PULLEN ELEMENTARY SCHOOL

251 South Brown St.
Mt. Pleasant, MI 48858
Telephone: (989) 775-2270
Fax: (989) 775-2274
Pullen Website: https://www.mtpleasantschools.net/o/pes
District Website: https://www.mtpleasantschools.net

Pullen Elementary School's Vision is to foster a love of learning in an innovative, respectful, and caring school climate which empowers students to be productive citizens in an ever-changing world.

Superintendent's Office	(989) 775-2300
Transportation	(989) 775-2323
Central Kitchen	(989) 775-2366
Special Education	(989) 775-2350

Daily Schedule

8:20 a.m.	Drop off/Supervision on the playground begins.
8:30 a.m.	First Bell (students enter the building)
8:35 a.m.	**School Begins**

3 Hour Delay Schedule

11:35 a.m.	School Begins

Lunch (times subject to change)

11:30 a.m. – 12:05 p.m.	JK & Kindergarten
12:05 a.m. – 12:40 p.m.	2nd Grade
12:35 p.m. – 1:10 p.m.	1st Grade
3:39 p.m.	**Dismissal**

11:47 a.m.	**Half Day Dismissal**

Morning Drop-Off

- Students are asked not to come to school before 8:20 am. We will not have supervision on the playground before this time. If the weather is not conducive to outside lineup before school the students will be escorted inside, otherwise they should remain on the playground in their lines.
- Students **ARE NOT** allowed to cross Brown Street in front of the school. They should cross with the crossing guard only.
- Students can be dropped off using the parent drop off lane. Parents should use the right lane to pull up to the front of the fenced-in area and then drop their children off on the playground/curb side of the sidewalk. Please do not allow your child to exit your vehicle on the driver's side, or traffic side of the drop off area. Use the left lane (exit lanes) as marked to allow turns either right or left onto Brown Street. Students will go to their playground lines until the bell rings and not to their classrooms.

Afternoon Pick-Up

When you're using the parent loop after school for pick-up it is acceptable to sit in your car and wait for your child to be dismissed. **It is not allowable to park your car in the drop-off/pickup loop and leave your vehicle.** If you need to come into the school, please park in one of the two parking lots or any of the side streets (Michigan, Illinois, Wisconsin), and walk over, this allows traffic to continue in the loop.

Handicap Parking

Handicap parking spaces are reserved exclusively for individuals with a valid disability placard or license plate. A valid handicap permit must be clearly displayed. Unauthorized vehicles will be subject to fines and towing at the owner's expense. Help us ensure accessibility for those who truly need it. Thank you for your cooperation and respect for accessible parking.

Signing In & Signing Out Procedures

Students arriving after 8:35 a.m. must be signed in at the office by a parent/guardian. If a student is not signed in they may be listed as absent for the day. Likewise, parents/guardians who wish to pick up a student before the end of the day should report to the office to sign the child out.

Changes In After School Routines

If your child is doing anything different than his/her normal routine, parents are responsible for notifying the teacher. Calling the office or putting a note in the child's agenda is recommended. ***Any last minute transportation changes must be called into the office no later than 2:30 p.m.*** Changes made later than 2:30 p.m. may not be able to be accommodated.

Accidents or Illnesses

When a student is sick or injured at school, the parents are contacted to make arrangements for care. If a parent cannot be reached, the school will call the person designated on their emergency contact list. In the event neither a parent nor a designee can be contacted: (1) the child will be made as comfortable as possible in school until he/she can be taken home, or (2) transportation to the hospital will be arranged if immediate professional medical attention is required.

If a student presents/develops a fever during school hours that is 100.4 degrees or above a parent/guardian will be contacted to pick up the student. Students are allowed to return to school when they have been fever free for 24 hours without fever reducing medication. If a student actively vomits at school the parent/guardian will be contacted to pick up the student. The student may return to school when they have not vomited for 24 hours.

