

2022-2023 MORLEY STANWOOD ELEMENTARY

Handbook



**Kindergarten
Through 5th Grade**



**Morley Stanwood Elementary is dedicated
to providing an education that will inspire
students to become lifelong learners.**

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Aug. 29.....	First Day of School - Full Day
Sept. 2 & 5.....	NO SCHOOL - Labor Day Weekend
Oct. 5	Picture Day
Oct. 6	Progress Reports sent home
Oct. 11, 18 & 20.....	Parent Teacher Conferences
Oct. 21	EARLY DISMISSAL 12:05 - Staff PD
Nov. 8	Picture Retakes
Nov. 15	NO SCHOOL - Safety Day
Nov. 22	End of First Trimester
Nov. 23-25	Thanksgiving Break
Dec. 1	Report Cards sent home
Dec. 21 - Jan. 3.....	Holiday Break
Jan. 4	School Resumes
Jan. 16	EARLY DISMISSAL 12:05 - Staff PD
Jan. 19	Progress Reports sent home
Feb. 17	EARLY DISMISSAL 12:05 - Staff PD
Mar. 10	End of Second Trimester
Mar. 16	Report Cards sent home
Mar. 16	Parent Teacher Conferences by invite
Mar. 27-31	NO SCHOOL - Spring Break
Apr. 3	School Resumes
Apr. 27	Progress Reports sent home
May 5	Early Dismissal 12:05 - Staff PD
May 29	NO SCHOOL - Memorial Day
June 8	Last Day of School - Full Day (Tentative)

BOARD OF EDUCATION

President.....	Matthias Stevens
Vice President.....	Greg Babbitt
Secretary.....	Dennis Smith
Treasurer.....	Emily Bongard
Trustee.....	Randall LaPreze
Trustee.....	Andrew Radle
Trustee.....	Mary Engelsman

NO SCHOOL FOR STUDENTS
ON THE FOLLOWING DATES:

September	2-5
November	15
November	23-25
December	21-30
January	2-3
March	27-31
April	7
May	29

12:05 EARLY DISMISSAL
ON THE FOLLOWING DATES:

October	21
January	16
February	17
May	5

Morley Stanwood Community Schools

Roger Cole
Superintendent
rcole@morleystanwood.org

John Nawrot
Elementary Principal
jnawrot@morleystanwood.org

August, 2022

Welcome to Morley Stanwood Elementary. We are happy to have each student enrolled in our school system. We look forward to a great year, and we are glad to have parents as partners in the educational process.

Please take a few moments and familiarize yourself with the contents of this handbook. It is important to review the information with your child as well. This handbook has been compiled to provide an understanding of the school's procedures and policies along with a snapshot of daily life at our elementary.

Even though a great deal of effort has gone into this handbook, it is not possible to cover every situation that might occur. If you should ever have any questions regarding any of our school policies, please feel free to ask your child's teacher or the office staff for further clarification.

Our staff wishes you the best as we begin another school year. We encourage students to work hard and be proud of their accomplishments. With help and dedication from you and your child, we will partner with you to make this a great school year.

Yours for better education,

John Nawrot

Principal, Morley Stanwood Elementary Schools

MISSION STATEMENT

*Morley Stanwood Elementary
is dedicated to providing
an education that will inspire
students to become
lifelong learners.*

CONTACT INFORMATION

Morley Stanwood Central Office

4700 Northland Drive, Morley, MI 49336
Phone (231) 856-4392
Fax (231) 856-4180

Morley Stanwood Elementary

Kindergarten through Fifth Grades
4808 Northland Drive, Morley, MI 49336
Phone (231) 856-7684
Fax (231) 856-0139

Morley Stanwood Middle School

Sixth through Eighth Grades - Upper Level
4700 Northland Drive, Morley, MI 49336
Phone (231) 856-4550
Fax (231) 856-7012

Morley Stanwood High School

Ninth through Twelfth Grades - Lower Level
4700 Northland Drive, Morley, MI 49336
Phone (231) 856-4444
Fax (231) 856-7012

Morley Stanwood Bus Garage

Kristy Thompson, Supervisor
Phone (231) 856-4676

Stanwood Learning Center

156 North Front Street, Stanwood, MI 49346

GSRP/Just 4/s Preschool

Classroom Phone (231) 823-2548
Enrollment Phone (231) 592-9605

NEMCSA/ 3 & 4 year olds Headstart Preschool

Classroom Phone (231) 823-2548
Enrollment Phone (231) 527-1430
Area Manager (989) 590-0550

