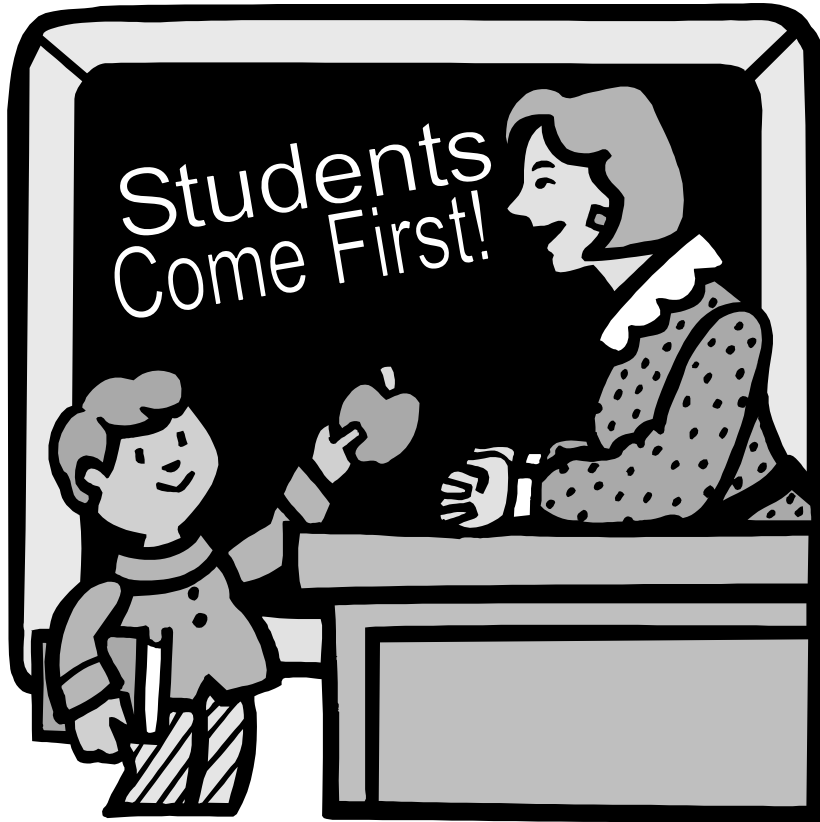


MORLEY STANWOOD Community Schools



2008-09 Elementary Student Handbook

Visit the Morley Stanwood Web Page at
www.morleystanwood.org

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Morley Stanwood Community Schools

Linda L. H Myers, Ph.D.
Superintendent

Clark A. Huntley
Morley Elementary Principal

Douglas L. Beemer
Stanwood Elementary Principal

4700 Northland Drive, Morley, Michigan 49336 • www.morleystanwood.org
“Students Come First”

September 2, 2008

Welcome to the Morley and Stanwood Elementary Schools. We are pleased to have each student enrolled in our fine school system. We are also pleased to have parents as partners in the educational process and look forward to the upcoming school year.

We ask that you take a few moments and familiarize yourself with the contents of this handbook. It is then 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 within our elementary schools. 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.

We join with our staff in wishing you the best as we begin another school year. We ask 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,

Clark A. Huntley
Principal, Morley Elementary School
Phone (231) 856-7684
chuntley@morleystanwood.org

Douglas L. Beemer
Principal, Stanwood Elementary School
Phone (231) 823-2211
dbeemer@morleystanwood.org

