



**Byron Center Public Schools**  
**MARSHALL ELEMENTARY**

August 16, 2024

*Placement letters were sent to the Post Office last Tuesday afternoon. If you have not received your letter, please let the school office know. We have a lot of great information for you.*

- **Open House:** Monday, August 19, 2024, 4:30pm - 6:00pm
- **First day of School:** Wednesday, August 21st.  
(Full day for all students. School begins at 8:30 am and ends at 3:40 pm)

### Labor Day No School

Just a reminder, there will be **NO SCHOOL** on Friday, August 30, 2024 and Monday, September 2, 2024 in observance of the Labor Day holiday. Enjoy this time with your family!

### Drop Off and Pick Up

Morning drop off is 8:20am. There will be no adult supervision prior to 8:20am.

The end of day pick up will be a learning progress for our students. Please be patient as we get these processes running smoothly. A few reminders about pick up at the end of the day:

- **PINK SHEETS:** (You would have received it at our open house) Please have your pink sheets placed on your vehicle's dash or have your ID ready. You will receive one copy of the pick-up pink sheets. It can be cut in half. If you need another copy of the pink sheet, please let the office know.
- If you have to buckle a student into a car seat, please move forward to the area by the loading dock to do so.
- Please do not park your car and come into the building to pick up your child. Please stay in your car and stay in line.

### Late Drop Off/ Early Pick Up

If your child must leave school during the school day, it is the policy for BCPS that each child has a parent sign them out in the office. If your child will be returning before the end of the school day, the parent must sign the student back in upon their return.

## School Breakfast/Lunch

If you are in need of a free or reduced cost student lunch, please complete this [Free/Reduced Form](#) ([Spanish Free/Reduced Form](#)) and return it to the school office. For important information about the breakfast and lunch program at Marshall Elementary, please view this [Food Service letter](#). Please view the lunch menu in our *Helpful Links* on the school [website](#).

## Snapcode

For all returning Marshall students: You should have received a “snapcode” letter with your placement information in the mail. Please take a couple minutes to log into the website given (your student’s code will be noted in that letter) and update your contact information. If you have any questions, please feel free to contact the school office.

If you are a new student to Marshall, this does not apply to you. Thank you.

## Attendance

If your child will be absent, please email the school office [meattendance@bcpsk12.net](mailto:meattendance@bcpsk12.net) or call Marshall’s attendance line (616) 878-6304 before 8:30am with the following information:

- Student’s full name (first and last name)
- Teacher’s name
- The reason for the absence. If your child is sick, please include the symptoms your student has. We are required to report to the Health Department weekly.
- Full name of the person reporting the absence and their relationship to the student.

If your child is coming to school late:

- If a student arrives after the 8:30am start time, they will be considered tardy and the parent must park their vehicle in the designated spot and bring the student into the office and sign them in.

If your child will be picked up early:

- Please contact the school office before 3:00pm to ensure we have enough time to communicate with your student’s teacher.

## Volunteering at Marshall

If you will be volunteering at Marshall Elementary, you will need to complete an [ICHAT Form](#) two weeks prior to your volunteer date.