MOISD Staff Pod

Phone (231) 823-2502 or (231) 823-2504

Mecosta Osceola Intermediate School District

Phone (231) 796-3543
Fax (231) 796-3300

Walton Erickson Public Library

Phone (231) 856-4298
Fax (231) 856-0307

WEB PAGES

Morley Stanwood Community Schools
www.morleystanwood.org

Michigan Department of Education
www.michigan.gov/mde

Michigan Grade Level Content Expectations
www.michigan.gov/glce

Mecosta Osceola Intermediate School district
www.moisd.org

2022-2023 ELEMENTARY STAFF

Roger Cole - Superintendent

John Nawrot - Principal

Amy Rose - Secretary
Susan Sarkozi - Secretary
Tara Lovejoy - School Social Worker
Nick Hadley - School Social Worker
Katie Doyle - Behavior Interv. Spec.
Kristi Supanich - Young 5's Teacher
Jennifer Biller - Kindergarten Teacher
Amy Nielsen - Kindergarten Teacher
Sara Penness - Kindergarten Teacher
Janene Babbitt - 1st Grade Teacher
Michelle Fisk - 1st Grade Teacher
Holly Inman - 1st Grade Teacher
Barb Goldthwait - 2nd Grade Teacher
Stacey LaPreze - 2nd Grade Teacher
Barb Vandawater - 2nd Gr Teacher
Sarah Benson - 3rd Grade Teacher
Susan Medler - 3rd Grade Teacher
Julie Nahs - 3rd Grade Teacher
Dawn Potrykus - 3rd Grade Teacher
Jeri Cooke - 4th Grade Teacher
Sherri Little - 4th Grade Teacher
Shawnda Starr - 4th Grade Teacher
Douglas Cain - 5th Grade Teacher
Teresa Laprise - 5th Grade Teacher
Jerry Marble - 5th Grade Teacher
Tabitha Vennix - 5th Grade Teacher
Stephanie Thompson - ECSE Teacher
Bruce Bennett - Resource Room

Nicole Duddles - Resource Rm
Bryan Bohn - Phys Ed Teacher
Kyle Howard - Music Teacher
Robin Kozuch - Art Teacher
Julie Saez - Spanish Teacher
Marla Estes - Title 1 Reading
Becki Apps - Parapro
Mary Bennett - Parapro
Venus Costie - Parapro
Danielle Dennis - Parapro
Sherry Fisk - Parapro
Abbigale Groendyke - Parapro
Tracie Lee - Parapro
Kristy Marble - Parapro
Brittany Phillips - Parapro
Kathleen Phillips - Parapro
Elizabeth Prescott - Parapro
Amanda Spedoske - Parapro
Sandy VerBurg - Parapro
Amber Zwiers - Parapro

Kitchen Staff:

Kelli Molitor
Cheryl Corey
Kathy Hofmann
Alicia Jackson
Reyne Salvati
Sue Staffen

HOURS OF SCHOOL DAY

Exterior doors will be locked during school hours.

Kindergarten through 5th - Begins 8:05 AM, Dismisses 3:05 PM
Early Childhood Special Education - Morning 8:05 to 10:50 AM
Early Childhood Special Education - Afternoon 12:20 to 3:05 PM

DROP OFF/PICK-UP, TRAFFIC & PARKING

BEFORE SCHOOL Drop Off: Students should not arrive before 7:45 AM.

Students can be dropped off from the visitors parking lot between the two school buildings. **The circle driveway in front of the elementary building will be CLOSED to traffic from 7:30 AM to 8:30 AM.** The circle driveway will be OPEN ONLY for library patrons and students arriving late or leaving early between the hours of 8:30 AM and 2:30 PM.

There is no long-term parking in the circle drive.

END OF SCHOOL Pick-Up: Parents must park in the parking lot between the two school buildings. **The circle driveway in front of the elementary building will be CLOSED to traffic starting at 2:30 PM (except library patrons).** Parents will wait outside at the south end of the elementary building and pick up their children as they exit the building. **Persons picking up students at the end of the day will not be permitted to enter the building.**

STUDENTS LEAVING EARLY & ARRIVING LATE

A parent/guardian bringing a child in late (after 8:05 AM) or picking them up before the end of the school day (3:05 PM) must stop at the office to sign their child in/out. Students arriving late will need an office pass to get into class. Students may not be picked up by anyone other than a parent/guardian or those listed on the emergency card, without prior notification by phone or written note. When doing so, please provide the full name and relationship of the person picking up your child. This person may be asked to present identification. Prior notification also includes the child's older siblings as well.