Lice

If a student is suspected to have head lice they will be checked by a staff member. If nits or live lice are found the parent/guardian will be notified. The affected student will be sent home at the end of the day with a letter that must be filled out with the treatment administered and signed by the parent/guardian. The parent/guardian must bring the student, signed letter, and the receipt for the treatment used to school for a re-check. If live lice are found during a re-check the student will be sent home to have an appropriate treatment started. A classroom letter will also be sent to inform families that head lice has been found, however, specific student names will not be made public. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling head lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Before and After School Care

- Before school care is provided by the School Age Child Care (SACC) program for a fee beginning at 7:00 a.m. each day. To sign up for the program please call 989-775-2340.
- After school care is provided by PEAK (Partners Empowering All Kids) for a fee until 6:00 p.m. each day. To sign up for the program please call 989-779-5331 or go to their website: https://www.mt-pleasant.org/departments/division_of_community_services/parks_and_recreation/peak/

Attendance/Truancy Policy

When a student is unable to attend school the parent should contact the school office by 9:00 a.m. Good attendance has a positive impact on learning.

Tardy: Arrival between 8:35 a.m. and 9:15 a.m.
AM Absence: Arrival after 9:15 a.m.
PM Absence: Leave before 2:45 p.m.
Early Out (P.M. Tardy): Leave after 2:45 p.m.

Required Attendance

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

Mandatory Attendance Age

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

Exceptions

A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- the student's physical or mental illness (a physician's verification is required);
- medical appointments for the student (a physician's verification is required);
- death or serious illness of the student's family member;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;

Excessive Absenteeism and Truancy
When a student is absent 10% of the school year the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.

When a student is absent 10% of the school year the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Attendance Codes

Absence Verified: (AV) = an absence that has been verified by written statement, parent phone call, or personal confirmation with the office before 3:00PM.

Excused Absence: (AE) = Absences that meet the definition of an Excused Absence based on MPPS Board Policy.

School Related Absence: (SS) = an absence that is approved by the school for field trips, athletic events, conferences (with a teacher or counselor), special programs and activities.

Unexcused Absence: (AU) = an absence from class, other than an excused or school related absence. Unexcused absences from class shall be considered truancy and subject to discipline, including referral to the Gratiot-Isabella R.E.S.D. Truancy Officer.

Absent Tardy: (AT) = (≥ 5 minutes) absent tardy occurs when a student arrives to class five minutes after the tardy bell and/or is absent from class for up to half the class period, whether arriving late or departing early. If a student misses more than half the class period, a full absence will be recorded.

Excused Tardy: (TE) = A tardy is defined as the student not being in the classroom ready to learn when the class is scheduled to begin. The MPPS Board of Education outlines permissible circumstances for which a tardy may be excused. Students will be given an excused tardy pass to enter the classroom. Refer to the list under excused absences.

Unexcused Tardy: (TU) = (< 5 minutes) Parents may not excuse tardiness for anything other than the reasons approved by the Board of Education **(See Excused Absence for a list of Board Approved excuses).** Extenuating circumstances for tardiness may be directed to the administration for consideration.

*If a student arrives late, the student must check in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or follows the Age of Majority paperwork.

Truancy Process

Level I - 1st Time Student Reaches the 10% Standard

- Parent/Guardian will receive phone calls via Thrill Share notifying them of each unexcused absence (AU/AV).
- A Level I Truancy Letter will be sent home (via email) documenting the concern from the school.

Level II - 2nd Time Student Reaches the 10% Standard

- Parent/Guardian will receive phone calls via Thrill Share notifying them of each unexcused absence (AU/AV).
- A Level II Truancy Letter will be sent home (via email) documenting the concern from the school.
- The GIRESD Truancy Officer will make contact with parent/guardian to set up a meeting to establish guidelines for the student's attendance for the remainder of the year.
- The GIRESD Truancy Officer will oversee the parent meeting.

Level III - 3rd Time Student Reaches the 10% Standard

- Parent/Guardian will receive phone calls via Thrill Share notifying them of each unexcused absence (AU/AV).
- The GIRESD Truancy Officer will notify the Prosecutor's Office and provide information to the Prosecutor's office for review.

Building Security
During the school day, all outside doors are locked. All parents and visitors are required to check-in at the office before going to any classroom. Please bring a picture I.D. for verification purposes. Visitor passes must be worn when in the building.

Emergency Safety Procedures
During the school year fire, tornado, and lockdown drills will occur with the assistance of our Youth Services Liaison Officer and the local police and fire department. We will have 5 fire drills, 2 tornado drills, and 3 lockdown drills, which are all mandated by the State of Michigan. We will post on our Pullen Facebook page, each time a drill is completed. Read about our current safety procedures by visiting the district website at: https://www.mtpleasantschools.net/page/mpps-school-safety
In the event of an emergency, early dismissal, or evacuation:

- Parents/guardians will be notified by Power School announcement (phone/email) the details of the emergency.
- Parents will be given instructions on how to proceed in checking your child out and what identification to bring.
- Parents will be notified if your child will need to be picked up on-site or at an off-site location.

