

Marion Elementary School

**Student Handbook
2023-2024**



**510 West Main Street, P.O. Box 0
Marion, Michigan 49665
Phone: (231) 743-6251
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Marion Elementary School Calendar 2023-24

August 16	Staff In-Service Day
August 16	Open House 4:00-6:00 pm
August 22	First Day of School for Students
September 1	No School
September 4	Labor Day-No School
September 14	Elementary School Picture Day
October 4	First Pupil Count Day
October 5 & 6	Jr./Sr. High Parent/Teacher Conferences
October 6	Half Day – Dismiss at 11:30 am
October 20	End of First Marking Period
October 26	Elem. Parent/Teacher Conferences 3:30-6:30 pm
October 27	Elem. Parent/Teacher Conferences 12:30-4:00 pm
October 27	Half Day – Dismiss at 11:30 am
October 31	Mobile Dentist
November 15	No School – Deer Day
November 22	Half Day – Dismiss at 11:30 am
November 23 & 24	No School - Thanksgiving Break
December 19 & 20	HS Exams Half Days – Dismiss at 11:30 am
December 20	End of First Semester
December 21 – January 2	No School – Holiday Break
January 3	School Resumes
January 15	No School – MLK Day
February 7	Second Pupil Count Day
February 16 & 19	No School - President's Day Weekend
February 29	Jr./Sr. High Parent/Teacher Conferences
March 1	Jr./Sr. High School Parent/Teacher Conferences
March 1	Half Day – Dismiss at 11:30 am
March 15	End of Third Marking Period
March 22	Half Day – Dismiss at 11:30 am
March 25 – 29	Spring Break - No School
April 1	School Resumes
April 4	Elem. Parent/Teacher Conferences 3:30-6:30 pm
April 5	Elem. Parent/Teacher Conferences 12:30-4:00 pm
April 5	Half Day – Dismiss at 11:30 am
May 27	No School - Memorial Day
May 29	HS Exams- Half Day– Dismiss at 11:30 am
May 30	HS Exams- Half Day– Dismiss at 11:30 am
May 30	Last Day of School

Marion Elementary School

2023-2024

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, safe, 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. 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 ask for your support and cooperation with our school policies. We look forward to working with you to provide your child(ren) with a successful elementary experience.

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,

*Mrs. Danyel Prielipp
Marion Elementary Principal*

School Phone Numbers

Superintendent.....	743-2486 x1
Transportation.....	743-2486 x4
High School	743-2836 x2
Elementary School.....	743-6251 x3
Head Start.....	743-6350 x7

Marion Elementary Staff

Kindergarten	Michelle Henderson
Kindergarten	Melissa Horstman
1st Grade	Nicole McCrimmon
1 st Grade	Clara Umbreit
2 nd Grade	Steve Henderson
2 nd Grade	Jaime Jones
3 rd Grade	Jill Quist
3 rd Grade	Breanna Russell
4 th Grade	Tracey Clark
4 th Grade	Bonnie Fox
5 th Grade	Mary Bell
Reading Coach	Joanie Whittaker
Music/Band	Emily French
Title Teacher	Betsy Fisher
Special Education	Steffanie Merrifield
Physical Education	Andy Pluger
Paraprofessionals	Lisa Neuman, Misty Britton Jeremy Teare
Principal	Danyel Prielipp
Administrative Assistant	Kimberly Jolly
Liaison Officer	Clay Dougherty
Counselor	David Mullin
Technologist	Jacob Gingrich
Custodian	Tate England
Kitchen Staff	Lynna Eising, Diane Barker

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

8:00 A.M.
3:00 P.M.

School Begins
School Ends

On Wednesdays, school starts at 9:00 am and ends at 3:00 pm. 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 continuous efforts to make improvements to the services we offer children and their families.

Attendance Policy



School attendance is compulsory by Michigan law. The Marion School Board of Education recommends all students attend school regularly in accordance with Michigan Compulsory School Law MCL 380.1561. The purpose of the attendance policy is to maintain academic standards for students' optimal educational experience.

If cumulative absences reach 20% of the school year (4 days monthly), an educational inquiry will be conducted to determine the impact of absences on the student's academics. If further action is necessary, parents will be notified by letter, and encouraged to participate in a student engagement plan. If efforts have no impact on the student's absences, a truancy referral will be made to the Wexford-Missaukee Intermediate School District.

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. If we do not receive a note or phone call, your child will be marked unexcused for the absence.

When a student is absent from school, please call the school office by 9:00 A.M. This call-in policy is imperative to the safety of our children. If a student is absent, and the school has not received a call from the parent, the school will call home to verify the student's whereabouts. If a parent cannot be reached, an absence letter will be sent home the next day for a parent to sign and return to school excusing the absence. The following are the times a student is Tardy/Absent:

Mon Tue Th Fri = Tardy 8:00 – 8:45 am (Absent After 8:45 am)

Wed = 9:00 – 9:45am (Absent After 9:45 am)

Mon-Fri = Leave before 12:00 pm = Absent pm Arrive by 12:30 pm = Present pm

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) & Reason for absence or tardy/Signed by Parent or Dr.