FIELD TRIPS

Students may go on at least one field trip during each school year. A Field Trip/Permission for Medical Treatment form will serve as both permission to attend and consent for medical treatment in the case parents cannot be reached in a medical emergency. This form will be sent home in the beginning of the year, it must be signed and returned and will cover all field trips for the year. Without this signed form, your child will not be allowed to participate in field trips. As a general rule, no younger siblings will be allowed to attend field trips with parents. We ask that parents attending field trips make daycare arrangements for younger siblings.

Attendance Policy

Kindergarten through 5th Grade

Maintaining regular and consecutive attendance at school is essential. Students not in school cannot gain from, nor contribute to, the classroom learning experience.

Upon returning to school following an absence, parents are required to send a note or telephone the school explaining the absence. Absences not explained by a note or a phone call from the child's parent/guardian will be considered unexcused.

Following the absence from school, the student will be given a predetermined amount of time, set by their teacher, (generally one day for each day absent), to complete all make up work. Failure to complete the work within the time allowed may result in the student not receiving credit for the unfinished work. We request that students absent for 3 or more consecutive days present a doctor's statement when they return to school.

The following guidelines will be used for all Elementary School students in Kindergarten through 5th Grade to determine daily attendance status:

- A student who misses 30 minutes or less of school will be marked *Tardy "T"* at the beginning of the school day and *Incomplete "I"* at the end of the school day.
 - Five days tardy or incomplete will be considered as a day of absence when truancy questions occur.
 - Students missing 31 minutes to 3 hours of the day will be assessed ½ day absent. Anything more than 3 hours will be a full day absent.
 - Student absences, as a result of a loss of bus riding privileges, will be considered unexcused. Such absences may also result in the student being referred to the Mecosta-Osceola Intermediate School District's Truancy Officer.
- Early Childhood Special Education Attendance Policy**
- ECSE students missing 31 minutes to 1 hour and 30 minutes of the day will be assessed ½ day absent. Anything more than 1 hour and 30 minutes will be a full day absent.
- Cases of excessive absenteeism and/or tardiness during a marking period will be handled in the following manner:**
1. The Social Worker or Principal will meet with the student and a notice of such will also be sent home to the child's parents.
 2. If the child's attendance does not show marked improvement, the Principal and/or Attendance officer will be contacted.

School Closing/Early Dismissal

Occasionally school is cancelled on a regularly scheduled day, or students are sent home early. In these situations, an announcement will be posted on the school website, the school Facebook page, text notifications (if signed up with Remind) and on the following TV and radio stations: **WBRN (100.9 FM), WYBR (102.3 FM), TV 8, TV 9/10 and TV 13. Do not call the school or bus garage for this information.** Please have a plan in place and discuss it with your child as to where they should go if this happens. Students should not be instructed to call someone from school phones because it ties up lines when other phone calls need to be made and received.

EMERGENCIES

From time to time emergencies do occur and we need to contact parents immediately. It is extremely important that we have current telephone numbers on file so you can be reached during school hours. In addition, we must also have back up emergency numbers on file as to whom we should call if you can't be reached. Your assistance in supplying the school with these numbers would be greatly appreciated.

HOMEWORK POLICY

In most cases teachers will send information about homework policies home to parents at the beginning of the year. As a rule, most students have ample time available to them at school to complete their daily assignments. From time to time it may be necessary for some assignments to be completed outside of school. Parents are encouraged to provide proper support for their children to insure that assignments are completed appropriately and returned to school on time. In some cases teachers may, on a pre-arranged basis, require students to stay after school to complete late assignments.

BULLYING POLICY

Students are expected to treat each other with respect at all times. Any form of bullying will not be tolerated and should be brought to the attention of the building principal. Appropriate disciplinary measures will be taken based on a behavior rubric. Consequences for bullying include a warning, responsibility form, loss of recess, and school suspension. If a student should demonstrate bullying behavior for a third time, a conference with the principal, faculty, and parents will be required to develop an individual behavior plan.

CELL PHONE USAGE AT SCHOOL

It is strongly encouraged that parents not allow students to bring cell phones to school, **as the school assumes no responsibility for lost or stolen items.** The use of cell phones, *in any way*, during the school day is strictly prohibited. Any cell phone brought to school must be turned off by 8:05 AM and kept in the student's locker. It may be turned on again at 3:05 PM. Any phone found turned on during the school day will be confiscated and returned only to the student's parent or guardian. A second offense will result in the student being unable to bring a cell phone to school for the remainder of the year.

TOYS, VIDEO GAMES & ELECTRONICS

Items such as toys, video games, radios, MP3 Players, iPods, tablets and other electronic devices should not be brought to school without receiving prior permission from the principal. In addition, students are reminded that buying, selling or the trading of items between students is prohibited at school. **The school will not be responsible for items damaged or stolen. We will not be able to act as a collection agency for broken, stolen or damaged items.**
In short, if you don't need it at school, please do not bring it.