2008/2009 Abbreviated School Calendar

1st Day of School	Sept. 2
School Pictures - Morley Elementary.....	Oct. 1
School Pictures - Stanwood Elementary	Oct. 6
Progress Reports - Sent Home With Students	Oct. 10
No School - Professional Development Day.....	Oct. 17
School Picture Retakes - Morley & Stanwood Elementary	Nov. 7
Parent/Teacher Conferences - (5-8 pm) Pick Up Report Cards	Nov. 20
End of First Trimester	Nov. 21
Parent/Teacher Conferences - (5-8 pm) Pick Up Report Cards	Nov. 24
No School	Nov. 26
No School - Thanksgiving Break.....	Nov. 27 & 28
No School - Winter Break, School resumes Jan. 5.....	Dec. 22 - Jan. 2
Progress Reports - Sent Home With Students	Jan. 23
No School - Presidents Weekend	Feb. 13 & 16
End of Second Trimester.....	Mar. 6
No School - Staff Work Day.....	Mar. 9
No School - Staff Professional Development /Junior Testing.....	Mar. 10 & 11
Report Cards - Sent Home With Students	Mar. 12
No School - Spring Break	Apr. 6 - 10
Progress Reports - Sent Home With Students	Apr. 24
No School - Memorial Day	May 25
End of Third Trimester - Report Cards Sent Home With Students.....	June 2
Last Day of School for Students - (Tentative)	June 2
Last Day - Staff Reports	June 3

*Please Note: All school days are scheduled for full days, there will be no half days.
PTO Meetings will be held monthly, and dates will be announced in school newsletters.*

2008-2009 Morley Elementary Staff

Linda L.H. Myers, PhD - Superintendent	Sally Grochowalski - Computer Teacher
Clark A. Huntey - Principal	Tara Lovejoy - School Social Worker
Joan Lowis - Secretary	Crystal Vanderhoof - Preschool Teacher
Julie Doyle - Kindergarten Teacher	Teri Heimbecker - Preschool Parapro
Brenda Knox - Kindergarten Teacher	Sue McLaughlin - Parapro
Barbara Allers - First Grade Teacher	Bonnie Medler - Parapro
Karen Gunderson - First Grade Teacher	Laurie Mumby - Parapro
Susan Medler - First/Second Teacher	Danielle Balsitis - Parapro
Michelle Feindt - Second Grade Teacher	Mary Gunn - Parapro
Stacey LaPreze - Second Grade Teacher	Jayne McIntyre - Parapro
Douglas Cain - Third Grade Teacher	Mary Bennett- Parapro
Carol VanHaelemeersch - Third Grade	Joyce Davidson- Library Parapro
Julie Nahs - Third/Fourth Teacher	John Boyd - Bus/Custodial Supervisor
Ruth Symmes - Fourth Grade Teacher	Gary Chesebro - Day Custodian
Dawn Potrykus - Fourth Grade Teacher	Ron Harris - Night Custodian
Erin Kangas - Resource Room Teacher	Mary McGuire - Night Custodian
Julene Butler - Reading Recovery	Susan Staffen - Head Cook
Bryan Bohn - PE Teacher	Reyne Salvati - Assistant Cook
Ruth Reeds - Music Teacher	Effie Jack - Assistant Cook

2008-2009 Stanwood Elementary Staff

Linda L.H. Myers, PhD - Superintendent	Ruth Reeds - Music Teacher
Douglas Beemer - Principal	Sally Grochowalski - Computer Teacher
Amy Rose - Secretary	Tara Lovejoy - School Social Worker
Sherry Little - ECDD/Just 4's Teacher	Michelle Frisbie - Parapro
Holly Inman - Kindergarten Teacher	Laurie Brockway - Parapro
Kristi Supanich - Kindergarten Teacher	Tracie Lee - Parapro
Michelle Moulter - First Grade Teacher	Sue Sarkozi - Parapro
Anne Stewart - First Grade Teacher	Sandy VerBurg - Parapro
Barbara Goldthwait - Second Grade	Ruth Ann Wilson - Parapro
Julie Darden - Second Grade Teacher	Terri Doxtater - Parapro
Kristin Jenkins - Third Grade Teacher	Dawn Kosaski - Parapro
Valerie Hadder - Third Grade Teacher	Rachel Greiner - Library/Comp Parapro
Kristin Malloy - Fourth Grade Teacher	John Boyd - Bus/Custodial Supervisor
Tabitha Vennix - Fourth Grade Teacher	Richard Jensen - Day Custodian
Kathy Rizzo - Resource Room Teacher	Monica Gradisher - Night Custodian
Norma Rozier - Resource Room Teacher	Gary McIntyre - Night Custodian
Marla Estes - Reading Recovery Teacher	Kelli Molitor - Head Cook
Brook Lewis - PE Teacher	Noreen Fuller - Assistant Cook