School Closings Or Delays
Local radio and television stations will broadcast information concerning school closings during periods of inclement weather or other unforeseeable events. MPPS will also send out an automated text message and phone call about any school delays, closings, or early dismissals. This information will also be posted on the MPPS website, Facebook Page, Instagram and the Pullen Elementary website.

Pullen's Code of Conduct
At Pullen Elementary our school expectations are Purpose, Attitude, Wise Choices, and Safety. We are committed to teaching and reinforcing positive behavior expectations in all areas of the school from the classroom to the playground. Each of our four expectations are taught, modeled and practiced every day in all settings. We understand that our students are still growing and developing mentally and socially, so we recognize it is always a work in progress when teaching and reteaching expectations. We appreciate your partnership in supporting our Panthers to make Pullen a great place to learn.

PULLEN ELEMENTARY'S MATRIX

	Classroom	Hallway	Bathroom	Cafeteria	Recess	Drop Off / Pick Up	Bus
Purpose	Learn	Get where you are going	Use the bathroom and take care of needs	Eat	Play	Come to school on time and leave on time	Ride to school and home
Attitude	**I can** be ready to listen and learn.	**I can** be aware of my surroundings, considerate of others, and respectful.	**I can** be independent in the bathroom.	**I can** be welcoming and build friendships.	**I can** be fair, friendly, and a problem solver.	**I can** be prepared and helpful.	**I can** be prepared and helpful.
Wise Choices	Whole body listening Work during work time Follow directions	Voice Level 0-1 Walking Feet	Voice Level 0-1 Use toilet Flush Wash Throw away trash	Voice Level 1-2 Sit at table Clean Up	Use equipment correctly Follow directions Line up when bell rings	Voice Level 1-2 Following directions	Voice Level 0-1 Following Directions Stay packed up No food/toy
Safety	Keep hands and feet to self Walk All 4 on the floor	Keep hands and feet to self Walk Face forward	Keep hands and feet to self Keep floor dry	Keep hands and feet to self Walk Stay seated Eat your own food	Keep hands and feet to self Use equipment correctly	Keep hands and feet to self	Keep hands and feet to self Stay in your line

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conducts

Attendance Related

- **Tardy**: Arriving late to class or school without permission or an acceptable excuse.
- **Truancy**: Being absent from school or class without valid reason or permission.
- **Skipping**: Intentionally missing class or school without permission.
- **Eloping**: Leaving class, school grounds, or a designated area without permission.

Bullying & Harassment

- **Discrimination, Harassment (including Sexual Harassment), and Bullying**: Violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.
- **Bullying**: Repeated, intentional harm (physical, verbal, social, or cyber) directed at another person.
- **Harassment**: Unwanted or offensive behavior based on race, color, gender, religion, disability, or other protected status that creates a hostile school environment.
- **Sexual Harassment**: Unwelcome sexual advances, requests, comments, or conduct that creates an uncomfortable or hostile environment.
- **Racial/Ethnic Intimidation**: Harassment, threats, or abusive behavior based on race, ethnicity, or national origin.
- **Religious Harassment**: Harassment or discrimination based on religious beliefs or practices.
- **Disability Harassment**: Harassment based on a person's real or perceived disability.
- **Sexual Orientation Harassment**: Harassment or discrimination based on actual or perceived sexual orientation.
- **Intimidation/Stalking**: Repeated unwanted following, watching, or harassing behavior that causes fear or distress.

Disruptive/Defiant Behavior

- **Disruptive Behavior**: Actions that interrupt the learning environment or school operations.
- **Insubordination**: Refusal to follow directions or comply with the reasonable requests of school staff.
- **Disrespect**: Rude or discourteous behavior toward peers or staff.
- **Refusal to Identify Self**: Refusing to provide name or identification when asked by staff.
- **Disruption of the Educational Process/Student Protest Demonstration**: Organizing or participating in activities that significantly interrupt normal school operations.

Dress Code Violation

- **Dress Code Violation**: Wearing clothing that does not meet the guidelines outlined in the school's dress code policy.