MCKINNEY-VENTO HOMELESS ASSISTANCE

Children experiencing homelessness may have problems enrolling and participating in school. As a result, Congress passed the McKinney-Vento Homeless Assistance Act in 1987. This law gives homeless children the right to: stay in their school even if they move; enroll in a new school without proof of residency, immunizations, school records or other paperwork; get transportation to school; get all the school services they need; and challenge decisions made by school and districts. If you become homeless, please contact the school office for assistance.

MSCS HOMELESS STUDENTS POLICY

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children. Homeless students will be provided services comparable to other students in the District as provided for through Federal guidelines including:

- A. Transportation services.
- B. Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
- C. All programs available to any other student at Morley Stanwood which the homeless student meets eligibility criteria.
- D. School nutrition programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

SCHOOL DRESS CODE

The laws of the state of Michigan give the Board of Education the power to regulate school dress. The Board of Education directs that pupils attend school appropriately dressed for school purposes. Appropriate dress and good conduct are necessary to succeed in school and beyond.

Following is a list of clothing to AVOID:

- Any clothing with questionable writing, pictures or statements that distract from learning.
- Clothing advertising or promoting the use of tobacco, drugs or alcoholic beverages.
- Halter tops or tank tops with less than 2 inch straps.
- Hats, hoods, or bandanas.
- Sagging pants.
- Shorts, skirts and dresses may not be skin tight, and must be longer than the student's fingertips when arms are extended down the student's side.

Students not following these guidelines will be asked to use school provided clothing or call parents to bring in acceptable clothing. If no one is able to bring proper clothes, the student will be placed in the office for the remainder of the day.

Students Should Dress Appropriately for the Weather

During cold weather months, students are encouraged to dress warmly for participation in outdoor recess. Hats, gloves, winter coats, snow pants and boots are a necessity during the winter.

Please label articles of clothing and backpacks.

LOCK-DOWN POLICY

In the event the school must be in a lock-down situation to ensure the absolute safety of our students and staff during a crisis situation, **all doors coming into the building and all classroom and office doors will be locked.** No one will be able to enter or exit the building during this time, therefore parents will not be allowed to pick up their students while the lock-down is in progress.

FERPA - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of eighteen.

- Parents or eligible students have the right to inspect and review student's education records maintained by the school. Schools are required to provide copies of records for parents or eligible students to review. Schools may charge a fee for copies.
- Parents or eligible students have the right to request the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to parties such as other schools to which a student is transferring.
- Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, etc. For more information please visit:
https://www.morleystanwood.org/downloads/board_of_education/5309_student_records_and_directory_information.pdf

PESTICIDE USE PRIOR NOTIFICATION

As part of the MSCS pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the Morley Stanwood schools grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, contact the school your child attends.

BREAKFAST & HOT LUNCH PROGRAM

Our food service program provides **Free Breakfast and Lunch for all K-12 students**. You are required to fill out a "Household Information Report". This report needs to be completed by all families with K-12 students. One report needs to be completed per family. Milk can be purchased by students bringing a lunch from home.

Milk 50¢ each

Menus are published monthly and posted on the website.

If you have questions about your student's lunch account at Morley Stanwood Elementary, contact food service at 231-856-7684 ext 3170.

BAD DEBT

As a result of uncollected charged balances, once a year the District will make the food service program whole. However, such balances will be traced and collected. Payments will be actively pursued by the District. Credit balances under \$50 that are not requested to be returned to students who are 18, a graduate, or no longer in attendance as of the last day of school will be applied to uncollectable debt. If you have any unusual circumstances or questions, please contact Cindy Sutherland at 231-856-4444 ext 1160.

CAFETERIA POLICY

Lunchtime is an important part of our school day. To keep this a positive time for all, it is important for students to cooperate with the cafeteria supervisors by adhering to the following rules:

1. Have respect for others by keeping yourself under control at all times:
 - a) keep voice at or below a normal tone
 - b) keep hands and feet to yourself
 - c) walk/move slowly, etc.
2. Once seated, students are to remain seated unless permission is given by a cafeteria supervisor to get up.
3. Students are responsible for taking care of everything on the table, bench, or floor, that they have used by placing it in it's appropriate container before leaving the cafeteria.

STUDENT AWARDS

Morley Stanwood Elementary Schools offer opportunities for all students to receive recognition for their efforts. The following awards are given yearly to deserving students:

- **Perfect Attendance = 0 absences, tardies or incompletes.*
- ***Almost Perfect Attendance = one day or less.*

We encourage our students to work toward receiving recognition in one or more of these areas.

