



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

August 22, 2025

*Placement letters were mailed to families last week, you should have received your letter mid week. If you have not received your placement letter, please let the school office know. We look forward to seeing you very soon!*

- **Open House:** Monday, August 25, 2025, 4:30pm - 6:00pm
- **First day of School:** Wednesday, August 27, 2025.  
(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 29, 2025 and Monday, September 1, 2025 in observance of the Labor Day holiday. Enjoy this time with your family! School will resume Tuesday, September 2, 2025.

### 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 process 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.
- **Students will enter vehicles on the sidewalk side ONLY (passenger side of your vehicle). Students should not go around to the other side for safety reasons.**
- 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 letter from [Food Services](#). 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. (This letter was folded with your student’s placement letter) 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.

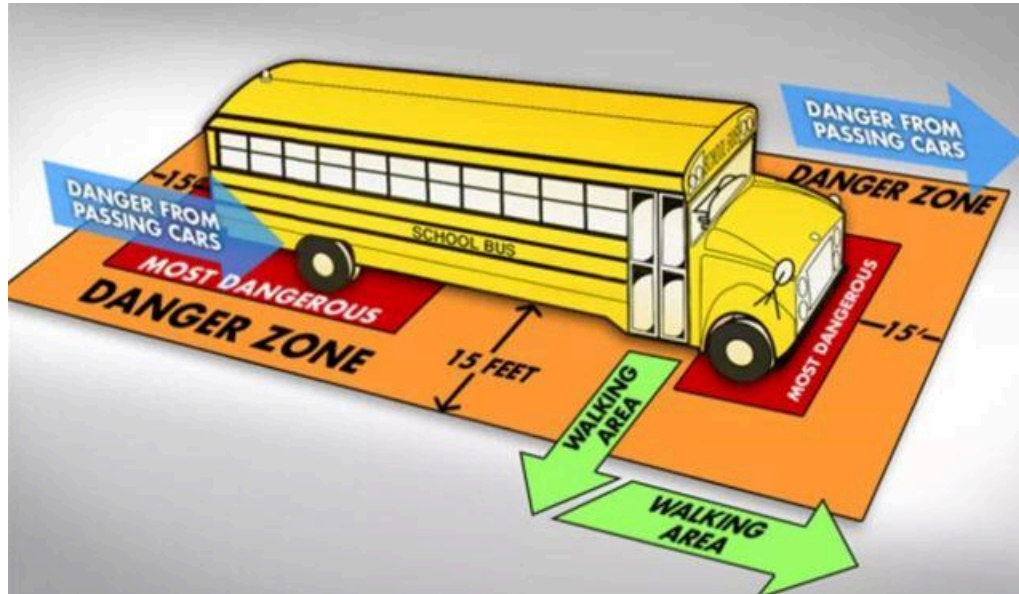
### Volunteering at Marshall

If you will be volunteering at Marshall Elementary, you will need to complete an ICHAT form two weeks prior to your volunteer date. Please print this form and turn it into the school office. The form can be found on the school website, under “Helpful Links”.

### District Calendar

Please view the [2025-2026 BCPS District Calendar](#).

## Transportation



## Hand2Hand

What is Hand2Hand: <https://h2hkids.org/>

Here's the link to the H2H Google Form: [Hand2Hand Permission Slip](#)

If you would like to be removed from the H2H program, please email [permissionslip@h2hkids.org](mailto:permissionslip@h2hkids.org)

H2H will remove your child(ren) from the database.

### **We Are a Hand2Hand School**



**A free weekend food opportunity for kids!**

**Hand2Hand Permission Slip**  
2025-2026 school year



Scan with your phone  
camera to sign up

### **Somos una escuela Hand2Hand**



**¡Una oportunidad gratuita de comida de fin de semana para niños!**

**Formulario de permiso de Hand2Hand**  
Año escolar 2025-2026



Escanea con la cámara  
de tu teléfono para  
inscribirte

## MAPS Parent Group

Welcome back! We are excited for the year ahead and grateful for all you do to support our Marshall students.

As part of Marshall's Open House this year, MAPS will be providing packets for all students. The very top form in the packet is the T-shirt order form. If possible, we ask that you help students complete these forms at the Open House so we can finalize shirt numbers before the Wednesday, September 3 deadline.

Here are a few upcoming MAPS dates (with some still to be finalized):

- September 11 – MAPS Information Night
- September 12 – Marshall Tailgate
- October 3 – Fund Run
- October 21 & 23 – Parent/Teacher Conferences
- November – Donuts with Grown-Ups (date TBD)
- December 10–12 – Holiday Shop
- January – Girls Night
- February – Boys Night
- March 17 & 19 – Parent/Teacher Conferences
- March – Marshall Carnival (date TBD)
- May 4–8 – Staff Appreciation

Lastly, MAPS will hold just one group meeting this year on Thursday, September 11. Families will receive other updates through a paper newsletter every other month.

Thank you in advance for your help with the T-shirt forms and for all the ways you support our school community. We look forward to a great year together!

With appreciation,  
Marshall Active Parents & Staff (MAPS)  
mapsbulldogs@gmail.com

## BCPS Sports Passes

Passes will be available for purchase in the Athletic Office. 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.

## Student Medication

If your child is to take any over the counter medication at school, please print this [Medical 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 (including over the counter meds and cough drops) 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:

- Maddsyn Baumbach, Resource Para
- Emily Swearingen, Resource Para
- Christina Powell, Lunch/Recess Para
- Sabrina Reminga, Lunch/Recess Para & BCPS Bus Driver
- Kathleen Husslein, Marshall Building Super Sub

## Marshall Calendar

Aug. 25 - Marshall Open House 4:30-6:00pm  
Aug. 27 - First day of school (Full day)  
Aug. 29 - No School  
Sept. 1 - No School  
Sept. 12 - Marshall Football Tailgate Nite  
Sept. 15 - School photos  
Sept. 16 - School photos  
Sept. 29-Oct. 1 - Hearing & Vision Screening  
Oct. 3 - Marshall Fun Run  
Oct. 21 - Parent/Teacher Conferences 5-8pm  
Oct. 23 - Half Day - Dismissal 12:00pm  
Oct. 23 - Parent/Teacher Conferences, 1-4pm, 5-8pm  
Oct 27 - Picture Retake Day  
Oct. 28-29 - Hearing & Vision Rescreening  
Oct. 31 - Half Day - Dismissal 12:00pm  
Oct. 31 - Halloween classroom parties