Fighting, Violence, Aggression

- **Fighting/Violence**: Physical conflict or aggression between individuals.
- **Physical Aggression**: Aggressive physical behavior that may not meet the level of fighting but includes pushing, hitting, or other unwanted physical contact.
- **Physical Assault**: Intentionally causing physical harm to another person.
    - *Student to Student*: Causing or attempting to cause physical harm to another through intentional use of force or violence.
    - *Student to Employee, Volunteer, or Contractor*: Causing or attempting to cause physical harm to another through intentional use of force or violence.
- **Aggravated/Felonious Assault**: A serious attack causing significant injury or involving a weapon.
- **Homicide**: The deliberate and unlawful killing of another person.
- **Kidnapping**: Taking or detaining a person against their will.
- **Sexual Assault**: Non-consensual sexual contact or behavior.
- **Criminal Sexual Conduct**: Sexual acts that are against the law, including assault or abuse.
    - *Includes*: Conduct in school buildings or on school grounds; against another student enrolled in the same school district.

Other Serious Offenses

- **Abusive Language**: Using profane, vulgar, or offensive language toward students, staff, or others.
- **Verbal or Written Threat**: Any statement or message, spoken, written, or electronically transmitted, that implies harm to another person, group, or property.
- **Fraud or Bribery**: Deceiving or offering something of value to improperly influence decision-making.
- **Falsification of Records**: Intentionally providing false information on school documents.
- **False Allegations**: Knowingly making untrue accusations against another person.
- **Gang Insignia/Activity**: Displaying gang-related symbols or participating in gang-related behavior.
- **Loitering**: Remaining on school property without a valid reason or permission.
- **Trespassing**: Being on school grounds without permission.
- **Gambling**: Wagering money or valuables on games or outcomes during school or events.
- **Plagiarism, Cheating**: Copying work or using unauthorized help on assignments, tests, or projects.
- **Misconduct Prior to Enrollment**: Serious misconduct committed before enrolling that impacts school safety.
- **Public Display of Affection (PDA)**: Physical contact or behavior that is not appropriate for the school setting, such as hugging, kissing, hand-holding, or sitting on another person's lap.
- **Other Behaviors**: Any behavior not specifically listed but deemed inappropriate by school administration.

Property and Theft

- **Theft-Related (Larceny/Theft)**: Taking or possessing property without permission.
- **Burglary**: Unlawful entry into a building with intent to commit theft or a crime.
- **Robbery**: Taking property from a person by force or threat.
- **Extortion**: Obtaining money, property, or favors through threats or intimidation.
- **Breaking and Entering**: Unlawfully entering a locked building or space.
- **Damage to Property**: Intentionally causing harm or destruction to property.
- **Arson**: Purposefully, intentionally, or maliciously setting a fire on school property.
- **Vandalism/Graffiti**: Damaging, defacing, or writing on school or personal property without permission.
- **False Alarm**: Triggering a false fire alarm or emergency response.
- **Bomb Threat**: Making a threat to harm by explosive devices.

Technology Misuse

- **Cell Phone Violation**: Improper use of phones or other personal devices during school hours.
- **Misuse of District Technology**: Violating the school's acceptable use policy for computers, networks, or online platforms.

- **Sexting**: Sending, receiving, or distributing sexually explicit messages or images using electronic devices.

Tobacco, Drugs, Alcohol

- **Tobacco Related**: Use, possession, or distribution of tobacco or vaping products on school property.
- **Drugs/Narcotics**: Use, possession, distribution, or sale of illegal drugs or controlled substances.
- **Use/Possession of Alcohol**: Use or possession of alcohol on school property or at school events.

Weapons/Dangerous Objects

- **Handgun/Rifle/Shotgun/Other Firearms**: Possession or use of any type of firearm on school property.
- **Other Dangerous Weapons**: Possession or use of items designed to cause harm (knives, brass knuckles, etc.).
- **Personal Protection Device**: Possession or use of pepper spray, tasers, or other self-defense items without approval.
- **Fireworks, Explosives, Chemical Substances**: Possession or use of explosive materials or hazardous substances.

School Bus Safety Rules:

While on the school bus, students are under the supervision and direct responsibility of the bus driver. Please visit our Transportation page for a full list of bus expectations at www.mtpleasantschools.net/page/transportation

Failure to follow bus rules will result in the following disciplinary steps by the transportation department.

- 1st Offense: Written warning
- 2nd Offense: 3 days off the bus
- 3rd Offense: 5 days off the bus
- 4th Offense: 10 days off the bus
- Last Offense: Loss of bus riding privileges for the duration of the school year.