## Library Helpers Needed

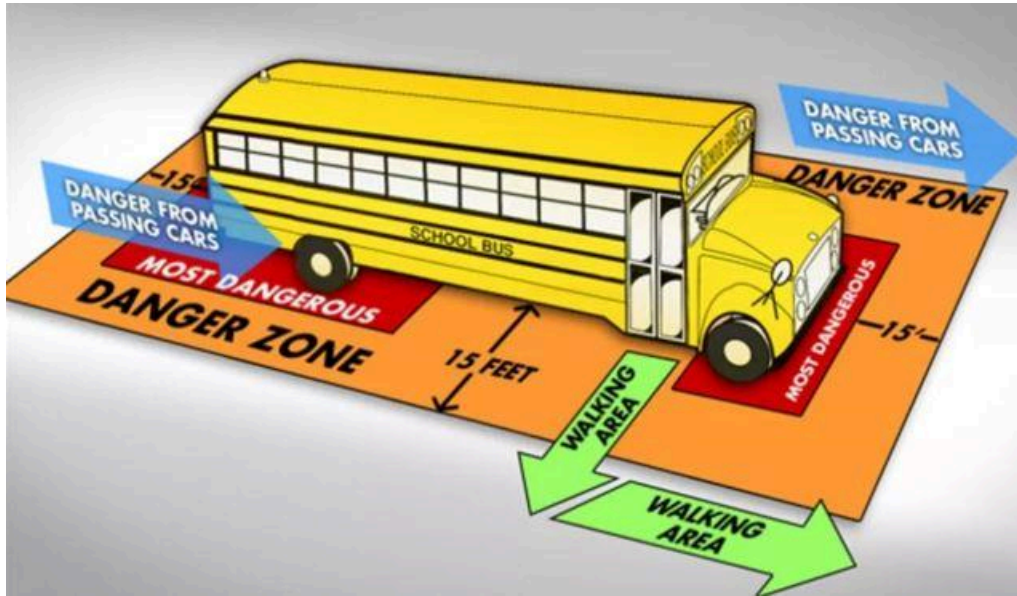
If you are interested in volunteering in our school Library, please email Val Conley ([vconley@bcpsk12.net](mailto:vconley@bcpsk12.net)) or stop in and see her at our school open house. She is happy to answer any question you may have.

## MAPS Parent Group

M.A.P.S. (Marshall Active Parents & Staff) would like to welcome families to join our parent group. If you are interested or have any questions, please email [mapsbulldogs@gmail.com](mailto:mapsbulldogs@gmail.com).

## Transportation

Information from Transportation [here](#).



## Student Medication

If your child is to take any over the counter medication at school, please print this [Medication Consent form](#) and bring it to the school office.

Any prescription medication must have the Marshall Medication Consent Form filled out by the parent/guardian and Doctor before medication can be administered at school. We will also need a copy of the Doctor's Action Plan for each prescription medication.

Medications of any kind may not be kept in lockers, desks or backpacks. All medication must be brought to school by the parent/guardian. As required by state law, no medication can be transported on the school bus.

All medication should be in original packaging or in a prescription bottle with your child's name, medication name and dosage instructions clearly labeled.

## New Marshall Staff

We wanted to update you on some staffing changes that occurred over the summer. Below you will find a list of staff that were either newly hired or have changed positions in the building. We will continue to update you as we fill positions prior to the start of the year:

- Molly Parker - Kindergarten Teacher
- Jessica Lemon - 1st Grade Teacher
- Erin Lehouiller - 1st Grade Teacher
- Taryn Eilers - 3rd Grade Teacher
- Kylee Harper - 3rd Grade Teacher
- Kerri Belen - STEM Interventionist
- Kim Stanford - Behavior Interventionist
- Kim Bostelaar - MOCI Paraprofessional
- Megan Biggio - Lunch/Recess Supervisor

## District Calendar

Please view the 2024-2025 BCPS [District Calendar](#).

## BCPS Sports Passes

Passes will be available for purchase in the Athletic Office starting on Tuesday, August 13th. Normal office hours will be from 8:00am - 2:00pm (lunch from 12:00-12:30pm). These passes can be used at all regular season Middle school and High school home events.

- Adults: \$50.00
- Students: \$25.00
- Family Max payment: \$150.00

Cash or check payable to BCPS. If you have any additional questions please feel free to contact Dana Conklin in the Athletic office (616) 878-6642.

## Marshall Calendar

Aug. 14 - DK/Kindergarten Popcicles with the Principal 5:30-6:30pm

Aug. 19 - Marshall Open House 4:30-6:00pm

Aug. 21 - First day of school (Full day)

Aug. 30 - **No School**

Sept. 2 - **No School**

Sept. 6 - Marshall Football Tailgate Nite

Sept. 16 - School photos

Sept. 17 - School photos

Sept. 19 - MAPS Meeting 6:00pm

Oct. 4 - Marshall Fun Run

Oct. 15 - 1st Grade Smokehouse

Oct. 15 - Parent/Teacher Conferences 5-8pm

Oct. 17 - **Half Day - Dismissal 12:00pm**

Oct. 17 - Parent/Teacher Conferences, 1-4pm, 5-8pm

Oct. 31 - Halloween classroom parties