



Marrs Family Handbook

2025-2026 School Year

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Mission Statement

At Marrs Elementary School, we are committed to empowering every child to achieve academic excellence, build strong character, and develop a lifelong love of learning. In partnership with families and our community, we provide a safe, supportive, and engaging environment where all students are valued, challenged, and inspired to reach their fullest potential.

Vision Statement

At Marrs Elementary School, we believe every child can learn and deserves to be valued. By fostering a safe and supportive environment, we help students grow into capable, compassionate, and responsible citizens. Guided by our motto, "Enter to Learn, Leave to Achieve," we prepare every child to succeed in school, in life, and in their community.

Staff Directory and Assignments 2025-2026

Jill Wilson Carrie Staib Lauren Sanford	K K K	Katie Bushard, Principal Tara Neaveill, Secretary Angie Schaffer, Nurse Meg Wezet, Counselor
Tricia Goodyear Sarah O'Risky	1 1	Dana Jarvis, Library TA Carey Eldredge, Remediation TA Zach Rischer, Information Technology Destiny Elliott, TA Rhonda Simpson, TA Katy Grant, TA
Dawn Bowen Chelsea Mayer	2 2	Krista Culley, Special Ed Teacher Sarah Wellmeier, Special Ed Teacher Alice Helfert- Special Ed TA Sara Sholders- Special Ed TA
Savannah Snodgrass Tammy Weatherford Kynda Hensley	3 3 3	Scott Dallas Music Loryn Mayer PE Hannah White Art Waylon West STEM
Krista Cartwright Monica Collins Chris Cole	4 4 4	Janelle Burton Speech Katie Karges Speech Lesley Thomas RTI
Brooke Sanders Koren Dezember Melanie Potts	5 5 5	Kym Ricketts, Cafeteria Manager Lana Gillenwater, Cafeteria Julie Martin, Cafeteria Francine Salee, Cafeteria
		Gayla Brandt, Custodian Noah Morton, Custodian Darrin Still, Custodian

Attendance Procedures

Attendance matters. We want your child in school all day, every day! We understand that life happens and that, at times, missing school is unavoidable. To ensure the best possible school experience for your child, please make sure your child arrives at school on time. If your child is ill, absent, leaving early, or coming late, please follow these steps:

- Parents are required to contact the school nurse line 812-985-2082 no later than 8:30 a.m. on the day their child is absent from school. You can leave a voicemail 24 hours a day.
- Call the main office if you have advanced notice of appointments that require late arrival or early departure.
- All students who arrive after 8:10 a.m. will need to be signed in by a parent or guardian. Please walk your students to the door and buzz them in. They will not be allowed to go to class without a tardy slip.
- MSDMV [Attendance Policy](#)

Compulsory attendance laws require schools to contact families regularly regarding absences. If students exceed 10 days of unexcused absences, the school has the authority to report the matter to the prosecutor.

Medication

Do not send medication to school with your child. For safety reasons, parents or guardians should drop off medications to the school nurse. Any medication to be administered to any student by school personnel during school hours must be given per the following:

Prescription medication will not be administered unless the following requirements are met:

1. All prescription medication must be brought to school in the original container, clearly labeled by a physician or a pharmacist, stating the student's name, the doctor's name, and the dosage (amount and frequency).
2. Written permission of the parent or guardian must accompany each medication and incident.

Non-prescription medication will not be administered unless the following requirements are met:

1. Written permission of the parent or guardian is on file; this includes Cough drops.
2. Medication must be in the original container and clearly labeled with the student's name and dosage (amount and frequency) to be administered.

Arrival and Departure

Our school hours are 8:10 a.m. - 2:45 p.m. Monday through Friday. The school doors will open at 7:30 a.m. each morning. Breakfast will be available in the cafeteria from 7:30 to 8:00 a.m. each morning. **Doors do not open until 7:30 AM; students are not permitted on campus before 7:30 AM.** Parents dropping off their child after 8:10 a.m. should park in the lot and walk their child to the school doors. Staff members will be stationed at each door to help students get to their classrooms. Adults should say their goodbyes outside the school. Parents will not be permitted in the building during drop-off.

Pick up begins at 2:45 p.m. each day.

*Parents who pick up should follow the dismissal line and are not permitted to exit the vehicle unless in an assigned spot and have an appointment in the office. Pickups from the office are not allowed unless prearranged for an appointment or meeting. Cars should not be left unattended unless parked in a marked spot.

Early Departures

Students will only be released to adults listed in Skyward. If you intend to have your child picked up early, please send a note to the school office or classroom teacher stating the departure time, the individual who will check the student out, and the reason for the early departure.

Change in Transportation

- If a parent needs to change the afternoon transportation, they must contact the office by 2:00 p.m. Students will follow their regular dismissal schedule unless the teacher receives a note or phone call from the parent.

Birthdays

If you choose to send snacks into your child's room, please make sure to do the following in advance:

- Check with the classroom teacher for approval
- Balloon and flower deliveries cannot be accepted at school nor delivered to students during school hours.
- Student birthdays will be announced each morning.
- Families who do not wish for birthdays to be celebrated can inform the teacher, and recognition will be omitted.
- Treats/snacks must be store-bought and sealed.