Hours of School Day - Grades K through 4th & ECDD

- K - 4 School Begins: 8:05 AM, School Dismissal: 3:00 PM
- ECDD Morning Class Begins: 8:05 AM, School Dismissal: 10:50 PM

Early Arrivals

All students that arrive early are required to wait outside the building until the 8:00 AM bell rings. While waiting, students are expected to behave properly and remain off the lawn. During inclement weather, students are allowed to wait inside the building in the designated areas near the entrances.

- Parents should not drop off students prior to 20 minutes before the designated start time.**
- Students eating breakfast at school can enter the building at 7:45 AM.**
- Students that ride the bus will enter the building at 7:50 AM and go to the gym until the morning bell rings.**

Students Leaving Early or Arriving Late

Parents/guardian picking their child up before the end of the school day (3:00 PM) or bringing them in late (after 8:05 AM) must personally visit the office to sign their child in or out. Also, students arriving late will need a pass from the office to get into class. Students may not be picked up by anyone other than a parent/guardian without prior notification by telephone, in person, or by a written note signed by the parent/guardian. If any one of the listed cases exists, please provide the full name and relationship of the person picking your child up. The 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 who attend field trips make other daycare arrangement for their younger siblings.

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 cannot be reached. Your assistance in supplying the school with these numbers would be greatly appreciated.

Attendance Policy for Kindergarten — 4th 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 4th Grade to determine daily attendance status:

- A student who misses 30 minutes or less of school will be marked *Tardy "T"* if at the beginning of the school day and *Incomplete "I"* if 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 Attendance Officer.

ECDD Attendance Policy

- ECDD students missing 31 minutes to 1 hour and 15 minutes of the day will be assessed ½ day absent. Anything more than 1 hour and 15 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.
3. A student with five (5) or more times tardy and /or incomplete days during a marking period may receive an after school detention.

Internet - Acceptable Use Policy and Agreement

Internet access is provided in many classrooms. However, with this comes concerns of potential improper use by students and staff. Therefore, the Board of Education has developed a "Policy Agreement" that each student will be provided with, and parents and staff members will be required to read and sign before being allowed to use the internet.

Cell Phones Usage at School

- Students may bring cell phones to school, but may not carry them on their person.
- Cell phones must be turned off during school hours.
- Students may carry cell phones on the bus, but may not use them.
- The use of camera phones on school property and buses is prohibited.
- We are not responsible for lost, stolen, or damaged cell phones or other electronic devices brought to school.

All other communication devices such as pagers, two way radios, walkie talkies, etc. are not allowed in school. Students with PDA's, Laptop Computers or other handheld electronic devices must consult with the principal before bringing them to school.

Any student violating the above rules may be subject to disciplinary action and confiscation of cell phones or electronic devices. Students may also be referred to legal authorities if they are found using the above equipment in an illegal, illicit, or offensive manner.

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.

School Closing/Early Dismissal

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

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.

McKinney-Vento Homeless Assistance Act

Children experiencing homelessness often 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.

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.

Student's clothing should be clean and meet the following requirements:

- Halter tops, tank tops, mini skirts, clothing with questionable writing, pictures or statements are not appropriate.
- Any clothing that advertises or promotes the use of tobacco, drugs or alcoholic beverages is not allowed.
- Hats should not be worn in school.

Guidelines for wearing shorts, skirts & dresses are as follows:

- 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.
- Shorts must be neat and clean, and may not have holes in them.
- Cut-off jeans will not be allowed unless legs have a neatly sewn hem.