****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

This year ALL Marion students are able to receive breakfast and lunch at no cost! The school cafeteria offers well-balanced meals daily. Each family will need to fill out a Household Information Survey. The survey determines eligibility for various additional state and federal program benefits for Marion Schools. Surveys may be obtained from the elementary school office. If your child brings a beverage to school for lunch, it cannot be in a glass container. **Also, please do not send red colored drinks to school. They create stains that are impossible to remove.**

Student Price Additional Milk \$.40 per carton

Adult Lunch \$5.11 per lunch



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 Guard

A crossing guard is positioned at the crosswalk in front of the school on the corner of Main and Blevins from 7:50-8:00 a.m. and 3:00-3:10 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 walk to 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 every day. 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 and **required** that the note you send to school has:

Date

Student Name

Person's Name at Drop Off

Exact Address

Bus drivers will not accept "Grandma's house" or "Aunt Mary's", so please include the complete name and address, and bus number, if you know. The address must be a current bus stop.

For the children's safety, phone messages will not be taken after 2:00 pm requesting a change in a child's destination.

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.

If your child is participating in a long-term special activity, only one note is required for the duration of the activity with the exact dates. Please indicate the special activity on the note. 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:

T.V.	Radio
WWTV Channel 9 & 10	WTCM
WPBN Channel 7 & 4	North Star Broadcasting
WTOM Channel 29 & 8	

Marion Schools will also text parents using our system, it will be posted on the live feed on our website, and it will be posted on FaceBook. Please update your phone numbers so the school has your current phone number. These systems will also be used for other school notifications, including game cancellations, early dismissal due to weather, parent/teacher conference reminders, etc.

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. No spaghetti strap tops, mid drifts must be covered, and shorts at or about the knees, hoods, hats (unless hat day), bandanas, or severely ripped or holy style clothing. Please remind your child(ren) to wear gym shoes to school on physical education days. Shorts may be worn in warm weather. As cold weather moves in, children should be dressed warmly. Boots, mittens, hats, and other warm clothing are recommended for chilly, wet, snow, 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.

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

Lost and Found

The Lost and Found is located in the hallway. Please have your child check there periodically if he/she has misplaced an item or article of clothing.

Communications & Visitors

All visitors must fill out a volunteer form yearly. 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. Locks are not allowed on elementary lockers.

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.

Ipods, Electronic Devices & Cell Phones

Ipods, electronic devices, and cell phones should not be brought to school. The school is not responsible for lost or stolen devices of any kind. **Cell phones are not permitted during school hours, classroom instruction, on the playground, or for use on the bus.**

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 the Michigan School Compiled Law. 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.

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.

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.**

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 Principles 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 – Fifth 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.

Winter Playground Rules

- No throwing snowballs.
- If you're not wearing boots, you must stay in the plowed area.
- No playing on the ice patches.
- The shovels are only to be used as shovels. There will be no using them to throw snow or hit with.
- You must have boots and snow pants on to sled.
- You may only sled on the designated hill.
- You may not bring sleds from home.
- Slide down on your bottom, feet first only. You are not allowed to slide standing up.
- No pushing or pulling each other down the hill.
- Slide down the hill one at a time. You must wait until others are out of the way before you slide down.
- When you get to the bottom of the hill, walk around – not straight up the hill where others are trying to come down.
- Take turns with the sleds.
- Put sleds away when you are finished.
- No kids outside the fence.
- No tackling during football whether or not there is snow on the ground.
- You must follow the rules and directions given by recess aides.



Transportation Director: Michael Jarvis 231-743-2836 x4
All transportation concerns or questions need to be directed to him.

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 / vape
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.

Marion Public Schools Bullying Policy

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes he/she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (*or other administrator as designated*) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, he/she should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
1. **Physical** - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 2. **Verbal** - taunting, malicious teasing, insulting, name calling, making threats.
 3. **Psychological** - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as Harassment, see policy 8018; hazing, see Policy 8270.

Approved: March 13, 2012

Revised:

LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011); Model Anti-Bullying Policy, Michigan State Board of Education

Notices

Student Nutrition Programs

All enrolled students of Marion Elementary and Marion Jr./Sr. High School are eligible to receive a healthy breakfast **AND** lunch at school at **NO CHARGE** to your household each day of the 2023-24 school year. Your child will be able to participate in these meal programs without having to pay a fee. If you were paying for full-priced or reduced-priced meals in the past, you will not be paying those charges this year for your child to receive a breakfast or lunch! Your child will still have the option to purchase extra food items and healthy ala carte items daily in the cafeteria, and you still may keep money on your child's Meal Magic account. If your child brings lunch from home and purchases milk, it will cost 40 cents.

Concussion Awareness

A student cannot participate in a school-sponsored or operated athletic activity until the student and his or her parent have each received and read the concussion fact sheet for students and the concussion fact sheet for parents, respectively. Both the student and parent must sign and return a form acknowledging receipt and the fact sheet.

Locker Searches

Marion Public Schools Board Policy 5771. The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the 5771 -Search and Seizure Policy. A copy of the policy is available in the Marion Elementary school office.

Protection of Pupil Rights Amendment (PPRA)

The PPRA requires schools to notify parents and eligible students of any school survey, analysis, or evaluation that involves: the student or student's parents' political affiliations or beliefs; the student or student's families' mental or psychological problems; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom the student has close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; the student or student's parents' religious practices, affiliations, or beliefs; or income, other than as required by law to determine program eligibility.

McKinney-Vento Homeless Assistance Act

All schools must have a "homeless student liaison" and provide public notice of a homeless student's education rights. A copy of the notice is available at the Marion Elementary School office.

Pesticide Application

If during the course of the school year, the school intends to apply pesticide on the school grounds, the school will notify parents at least 48 hours before each application. You will be notified via school website and Facebook page.

Asbestos

The Asbestos Hazard Emergency Response Act Notice of the school's asbestos management plan and any asbestos-related activities is available on the Marion Public School website.

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.