Cafeteria

Marrs serves breakfast and lunch each day. (No breakfast on two-hour delays). Students can also bring their lunch, but we ask that they do not share lunch items with friends. Please do not send soda or caffeinated beverages in your child's lunch.

Cell Phone Policy

Cell phone usage is prohibited for students at Marrs Elementary during school hours. Students who bring phones to school will be expected to turn their phones off and place them in their backpacks during school hours. Marrs Elementary will not be responsible for lost cell phones. Students who do not follow the cell phone policy will be required to turn their device in to the office and be collected by parents/guardians during office hours. Phones will not be returned to students at the end of the day.

Classroom Requests

Homeroom teachers will begin to build classroom assignments for the upcoming school year during the third quarter. Student performance, personality, attendance, behavior, and friendships are considered when building a classroom. Once the teachers have made their recommendations, the principal makes a final review and assigns the classroom teacher. Due to the extensive process of classroom placement, teacher requests will not be granted; however, the principal will take the parents' requests into consideration. Parents should communicate such requests or concerns to the principal before the third grading period.

Extracurriculars

Students, parents, and staff are all expected to follow school rules during extracurricular activities on school property. Booster clubs/parks and rec leagues that use the facility are held to the same expectations on our school campus. If students are in the building after hours for practices and events, we follow the same disciplinary procedures as during the school day.

Homework Policy

Homework is any activity or assignment directed by the teacher to be performed outside the classroom, including practicing skills learned in class, reading, studying, completing projects, or other activities. Teachers will not be required to provide work in advance. If your child is absent from school, they will receive homework for the days missed upon their return. For each day absent, students will have that number of days to make up homework upon their return to school. Teachers and parents shall communicate with each other at the earliest possible opportunity once the student has demonstrated a consistent inability to complete homework.

Conduct and Behavior Expectations

The mission at Marrs Elementary School is to provide a caring, safe, consistent, and challenging environment. Students, staff, parents, and the community share the accountability for students becoming responsible, self-disciplined, productive citizens and lifelong learners. Our vision is to establish and foster mutual respect, kindness, honesty, fairness, and safe behavior among students, staff, and stakeholders at all times. Behaviors are categorized into low-level behaviors and high-intensity behaviors. We know that our students are learning and will make mistakes, and for this reason, protocols are in place to reteach expected behaviors. When a student causes injury to other students or staff, vandalizes school property, or elopes, parents/guardians will be contacted. High-intensity behaviors will have consequences determined by the principal, who will discuss them with the student's family members. Low-intensity behaviors will be managed at the classroom level.

GENERAL RULES

1. Soda is not allowed at school.
2. Chewing gum is prohibited.
3. Fighting will not be tolerated at any time for any reason.
4. No remote control cars, laser pointers, toy weapons, or aerosol cans or perfume are allowed on school grounds.
5. Students will walk quietly in the hallways.
6. Students should only be in a room with an adult present.
7. Do not damage or scribble on desks, walls, or school property.
8. No fighting, playing, climbing on walls or doors, or stopping up the sink or commodes.
9. Keep your hands and feet to yourself at all times.
10. Students should obey any reasonable order or directive from any Marrs Elementary staff member. Staff members shall include teachers, administrators, custodians, bus drivers, paraprofessionals, and all other employees and officials.
11. Profanity or suggestive actions will not be tolerated.
12. Students are expected to be attentive and courteous during school assemblies or special events.

Possible Consequences: (Severity of consequence is assigned based on the severity of the referral)

1. Loss of Privileges
2. Lunch/Recess Detention
3. Phone Call Home
4. Conference with Principal or Counselor
5. Suspension or Expulsion

Positive Behavior Interventions and Supports

We love to reward positive behavior and strong Comet character. We reward students in many ways throughout the day.

- Positive Office Referrals
- Shop with the Principal
- Positive Mail
- Lunch in the Classroom
- Classroom Treasure Chests
- Broadcast Shout Outs
- Phone Calls Home

Curriculum

Curriculum information can be found here: <https://www.mvschool.org/departments/curriculum>

All students at Marrs Elementary will also attend weekly special area classes.

Art

Music

PE (2x per week)

STEM

Library

● Grades

- Kindergarten students will receive a standards-based report card. Parents will be informed of their child's mastery of standards throughout each grading quarter.
- 1st-5th-grade students will receive a report card with letter grades at the end of each grading period. Parents are encouraged to check their child's grades and assignments on Skyward.
- Students in 3-5 will be eligible for Honor Roll.
 - High Honor Roll 4.0 GPA
 - Honor Roll: 3.0-3.9 GPA
- Presidential Academic Awards (4th and 5th Grade Only)
 - Excellence: Students who earned a 4.0 and earned ABOVE proficiency on iLearn in 3rd grade in at least one subject area. These students will receive a blue excellence pin, a gold certificate, a medallion, and a large plaque.
 - Achievement: Students earned a 3.5-3.99 and achieved ABOVE proficiency on iLearn in at least one subject area in 3rd grade. These students will receive a white achievement pin, a silver certificate, and a medallion.