All disciplinary actions are reviewed and implemented at the transportation directors discretion.

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Recess Policy

- Recognizing the benefits of outdoor play and exercise, students will go outdoors for recess unless weather conditions are hazardous to their health or safety. Students should be dressed appropriately for the weather. ***Students will be going outside for recess when temperatures are at or above 10 degrees***.
- Only in special circumstances, when recovering from a severe illness, for example, may a student be excused from going outdoors. A note from a physician is required at such times.

Final Forms Registration/Student Emergency Information

All MPPS students have a Final Forms account where their demographic and emergency contact information is located. Parents must ensure that their students' information is up to date and accurate. We utilize the information in Final Forms in case we need to contact you in case of an injury or illness. It is imperative that we are able to reach a parent/guardian, so if you have a change of phone number or address please contact us immediately so our records can be updated. If a parent/guardian cannot be reached, the other individuals listed as an emergency contact will be notified. **Only individuals listed in the emergency contacts and transportation sections of Final Forms will be allowed to pick up a child. You will be required to access your student's Final Forms account yearly to sign forms and update pertinent information: https://mtpleasant-mi.finalforms.com/**

Medication at School

Medicines sent from home are kept locked in the office and given to a student if:

- All medications are brought to school by a **parent/guardian** in the appropriate prescription bottle.
- There is a doctor's prescription and directions for dosage.
- Parent/guardian has completed a school medication form.

Band-aids and ice-packs are given in the office on an as needed basis. Parents are called and accident reports completed for more serious injuries.

Lunch Program:

Breakfast is FREE for all students every day! (based on government funding, subject to change)
Lunch will be FREE for the 2025/2026 school year! (based on government funding, subject to change)

Free and reduced meal applications can be found in your student's Final Forms account, they are now called Education Benefits Forms. It is essential for funding purposes that the Education Benefits Form is completed even if you don't qualify.

Elementary School Guidelines About Food At School

In order to maintain a safe and inclusive environment for all students, especially those with food allergies and dietary restrictions, we kindly ask that only prepackaged snacks be brought to school for classroom snacks, events, parties, or shared activities.

Prepackaged snacks must:

- Be store-bought and sealed in original packaging
- Clearly list all ingredients and allergens.
- Not contain common allergens such as peanuts or tree nuts.
- Be free from homemade items, as they cannot be verified for allergens or cross-contamination.

If the provided snack/treat does not adhere to these guidelines we will not be able to distribute it to our classrooms.

This request is in place to protect students with life-threatening allergies and to accommodate a wide range of dietary needs/restrictions. We appreciate your understanding and cooperation in helping us keep all children safe and included. If you have any questions or need suggestions for allergy-safe snacks, please contact the school office or your child's teacher. Thank you for your support.

Lost and Found

Articles are placed on the table and in the Lost and Found Bin in the hallway directly across from the cafeteria. Lost and Found items are also displayed at parent/teacher/student conferences during the year. Parents are welcome to stop by and check the lost and found area before school from 8:00 a.m. – 8:30 a.m. and after school from 3:30 p.m. – 4:00 p.m. Before winter break and at the end of the school year all Lost and Found items will be donated to a local organization. **Please label all lunchboxes, coats, hats, jackets, etc. so we can return them to your child.**

PTO

PTO is the Parent Teacher Organization at Pullen School working together for the good of the students. Our purposes are to acquaint parents with school and school activities, to supplement programs provided by the school; work with the teachers and principal to assess the need for extras in the individual classrooms and the school in general; and to raise funds to carry out these goals. PTO is an active part of Pullen Elementary. If you wish to find out more about our PTO you may send an email to pullenpto@hotmail.com or find them on Facebook under Pullen Elementary PTO.