- Perfect Attendance*
- Almost Perfect Attendance**
- Citizenship
- Academics
- Most Improved
- Special Event Awards

Attendance Awards are based on the following criteria:

- Missing one day (or less)
- Five (or less) days tardy/incomplete
- One half day absent and two (or less) days tardy/incomplete

HEAD LICE POLICY

To help control and eliminate head lice, we are asking all parents to check their children on a daily basis for any sign of lice or nits. If lice or nits are found, treatment with special shampoo is required as well as the removal of all lice and nits before the child can return to school. **Our county has established a specific policy on head lice that requires that any child with lice or nits cannot return to school until all signs of lice/nits have been removed.**

Our Board of Education in cooperation with District Health Department #10 and Family Independence Agency, adopted the following district wide policy.

- Periodic "head checks" may be conducted at school.
- Whenever a student is found to be infested with head lice or nits, he or she will be sent home for treatment.
- A student identified with head lice or nits will not be permitted to ride a school bus, attend school, or participate in school functions until school personnel have checked them and they are found to be "nit-free".

RECESS/PLAYGROUND RULES

All students are expected to participate in outside recess, so please be sure to dress them appropriately for weather conditions. Please do not allow your child to wear flip flops on the playground. During the winter we monitor the weather and try to avoid going out when the temperature is extremely cold. A doctor's note is required if you need your student to stay inside during recess. To have a safe, fun playground for all, it is important to remember that complete cooperation must be given to the playground supervisor. Occasionally the supervisor may find it necessary to add a rule to the following list that is in the best interest of all students.

Use All Playground Equipment as Intended

Slides - No running up, or throwing toys up the slides.

Slide down sitting on your bottom only.

Monkey Bars - Hands must be on the bars at all times.

Swings - No standing or twisting on the swings. No running between or near the swings.

General Rules -

- No arguing with adults
- Use respectful language
- Keep hands and feet to self
- No jumping from any equipment
- Stay away from building & windows
- No tackle football.
- No leaving the playground without permission.
- Leave wood chips & snow on the ground.

PARENT/GUARDIAN INVOLVEMENT POLICY AND TITLE 1 PROGRAMS

In accordance with the requirement of Section 1118, Parent/Guardian Involvement Policy of the Improving America's Schools Act of 1994, the Morley Stanwood Community Schools Board of Education encourages parent/guardian participation in Title I programs which includes:

- The involvement of parents/guardians in the planning, implementation and evaluation of Title I programs/services through participation on building School Improvement Teams.
- Invitations to parents/guardians to attend annual meetings designed to provide Title I information and program services and to solicit parent/guardians' suggestions on program development, planning, evaluation and operation.
- Assistance to parents/guardians in understanding the Title I Law;
- The development of a school/parent/guardian compact which outlines shared responsibilities for student achievement and describes the schools' responsibility for instruction and the parent/guardian's responsibility for support.
- Parent/guardian notification of Title I student selection and criteria for selection.
- Information regarding child's achievement and progress.
- A provision for input by Title I staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the Title I staff or parent/guardian.
- Opportunities to enhance parent/guardians' capacity to work with children in the home on school learning.
- The annual review (evaluation) of the Morley Stanwood Community Schools' Parent/Guardian Involvement Policy.
- Ongoing improvement and use of effective strategies of communication between school and parent/guardian, especially but not limited to, families of diverse cultural, social-economic and language backgrounds.
- Other appropriate activities (i.e. Family Academic Math Nights, parenting/guardian sessions, etc.)
- Distribution of this plan via the Parent/Student Handbook
- Preschool Activities (i.e. Home Visits, Playgroups, Family Nights).
- Staff will be provided training in how to effectively communicate and work with parents as partners.

PARENT INVOLVEMENT/VOLUNTEERS

Parents are invited to volunteer in our classrooms when it is convenient for the teacher and does not interfere with the teaching/learning environment in the classroom. Volunteers are required to have a background check each year before volunteering in our district. Volunteers must report to the office and sign in/sign out when entering and leaving the building. Parents are also encouraged to become involved with the Parent Teacher Organization.

VISITATION POLICY

Please limit adult visitation to classroom parties, or through special arrangements with your child's teacher at least one day in advance of the proposed visit. If there is need for a parent teacher conference to discuss individual problems of a child, such discussions should be held outside regular classroom hours, preferably by a pre-arranged appointment, to avoid interrupting the educational process of the children in the classroom. Students from other schools will not be issued guest passes when the school they attend is not in session. Overcrowding is the result of guests visiting at their vacation time. As a general rule only those students from out of state or other countries will be considered for visit.