Students not following these guidelines will be asked to call parents to bring in acceptable clothing and risk losing the privilege of wearing shorts for an extended period of time. If no one can bring proper clothes in for the student, s/he 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 daily outdoor recess. Hats, gloves, winter coats, snow pants and boots are a necessity during the winter months. **Please label each article of clothing.**

Immunizations - Vision/Hearing Screening

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 immunizations is presented to us.

All new entrants in Kindergarten are now required to present a statement of vision and hearing screening signed by a physician or the Health Department at time of enrollment.

Medication for Students

Schools are cautioned not to administer medication to students without the expressed desire of the parents. It has been our policy to cooperate in these situations, but for our own protection and that of your child, we must make sure we have written directions/approval to administer any medications. All medications must be in a prescription bottle or in its original container, which clearly identifies the name and directions for administering. **Parents MUST BRING ALL medication** to the Principal's Office and sign the release statement so there will be no misunderstanding on what needs to be done.

Do Not Send Medication to School With Your Child

Counseling Services

All students are eligible for counseling services through our Elementary School Social Worker. Students may work with the school social worker in a one-on-one arrangement; in small groups, and in some cases 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 the school and speak directly with Mrs. Lovejoy, our social worker.

Lock-Down Policy

In the event the school must be in a lock-down situation to ensure the absolute safety of all our students and staff members 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 & Privacy Act

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when s/he reaches 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 that 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 his or her 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. However, it is our policy not to do this without permission, except to school personnel.

Pesticide Use - Prior Notification Information

As part of the Morley Stanwood Community Schools 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.

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 in the school office. Please contact the building principal for more information if you feel your child will need these services.

Library

The Library is operated for the convenience of all students. Honor all books and materials with respect. Lost or damaged materials are the responsibility of the student who signed them out. Failure to honor all the rules of the Library will result in the loss of library privileges.

Breakfast and Hot Lunch Program

Our breakfast and hot lunch programs are available to all students at the following cost per day:

Daily Breakfast \$1.25 (reduced 30¢)	Weekly Breakfast \$6.25 (reduced \$1.50)
Daily Lunch \$2.00 (reduced 40¢)	Weekly Lunch \$10.00 (reduced \$2.00)
Daily Breakfast/Lunch \$3.25 (reduced 70¢)	Weekly Breakfast/Lunch \$16.25 (reduced \$3.50)

Milk is available for students with cold lunch for 40¢

Menus are published monthly and posted on the website. We encourage you to prepay for your child's meals and keep a small balance in their account. A great deal of time can be saved if payments are made by the week or month versus daily payments. You may choose to write a check or send cash in any amount and this will be deposited into your child's Meal Magic account. When making payments, please include the student's first and last name, the teacher's name and the amount enclosed on the envelope.

Our Board of Education Policy, at the recommendation of the Michigan Department of Education, does not allow the charging of breakfast or lunches. We appreciate your prompt payment if your child's account should reach a negative balance.

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 supervisor(s) 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 its appropriate container before leaving the cafeteria.

Applications for "Free & Reduced Priced Breakfast & Lunches" are available in the offices. Please feel free to request one.

Report Cards

We will be changing to trimesters this year. At the end of the first marking period, scheduled parent teacher conferences will be held where parents will pick up their child's report card. Please refer to the calendar on page 4 for details regarding when to expect progress reports and report cards to be sent home throughout the year. On the last day of school, report cards will be sent home with the students. **However, any student with any outstanding school charges will not receive report cards until the charges have been paid in full.**

Student Awards

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

•Perfect Attendance*	•Citizenship	•Academic Achievement
•Almost Perfect Attendance**	•Michigan Educational Assessment Program	•Most Improved Student
		•Music Achievement

We encourage our students to work toward receiving recognition in one or more of these areas. In addition, through partnerships with area businesses/organizations, we offer additional incentive awards to our students for Perfect Attendance, Reading Achievements, Behavior, and Academic Improvement.