Volunteer Opportunities

Pullen has plenty of volunteer opportunities such as field trips, classroom parties, classroom help, PTO, popcorn popping, cafeteria and playground supervision, field day, Scholastic Book Fairs, etc. To volunteer, a background check must be completed first. This can be done online at https://www.mtpleasantschools.net/page/volunteer

Parent Communication

- **Agenda's** will be provided for each child. This planner should be carried to and from school each and every day. Parents are asked to initial the agenda each day. Replacement agenda's are $5.00 each.
- The **Pullen Newsletter** (sent electronically) is published monthly for parents by the school principal. It serves to inform the Pullen community about the events at Pullen, achievements of students and staff, and district news. The newsletter will be distributed digitally via email and on the Pullen Elementary Facebook page.
- The **Pullen School Website** – https://www.mtpleasantschools.net/o/pes
- **Pullen School Facebook Page** – Search Pullen Elementary
- **Parent Teacher Conferences** are scheduled each school year in the fall. This meeting is critical to maintaining communication between school and home and to discuss individual academic progress and goals. Parents may also schedule conferences as needed with their child's teacher and/or principal.
- Teacher's will provide families with their **Email** address. Please call the office if you don't have the email address.
- **Student Report Cards** will be distributed at the end of each trimester (November, March, and June)
- **Friday Folders** will be sent home each week. Please take the time to look over your child's work and other school-related information.

Student Records

Parents are entitled to inspect their child's school records in the presence of a designated school official. Copies can be requested by parents. Please allow adequate time for copying. Call the office to make an appointment if you would like to inspect the records.

Confidentiality Agreement

Anyone working or volunteering at Pullen Elementary will be required to keep confidential information gained through interactions with children and families. Parents and guardians trust that their children's conversations and actions will not be discussed in any

way other than in a professional capacity and on a need-to-know basis. By agreeing to work or volunteer at the school, volunteers must agree to this policy.

Harassment

- It is a violation of law and of school rules for any student to harass or intimidate another student or staff member.
- If a student is the victim of any unwanted sexual actions or comments or derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to their teacher or office staff.
- All reports shall be kept confidential and shall be investigated as soon as possible.

Access to Equal Educational Opportunity

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the district, or social or economic background, to learn through the curriculum offered by the district.

Designation of "Directory" Information Under Family Educational Rights and Privacy Act (FERPA)

Generally, school officials must have written permission from the parent/guardian or from a student of an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student's record. However, the Family Educational Rights and Privacy Act (FERPA) allows school districts to disclose, without consent, "directory" type information. The Board of Education for the Mt. Pleasant Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information": Student name, address, telephone listing; parent/guardian name, address, telephone listing, email address; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance, honors, degrees and awards received, grade placement; most recent previous school attended; photographic, video or electronic images of students; and information generally found in yearbooks.

Unless you advise Mt. Pleasant Public Schools that you do not want any or all of this information released, school officials may release personally identifiable information that has been designated above as "directory information". Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible student.

Multi-Tiered System of Supports

The MTSS Team (Multi-Tiered System of Supports Team) is a supportive, problem-solving forum in which parents and teachers can seek solutions and accommodations for students who are having academic or behavioral difficulties. The MTSS is the first response in studying and often solving problems before issues become more serious and require substantial interventions such as Special Education. The MTSS process sometimes refers students for Special Education evaluation if serious concerns exist, and it has been documented that all reasonable regular-education remedies have been tried. Please do not hesitate to contact the classroom teacher or the principal to schedule a meeting if concerns arise.

Student and Family Supports

A variety of support services are available to Pullen students and families who are determined to be in need. Students with learning challenges in core academic areas, social areas, and speech and language deficits, can get evaluations with the recommendation of the MTSS team. These services, as well as others, can be accessed through the MTSS process, provided students meet eligibility guidelines.

The McKinney-Vento Act supports students and families in need that meet the criteria for homelessness. If you believe you can qualify for support, please contact the school office at 989-775-2270. The office will direct you on specific paperwork to fill out and correspondence procedures.

School Improvement

Each year the staff creates a focus for school improvement efforts, including assessments and professional development. Currently, we are focusing on five areas in which we plan to improve our school's performance:

- Reading/Writing
- Math
- Science
- Social Studies
- Positive Behavior Intervention Supports (PBIS)

Mt. Pleasant Public Schools Right to Review Teacher Qualifications

Parents have the right to know the professional qualifications of the classroom teachers who instruct their children. The federal law allows them to ask for specific information about their child's classroom teacher(s). The law also requires Mt. Pleasant Public Schools to give the information to them in a timely manner if information is requested. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers:

- Whether the Michigan Department of Education has licensed the teacher for the grades and subjects he/she teaches.
- Whether the Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' paraprofessionals provide services to your child and, if they do, their qualifications.

If any parent would like to receive any of this information, please send a request to the Assistant Superintendent of Human Resources, 720 N. Kinney Avenue, Mt. Pleasant, Michigan 48858, or call (989) 775-2303.