INTERNET ACCEPTABLE USE AGREEMENT

Internet access is provided in classrooms. With this privilege comes concerns of potential improper use. The Board of Education developed a "Policy Agreement" that each student will be required to read and sign before being allowed to use the internet. All new students and incoming Kindergarteners will complete this form at initial enrollment. It will be kept on file and is good for the duration of the student's elementary years.

PHOTOGRAPHS AND OTHER MEDIA

From time to time, photographs and videos or other types of media may be used throughout your student's education. This media may be desirable for newsletters, newspaper articles, district/school webpage and district/school social media. If you **DO NOT** wish to have your child's picture used in this manner, you must provide written notice to our office. This will be placed in the student's education records.

HOMEBOUND/HOSPITALIZED SERVICE

The Morley Stanwood Community School District provides Homebound and Hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. A copy of those requirements is available upon request. Please contact the building principal if your child may need these services.

STUDENT MEDICATION POLICY

We must have written permission and directions to administer any medications at school. All medications must be in the original prescription bottle or container, which clearly identifies the name and directions for administering. **PARENTS MUST BRING ALL MEDICATION** to the office and sign a release statement. ***Do Not Send Medication to School With Your Child.***

IMMUNIZATION POLICY

The State of Michigan, through our local county health department, requires that schools maintain current immunization records on all students. **Proof of up-to-date immunizations is required at the time a student enrolls in the district.** By law, students without proper immunization records must be excluded from school until proof of the necessary immunization or a signed waiver from the Health Department is presented to us.

SKYWARD FAMILY ACCESS

Skyward Family Access allows you to view your child's academic attendance and discipline records online. To access your child's information you will need a username and password. Family Access applications are available at your school office.

RENAISSANCE LEARNING

Morley Stanwood students have access to numerous computer based Accelerated Reader tests through the Renaissance Learning program. Each student is given a password to take their AR tests at school. Parents are also able to access this program to verify which books are on the AR list. A link to Renaissance Place is available on the Morley Stanwood website under the Student Resources tab.

COUNSELING SERVICES

Counseling services are provided by our Elementary School Social Worker. Students may work with the social worker in a one-on-one arrangement; in small groups, or an entire class may work on an activity. Referrals to the social worker may be made by the students themselves, their parents, or any school staff member. As a general rule, parents will be contacted by the social worker if regularly scheduled counseling sessions are arranged for their child. If you have any questions regarding our counseling program, please feel free to call and speak directly with our Social Worker.

SUSPENSIONS/EXPULSIONS

In cases where student misconduct warrants, suspension or expulsion from school may be used as a disciplinary measure. Any student suspended from school is allowed to complete all assignments. Students who verbally abuse, swear at, or hit a member of the school staff will face possible suspension or expulsion from school and/or prosecution.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection will not be tolerated on school grounds. Students who violate this policy will be subject to disciplinary action.

SCHOOL PROPERTY/TEXTBOOKS

Our community has provided us with excellent facilities and equipment for learning. It is the student's responsibility to take good care of them. Students who misuse, damage or lose school property or textbooks will be required to pay for the lost or damaged materials.

SUBSTANCE ABUSE

Students who are found selling, providing, in possession of, or under the influence of, any kind of drug, drug paraphernalia, look-a-like drug or mood-modifying substance at any time will be immediately suspended from school. This includes all school functions and school sponsored activities/facilities until a formal hearing before the board of Education can be held. Should a student be found threatening another for any disclosure of wrong doing by the former student, the same penalty shall apply. Parents and proper authorities will be notified immediately.

SMOKING/TOBACCO USE

The possession or use of any tobacco products, including vapes/electronic cigarettes, is prohibited on school grounds, and can result in a suspension from school with referral to law enforcement.

SCHOOL BUS RULES/POLICIES/INFRACTIONS

- Families absent from the bus for two or more consecutive mornings must notify the bus garage at (231) 856-4676 when they are ready to return to school. The bus will not stop unless the bus garage has been contacted.

- During the first week, copies of school Bus Rules will be distributed to each family who rides the bus. Parents are asked to review these rules with their children and return the signed acknowledgement on the bottom of the sheet **to their bus driver** at their earliest convenience.
- If a student is to be picked up at school by someone other than the parents, we ask that the parents notify us in advance.
- Buses are loaded to capacity, so having friends ride with other students for parties, sleepovers, etc. will not be allowed.

Bus Riders Must Establish a Daily Routine Schedule

All bus riders will establish a routine schedule. Students will be required to ride home from school on their assigned bus to their regular drop off location. There will be no riding of any buses other than your child's assigned bus. We will no longer honor requests from parents that call in or send a note to make a change for their child's bus ride home. If you are not going to be home you will have to make other arrangements to have your children picked up at school, or have someone meet your children at their assigned bus stop if you are unable to be there.

