parental Involvement Plan**

Marion Elementary School strongly encourages and welcomes the involvement of parents/guardians in all of the school's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children. Parents/guardians shall be offered substantial and meaningful opportunities to participate in the education of their children.

Accordingly, Marion Elementary School encourages parent/guardian participation that may include, but not be limited to:

- The involvement of parents/guardians in the planning, implementation, evaluation, and improvement of school programs/services through participation on the School Improvement Committee
- Invitations to parents/guardians to attend at least one annual meeting , with additional meeting opportunities being available as needed, designed to provide information about programs and services, and to solicit parents/guardians suggestions on program development, planning, evaluation and operation;
- Assistance to parents/guardians in understanding school programs, including the providing of information in a language understandable to the parents/guardians if practicable;
- Information regarding child's achievement and progress;
- Opportunities to enhance parents/guardians capacity to work with children in the home on school learning;
- Professional development opportunities for teachers and staff to enhance their understanding of effective parents/guardians involvement strategies;
- Ongoing communication between school and parents/guardians
- Other appropriate activities (i.e. Family Math Nights, blogs, science fairs, theatre, etc.)

Marion Elementary School's, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a school-wide plan for parent/guardian involvement in the development of a Title I plan.

Marion Elementary School will:

- Involve parents/guardians) in the development of the plan;
- Provide for the involvement of parents/guardians in the Title I activities of the school;
- To review and evaluate Marion Elementary School's plan annually and to share the results of that review and evaluation with the Board;
- To assure that the policy/plan contains a compact that outlines how parents/guardians, the school staff and students will share the responsibility of improved student achievement
- Marion Elementary School shall provide a copy of the school's Parental Involvement plan to all parent/guardians

# Guiding Principle's of Homework



## Kindergarten – Third Grade

Grade level appropriate homework will be given in your child's classroom to:

1. Help you as parents know what skills your child will need to succeed.
2. Help your student get more practice in the skills we are learning in class.
3. Build a sense of pride and responsibility about school work.

A parent's role in homework is to:

1. Help your student create a time and a place to do homework.
2. Be supportive and discuss questions, but encourage your student to do his/her own work.

## Fourth – Sixth Grade

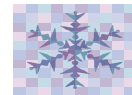
Homework provides information:

- For teachers: as a picture of attempted independent skill or knowledge of concepts that are learned in class, leading to adjustment in classroom depth and pace of instruction.
- For parents: as an awareness of what topics and concepts your children are learning.
- For students: as an awareness of his/her own understanding of a current skill or concept being learned in class.

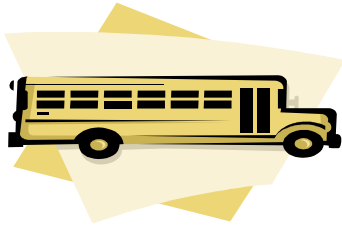
Homework provides an opportunity to practice responsibility that is needed in higher levels of learning.

Your child is provided with an assignment planner to help them manage what is being learned and to extend communication between school and home. Classroom assignments that aren't completed in class are expected to be finished as homework.

## Rules for Winter Sledding



- Slide only on the designated hill.
- You may not bring sleds from home - Use the school's roll-up sleds.
- If you are wearing snow pants, you may slide on your bottom. No snow pants, you must have a sled.
- Feet first - slide on your bottom, never your feet.
- One at a time and wait until others are out of the way before you go down.
- When you get to the bottom, walk around - not straight up the hill where others are trying to come down.
- Take turns with the sleds - share.
- Put the sleds in the crate when you are finished.



## **Bus Safety Rules**

1. A student should always be at his/her stop at least five minutes before the bus is scheduled to be there.
2. Bus riders must stay in their seats and in a sitting position when the bus is in motion.
3. Bus riders should not move to board a bus until it is completely stopped and the door is open.
4. Bus riders should leave their seats only after the bus has come to a complete stop.
5. Bus riders who must cross a street at their bus stop will cross only in front of the bus.

## **Bus Rules**

The following rules are posted on each bus.

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

**Repeated offenses may result in a suspension from the bus to ensure the safety of all the children who ride the bus.**

# **How to Talk It Out**

- 1. Stop. Cool off.**
- 2. Talk and listen.**
- 3. Think of ways to solve the problem.**
- 4. Choose the idea you both like.**

## **Rules**

- 1. Treat others and property with respect.**
- 2. Follow the directions of the adults at the school.**
- 3. Work to solve the problem.**