Capturing Kids' Hearts™

Powered by Flippen Group

Our District is excited to be partnering with Capturing Kids Hearts that is a model for supporting teaching, leadership, and relationships for both staff and students. We hope through sharing Good Things, empowering students to be leaders and building relationships with one another, that we can capture one heart at a time!

Monthly CKH themes support our classroom focus as well our Tier 1 counseling focus in our school.



















Illness Information

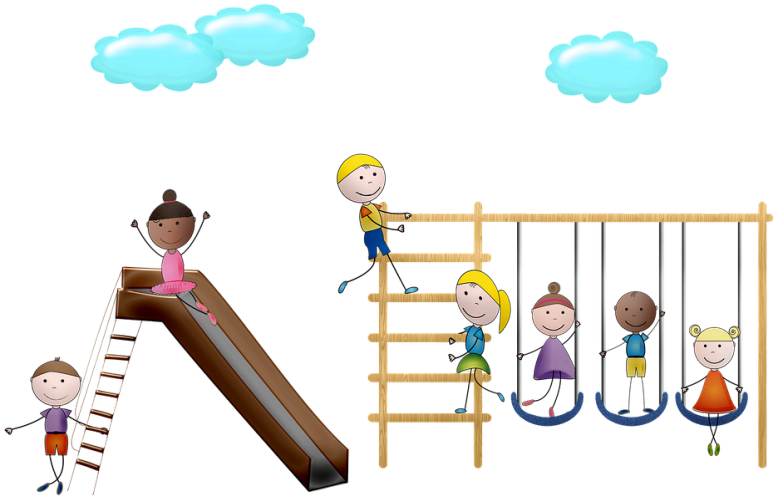
I need to stay home if…

I have a fever	I am vomiting	I have diarrhea	I have a rash	I have an eye infection
				
Temperature of 100.4 or higher.	Within the past 24 hours.	Within the past 24 hours.	Body rash with itching or fever.	Redness with itching, and discharge from the eye.

I am ready to go back to school when I am…

Fever free for 24 hours <u>without</u> fever reducing medication.	I Have not vomited for at least 24 hours.	I have not had diarrhea for at least 24 hours.	I am free from rash, itching or fever. I have been evaluated by my doctor, if needed, and have a doctor's note to return to school.	I have been evaluated by a doctor and have a doctor's note to return to school.

Before and After School Programs



The <u>before school program</u> is offered by SACC (School Aged Child Care) for a fee. Information about the program and to register your child please call 989-775-2340.

The <u>after school program</u> is offered by PEAK (Partners Empowering All Kids) through the Mt. Pleasant Department of Parks and Recreation for a fee. Information about the program and to register your child please call 989-779-5331.

Join Pullen PTO!

Please consider joining our amazing Pullen PTO. Meetings are open to all Pullen families. PTO is involved in many projects and events throughout the school year, as well as various fund raising efforts that benefit our students and staff.

Meetings are held once each month @ 5:30 p.m in the Pullen library.

To join: Attend a meeting or email pullenpto@hotmail.com

https://www.facebook.com/pullenpto

Strive for 5! No More Than 5 Absences a Year!

*Research reveals that students who miss ten percent (10%) of scheduled school days for **any** reason (chronically absent), have lower grades and are more likely to drop out than students with better attendance. That means that missing an average of only two days a month hurts learning, lowers grades, and decreases the chances of earning a high school diploma!*

Building a Culture of Attendance: The Big Five

1. Have regular bedtimes and routines.

- Schedule bed and awakening times so that students get between 8 ½ and 10 hours of sleep a night depending on age.
- An hour of quiet time, *without media*, before bed prepares the child for more rapid and more restful sleep. This is a good time to read, either alone or together.

2. Make medical & dental appointments for after school.

- When this is *impossible*, make the appointment for early in the morning and take the student to school afterward or late in the day so that the student can attend most of the school day.

3. Take no vacations during school.

- The school year includes frequent generous vacations.
- Learning time is too valuable to waste. Teachers teach *every* day.
- Extended vacations put students behind their peers.

4. Attend unless truly sick.

Students should not miss school and should not be sent home *unless* one of the following is present:

- Repeated vomiting and/or severe diarrhea.
- Fever greater than 100 degrees F, or other acute flu-like symptoms.
- Unusual bleeding.
- Signs of severe pain, serious injury, or extreme medical conditions.