**Perfect Attendance can be achieved by having 0 Tardy/Incomplete*

***Almost Perfect Attendance is given at the end of each marking period and at the end the year.*

Attendance Awards are based on one of the following criteria:

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

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/or 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 the 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” will 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 him or her and they are found to be “nit-free.”
- Educational materials shall be provided to parents, guardians and staff at the beginning of the school year, periodically throughout the school year, and whenever a case of head lice is encountered in a school setting.

In addition we have been instructed to notify the Department of Public Health for both the county in which the child resides and Mecosta County, if the same child contracts head lice for a second time within a 6 week period. If the same child contracts head lice for a third time during the school year, the building principal shall notify the aforementioned Department of Public Health and the Family Independence Agency in order that one of these agencies may assist the parent(s)/guardian(s) with effective treatment of the infestation.

Recess

All students are expected to participate daily in outside recess. During the winter months we monitor the weather and try to avoid going out when the temperature is extremely cold. Problems arise when parents ask that their youngster stay inside from recess for extended periods of time, because those who are scheduled to supervise the children during recess will be outside with the others students.

To have a safe and fun playground for all, it is important to remember that complete cooperation must be given to the playground supervisor. The supervisor may find it necessary from time to time to add a rule to the following list that is in the best interest of all students.

1. Students must remain within designated playground areas unless given permission by the playground supervisor.
2. Students are responsible for the equipment they take out or use. All equipment must be returned to the designated container by the end of recess.
3. No rough play or fighting will be allowed (this includes tackle football.) Students are reminded to keep hands to themselves at all times.
4. No objects that can be harmful to other students may be thrown on the playground such as: sticks, stones, snowballs, baseballs, etc.
5. For safety purposes, students should always use swings, slides, and other playground equipment in the way in which it was intended to be used.
6. Students who show disrespect to the playground supervisor will face possible suspension from school and/or extended loss of recess privileges.

Any student caught fighting will visit the principal and face possible suspension from the playground and/or school.

Parent Involvement

We encourage parents to become involved within the schools to enhance the education their child receives. Parents are invited to volunteer within the classrooms, become actively involved with the PTO (Parent Teacher Organization) and the overall school improvement through the NCA (North Central Accreditation) process. Please contact the office or your child’s classroom teacher for further information.

Volunteers

Parents/guardians and community members are encouraged to volunteer in our classrooms whenever 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 before volunteering in our district. All volunteers must report to the office and sign in when entering the school and sign out when leaving. Volunteers are asked to help the teacher without disrupting to the classroom.

Visitation Policy

Please limit adult visitation to special days such as: Special Person's Day, classroom parties, or through special arrangements with your child's teacher at least one (1) 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 schools in the surrounding areas will not be issued guest passes when the school they attend is not in session. All too often, 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 visitor's passes. Requests for visitor passes should be obtained from the Principal at least one (1) day in advance of the proposed visit. Unannounced school age visitors arriving at school will not be allowed visitation privileges. In such cases, parents will be called to come to school and pick up the guest.

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 parent/guardians' 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 communication between school and parent/guardian;
- Other appropriate activities (i.e. Family Math Nights, parenting/guardian sessions, science, theatre, etc.)

After School Detention

After school detentions are disciplinary measures used for students with excessive discipline problems. Whenever a student is referred to the office for disciplinary reasons, his/her parents will be notified so that all parties can work together to help the student avoid future problems. Additional referrals to the school office during the same nine-week marking period will result in the student being assigned an after school detention. A slip to that effect will be sent home to notify his/her parents, which must be signed by the parents and returned to school.

After school detentions are one hour in length on assigned days throughout the marking period. Students must serve their detentions in a timely manner or risk the loss of their privileges at school.

When serving a detention the student will be required to work quietly and complete all assigned work. Students must serve their assigned detentions in a timely manner or risk the loss of other privileges at school.

Notices sent home must be signed by the parent and returned to school before the student receives full privileges.

Suspensions

In cases where student misconduct warrants, suspension 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 from school and/or prosecution.