If you decide to pick your child up instead of them riding the bus, you must call the elementary office by 1:30pm so your child and their teacher can be notified of the change.

Misbehavior on the School Bus:

- | | |
|------------------------------------|---|
| •Noisy/Loud | • First Offence
Warning Issued |
| •Disturbing Other Passengers | • Second Offence
3 Day Suspension Required |
| •Changing Seats Without Permission | • Additional Offenses
3 Day Suspension and
Conference Required |
| •Eating Without Permission | |
| •Littering | |
| •Throwing Things | |
| •Other (will be written in) | |

Two or More May Result in 3 Day Bus Suspension:

Automatic 1 Day Bus Suspension:

- Using Objectionable Language or Gestures
- Using Emergency Exit
- Will Not Stay in Seat
- Talking Back/Sassing/Disobeying Driver
- Other (will be written in)

Automatic 3 Day Bus Suspension:

- Hitting/Fighting
- Smoking/Chewing Tobacco
- Lighting Matches/Lighter
- Other (will be written in)

Automatic 5 Day Bus Suspension

- Cutting or Tearing Seat Covers
- Destroying Any Part of Bus
- Other (will be written in)

Progressive Discipline Policy

- 2nd Major Infraction - Standard Suspension Plus 3 Days. *Conference is Required*
- 3rd Major Infraction - Standard Suspension Plus 5 Days. *Conference is Required*
- 4th Major Infraction - Suspension For Remainder of School Year. *Conference Is Required*

Major Infractions:

Extreme Cases where the driver judges that continued misconduct is likely and will seriously endanger lives, a driver may refuse to transport a student pending the outcome of a conference between the student, driver, parent and bus supervisor. However, when this happens the driver must notify the parents and the bus supervisor immediately. In these cases, it is not necessary to follow guidelines shown above. The driver will immediately notify parent(s) and/or bus supervisor if this should occur.

Any suspension results in loss of all riding privileges, including extra trips to and from field trips, program practices, etc. Student absences, as a result of a loss of bus riding privileges will be considered unexcused. Such absences may also result in student being referred to the Mecosta-Osceola Intermediate School District's Truant Officer. Please remember:

Riding the School Bus is a Privilege, Not a Right.

WEAPONS AND LASER POINTERS

Morley Stanwood Community Schools are Weapon Free Environments. Suspensions, as established by the State Board of Education, can be up to one school year in length for possession of weapons. Weapons of any type, or items used specifically with the intent to injure others are included in this policy. Toy weapons of any nature are not allowed on school property or school sponsored activities. Any student found in possession of a toy weapon will receive disciplinary action, which may include out of school suspension.

It is the policy of our school board that using laser pointers or other lighting devices with the potential of creating distraction and/or physical harm to others are not allowed in school or at any school related event. Students found to be in possession of such objects will have the device confiscated and may be subject to further disciplinary action, up to and including suspension or expulsion from school. Persons other than MS students using such devices at school activities will be asked to relinquish the device and/or be removed from the school activity. In the event the use of the object results in a violation of any local, state, or federal statute or regulation, the appropriate enforcement agency will be contacted.

Universal Supports

Universal supports and instruction are the core programs and strategies provided to all students within the school building to promote successful student outcomes and prevent school failure. The following universal supports may be used in the general education classroom:

- Ability to stand, move, or pace during assessment where other's work cannot be seen and is not distracting to others
- Administering of assessments by a qualified person who is familiar to the student
- Test in small groups and/or alternate setting
- Math, science, and social studies test read aloud
- Teacher may emphasize key words in assessment directions
- Teacher provides visual, auditory, or physical cues to student to begin, maintain, or finish task
- Use of acetate color shield, highlighters, highlight tape, page flags, and reading guides on textbooks
- Work is individually paced
- Directions are clarified, reworded, and repeated when necessary
- Preferential seating is available
- Frequent movement breaks
- Teacher-directed instruction
- Immediate positive reinforcements
- Multiple modes of learning - verbal, written, computer, and visual
- Extended work time for completion
- Use of manipulatives for all subjects
- Large assignments broken into small tasks
- Behavior charts and notes are provided when necessary
- Spelling reference sheets are provided
- Visual schedules and learning targets are posted
- Timers are used, as well as verbal reminders, for students to anticipate time left
- Math reference sheets are available
- Computer programs provide for reinforcement of skills
- Access to sensory equipment
- Specialized paper when necessary
- Specialized writing tools: grips, pencil weights

Report Cards

We operate on a trimester basis. Please refer to the calendar on page two for details regarding when progress reports and report cards will be sent home with your student throughout the year.