5. Develop backup plans.

- Have a plan to get to school if a pick-up is missed or transportation fails. Neighbor families can help each other.
- A traditional alarm clock and a smartphone can both be used.
- Anticipate needs the night before school and not in the morning.

Remember, school is like life. You must be present to win!

Community Resources

Children + Adult Services

Child Advocacy Center ..... **(989) 317-8787**
Child/Adult Listening Ear ..... **(989) 772-2918**
Michigan Department of Health & Human Services-MDHHS ..... **(989) 772-8400**
Nami Migizi Nangwiihgan Services(Domestic Violence Services) ..... **(989) 775-4400**
R.I.S.E. Advocacy, Inc..... **(989) 773-0078**
EightCAP, Inc. ..... **(616) 236-1027**
ACFS..... **(989) 775-4901**
CPS..... **(855) 444-3911**
National Domestic Violence Hotline..... **(800) 799-SAFE(7233)**

Clothing + Food Resources

Care Store ..... **(989) 773-3641**
CCN William Ellis Brockman Infant Pantry..... **(989) 773-9609**
CCN Food Pantry ..... **(989) 863-4449**
Christmas Outreach ..... **(989) 773-4204**
Clothing, Inc..... **(989) 323-3332**
Foster Closet..... **(800) 554-4966**
Goodwill..... **(989) 773-4884**
Kiwanis Club of Mt. Pleasant Shoe Vouchers..... **(866) 754-9315**
ICDC Thrift Shop..... **(989) 773-9544**
Salvation Army Family Store..... **(989) 772-9221**
Isabella Community Soup Kitchen..... **(989) 772-7392**

Counseling and Mental Health Services

Addiction Solutions Counseling Services..... **(989) 779-9449**
Services/ Catholic Family Services ..... **(989) 773-9328**
Center for Community Counseling & Development (CMU)..... **(989) 774-3532**
Community Counseling Associates ..... **(989) 773-0222**
Community Mental Health for Central Michigan ..... **(989) 772-5938**
Life Choices ..... **(989) 773-6008**
Nami Migizi Nangwiihgan Services ..... **(989) 775-4400**
R.I.S.E. Advocacy, Inc ..... **(989) 773-0078**

Disability + Special Needs Resources

Build Up Michigan ..... **(888) 320-8384**
Disability Network of Mid-Michigan ..... **(989) 835-4041**
Early On ..... **(989) 433-2962**
Listening Ear ..... **(989) 772-2918**
Michigan Rehabilitation Services-MRS ..... **(989) 773-5925**
Mid-Michigan Industries Inc. ..... **(888) 773-7664**
Social Security Administration ..... **(877) 405-7667**
Special Olympics Michigan ..... **(989) 774-3911**

School Age + Adult Education Services

Adult & Community Education ..... **(989) 775-2370**
Central Michigan University ..... **(989) 774-3076**
CMU Bridges Center ..... **(989) 774-6508**
Federal Student Aid-FAFSA ..... **(800) 433-3243**
Gratiot-Isabella RESD ..... **(989) 875-5101**
Mid-Michigan Community College ..... **(989) 773-6622**
Mid-Michigan Industries Inc. ..... **(888) 773-7664**
Montcalm Community College ..... **(989) 328-2111**
Adults MSU-Extension ..... **(989) 317-4079**
Saginaw Chippewa Indian Tribe Education Department Services..... **(989) 775-4506**

Health, Human Services, Homeless + Housing Services

EightCAP, Inc. Housing Hotline, ext. 3 ..... **(866) 754-9315**
Habitat for Humanity ..... **(989) 773-0043**
Listening Ear ..... **(989) 772-2918**
Michigan Department of Health & Human Services-MDHHS ..... **(989) 772-8400**
Michigan State Housing Development Authority-MSHDA ..... **(517) 241-0809**
MSU-Extension ..... **(989) 317-4079**
Restoration House Rotating Shelter & Day Shelter ..... **(989) 854-0183**
Salvation Army ..... **(989) 773-4663**
Tri-County HomeWorks People Fund ..... **(800) 421-8956**
Isabella County Restoration House-Day Shelter..... **(989) 400-4126**
United Way..... **(888) 636-4211**

Miscellaneous

I-Ride..... **(989) 772-9441**
Michigan Works..... **(800) 285-WORKS(9675)**
Poison Control..... **(800) 222-1222**