Pictures/Media Release

Photographing and videotaping students for educational purposes, newscasts (media), newspapers, and newsletters happens occasionally. We will make every effort to notify you when such an event comes up. Please keep in mind that we also allow videotaping by family members on special occasions such as school parties, events, and activities. **If you do not wish to have your student videotaped or photographed for these purposes, please send a written request to the elementary school office.** Be sure to include your child's name, date, and the parent/guardian's signature on your request.

Photos on the School Web Page

Occasionally throughout the school year we may be posting pictures and/or names of the students in their classrooms, or of special events that happen during the year. We will not publish names with pictures. If for any reason you do **NOT** wish to have your child's picture or name posted on the internet, you must send in a written note to the office... please include your child's name, the date, and parent/guardian signature.

Toys, Video Games, and Electronic Devices

Items such as toys, video games, radios, MP3 Players, iPods, 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 as a school will not be able to act as a collection agency for broken, stolen or damaged items. **In short, if you do not need it at school, do not bring it.**

Student Bikes

Students are responsible for the care and safety of their bikes while at school. Bikes are to be parked in the designated place at the school immediately upon arrival and left parked there until time to return home. A responsibility of bike riding includes not allowing other students to ride bikes that do not belong to them. Bike helmets are strongly suggested. The school is not responsible for lost or damaged bikes.

School Property/Textbooks

Our community members have 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.

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 will not be allowed on school property or any school sponsored activity. Any student found in possession of a toy weapon will receive disciplinary action, which may include out of school suspension. Due to the potential danger created by certain devices, it is the policy of the School Board that laser pointers and other pointing or lighting devices with the potential for creating distraction and/or physical harm to others are not allowed in school or at any school related event. Morley Stanwood 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 Morley Stanwood students using such devices in an inappropriate manner at any school activity will be asked to relinquish the device and/or be removed from the school activity. In the event that 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.

School Bus Rules/Policies

- 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 his/her parents, we ask that the parents notify us in advance.
- Busses are often loaded to capacity, so having friends ride home with your students for parties, sleepovers, etc. will not be allowed.

Written Notes are Required for Change in Bus Arrangements

In case of emergency, a written note is required from parents or the school office before students are allowed to ride a different bus or change pick up or drop off point. Students without notes will be dropped off at their normal spot.

Misbehavior on the School Bus

Cases of misbehavior on the school bus will be handled as follows:

Two or More May Result in 3 Day Bus Suspension

<input type="checkbox"/> Noisy/Loud	<input type="checkbox"/> First Offence
<input type="checkbox"/> Disturbing Other Passengers	<input type="checkbox"/> Second Offence
<input type="checkbox"/> Changing Seats Without Permission	Three Day Suspension Required
<input type="checkbox"/> Eating Without Permission	<input type="checkbox"/> Additional Offenses
<input type="checkbox"/> Littering	Three Day Suspension and Conference
<input type="checkbox"/> Throwing Things	Required
<input type="checkbox"/> Other (Will be Written In)	

Major Infractions

Automatic 1 Day Bus Suspension

- Using Objectionable Language/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 Three Days. *Conference is Required*
- 3rd Major Infraction - Standard Suspension Plus Five Days. *Conference is Required*
- 4th Major Infraction - Suspension For Remainder of School Year *Conference Is Required*

School Bus Rules/Policies (Continued)

In 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 the parent(s) and/or bus supervisor if this should occur.

Any suspension results in loss of all riding privileges, including extra trips such as: to/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 Attendance Officer.

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

Just 4's Preschool Program

Morley Stanwood offers a preschool program for children that will be 4 years old on or before December 1st. If you are a resident of Morley Stanwood School district, your child may be eligible to attend. If you have questions, call *Early Success* toll free at (866) 592-9605 for more information.

Early Childhood Developmental Delay (ECDD)

Preschool Program

Morley Stanwood offers an ECDD 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 parapro 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 Pat Langworthy, Special Education Supervisor, at 231-856-4392 ext. 343, or Deb Mako, MOISD Psychologist at 231-796-2624 for more information regarding ECDD.