TEACHER QUALIFICATION INFORMATION

Federal law requires that all teachers meet a specific, federal definition of "Highly Qualified" in order to teach in schools that receive federal funding. Parents have the right to request the following information about the qualifications of their child's teachers:

- A. Do they meet state qualifications/licensing for grade level/subjects?
- B. Is the teacher on a temporary permit or waiver?
- C. What are the teacher's majors, graduate certificates/degrees, and discipline fields?
- D. What are paraprofessional services and qualifications?

LOCKERS/STORAGE AREAS

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Some elementary students are assigned lockers, but are not allowed to lock them. Lockers and desks are subject to examination by a school official. The Board directs school principals to periodically conduct routine inspections of all such storage areas. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

Early Childhood Special Education (ECSE) Preschool Program

Morley Stanwood offers an ECSE preschool program for children 2½ to 5 years old who are at risk of developmental delays or have been diagnosed with a physical or mental disability. This is a half day program that meets 5 days a week, with small class sizes and paraprofessional support. The following examples outline problem areas you might see in your child, or a child you know. These could cause delays affecting his/her academics, communication, social, fine and/or gross motor skills for school readiness.

Speech/Language - Does your child talk? Are they understood by others? Do they use 3 to 6 words in a sentence? Do they follow simple directions?

Fine Motor - Does your child put together puzzles, unbutton and unzip, remove caps, grasp and color with a crayon, use utensils, stack toys, copy lines, circles crosses or other shapes, undress and help dress themselves?

Gross Motor - Does your child jump, hop on one foot, balance on one foot, throw/catch a ball, pedal a bike, stand up from a seated position?

Cognitive/Academics - Does your child recognize basic colors, shapes and letters? Can they count to 5 or more? Do they know their name and age?

Social/Emotional - Does your child play with other children? Are they learning to share and take turns? Do they use their imagination and "pretend play?" Can they express affection openly and display a wide range of emotions? Do they separate easily from their parents?

If you answered no to any of the questions above, your child may be eligible. Contact MS Elementary at 231-856-7684 for more information regarding the ECSE preschool program.

GSRP JUST 4'S/HEAD START PRESCHOOL

Morley Stanwood offers a preschool program called Just 4's for children who will be 4 years old on or before Sept. 1st. If you are a resident of Morley Stanwood School district, your child may be eligible to attend. This program is administered by the Mecosta Osceola Intermediate School District. Call (231)592-9605 for more information. There is also a Head Start program for 3 and 4 year old children. Questions regarding this program can be directed to the Family Service Coordinator at (989)-590-0550.

UNDERSTANDING CONCUSSION - Parents/Students Must Sign and Return Handout

A separate handout will be sent home with each student. This must be signed by parents, returned to school and kept on file.

Some Common Symptoms:

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|-----------------------|-------------------------|---------------------|----------------------|
| •Headache | •Blurry Vision | •Fogginess | •“Feeling Down” |
| •Pressure in the Head | •Sensitive to Light | •Grogginess | •Not “Feeling Right” |
| •Nausea/Vomiting | •Sensitive to Noise | •Poor Concentration | •Feeling Irritable |
| •Dizziness | •Sluggishness •Haziness | •Memory Problems | •Slow Reaction Time |
| •Balance Problems | | •Confusion | •Sleep Problems |
| •Double Vision | | | |

What is a Concussion?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out. You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

If You Suspect a Concussion:

- 1. Seek Medical Attention Right Away** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. Keep Your Student Out of Play** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a healthcare professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. It is better to miss one game than the whole season.
- 3. Tell the School About Any Previous Concussion** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

Signs Observed by Parents:

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|--|--|--|---|
| •Appears dazed or stunned | •Forgets an instruction | •Is unsure of game, score, or opponent | •Loses consciousness (even briefly) |
| •Confused about assignment or position | •Moves clumsily | •Answers questions slowly | •Shows mood, behavior, or personality changes |
| | •Can’t recall events prior to or after a hit or fall | | |

Concussion Danger Signs:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- | | | | |
|----------------------------------|--|--|--|
| •One pupil larger than the other | •Weakness, numbness, or decreased coordination | •Cannot recognize people/ places | •Loses consciousness (even a brief loss of consciousness should be taken seriously). |
| •Is drowsy or cannot be awakened | •Repeated vomiting or nausea | •Becomes increasingly confused, restless or agitated | |
| •A headache that gets worse | •Slurred speech | •Has unusual behavior | |
| | •Convulsions or seizures | | |

How to Respond to a Report of Concussion:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional. Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Morley Stanwood Elementary Traffic/Parking