Communication

Marrs Families will receive information about school events and happenings via Facebook, our school website, email, and a monthly newsletter sent by school staff. Email addresses are obtained through Skyward, so it is essential that guardians keep their contact information up to date. Families can contact school personnel via email or by phone. Staff will return messages within two business days. Emergencies should be called into the school office as soon as possible.

Parent/teacher Conferences

Marrs Elementary School does not have designated, official parent-teacher conference dates. Regular communication between parents and teachers is essential to student success. Parents are encouraged to reach out to their child's teacher at any time to discuss progress, ask questions, or schedule a meeting that works for both the teacher and the parent. Open and ongoing dialogue helps ensure that every student receives the support they need to thrive.

Dress Code

Students are expected to come to school dressed and ready to learn! Students become very active during recess and P.E., and often, less secure shoes cause injury. If a student is not appropriately dressed for school, they will be asked to change. If no change of clothes is available, parents will be called to bring in a change of clothes for their child. Rules include but are not limited to:

- Shoes with heels should not be worn to school.
- Shorts should be fingertip length.
- Shirts should not display violent or inappropriate images or messages that could disrupt learning. The Principal will make the final determination.
- Tops should cover the entire abdomen.
- No hats except for spirit days.
- Clothing and hairstyles that would be a distraction to the education process are prohibited.

It is recommended that bike shorts or tights be worn under dresses (just in case the student decides to use the monkey bars at recess!) We suggest writing your child's name on the tag in their coats and sweatshirts.

Lost and Found

Lost and found items are on a cart in the cafeteria. Please encourage your child to check this cart if they are missing items. The lost and found cart will be placed in the foyer during the award ceremonies for parents to check. Unclaimed items are donated in December and May.

Parent Teacher Organization

We take great pride in our PTO and parent volunteers. We understand that not all parents are available to volunteer during the school day, but we encourage them to become involved in our PTO. The PTO meets monthly to discuss family involvement activities and how best to support student experiences. Each year, teachers will share numerous opportunities for parents to be involved.

Student Resources

At Marris Elementary School, all students succeed. We monitor growth and achievement in a variety of ways. All students receive high-quality, equitable instruction. As we monitor student performance, we provide students with extra support to avoid learning gaps and acceleration opportunities when enrichment is necessary. Students who demonstrate low achievement or fall behind will be referred to our RTI program. RTI is one component of our Multi-Tiered Systems of Supports (MTSS). Our RTI team meets to discuss individual students who might need a variety of support in the areas of reading, math, social/emotional, and health. If you are concerned about your child's performance or well-being, please contact the school office or your child's teacher.

Other Programs:

- AstraZeneca Buddy/Mentor Program
- Book Mobile
- Peer Groups
- High Ability
- Student Council
- Drug Prevention (Red Ribbon Week)
- Reading Buddies
- Various Clubs and After-School Opportunities
- Spell Bowl
- Monthly SEL Lessons

Field Trips

Parents will be notified in writing before the field trip as to the date, place, and needed supplies. A student must have a signed permission slip on file before attending a field trip. Students without signed permission slips will remain at school. If chaperones are invited or requested, no siblings are permitted to go. All chaperones must have a background check on file.

Before and After School Care

Before and after-school care at Marris Elementary is provided by the YMCA. This program is not managed or supervised by the school staff. The YMCA uses our facility to provide care to students. Registration and staffing are all provided by the YMCA of Southwestern. The school does not oversee behavior management or discipline during those hours. Please contact the YMCA for questions and concerns.

Community Resources/Partnerships

Our Counselor serves as a support for students and as a connection between home and school. Our counseling office can provide resources and information about community programs and services. Please reach out to our counselor if you have any questions or if your student or family needs support.

- ESL Resources
- Glasses Help
- Grief Resources
- Christmas Assistance
- Thanksgiving Assistance
- Transportation Resources
- Food Bank information
- Dental Bus
- Mental Health/Counseling Resources
- Happy Feet

Technology

Devices are to be used for school purposes only.

- The MSD of Mount Vernon is proud to be a 1:1 district, meaning all students have a device. In addition to student devices, all Marrs classrooms are equipped with a variety of technology to support teaching and learning!
- Parents must monitor their children's online activities. Student conflict often arises from unkind social media posts or online bullying.
- We encourage families to read with their children. Kids love video games, but we hope that they'll swap out the gaming for 10-15 minutes each night and pick up a book of their choice! We have an excellent school library!
- Visit our Tech website for resources and information:
<https://www.mvschool.org/help/parents>
- Parents are subject to fees and replacement costs if students' Chromebooks are damaged. School personnel will determine the charges based on the repair cost and parts..
- Individual teachers will share classroom guidelines for Chromebooks.

Valuables

It is recommended that students do not bring valuables or large sums of money to school and store them in their lockers. Items of value stored in lockers assigned to the student are the student's sole responsibility. The school shall not be held responsible for damage, loss, or theft of personal belongings.

Visitors

For the protection of our staff and students, parents are asked to remain outside the building and use the buzzer to communicate with school staff. All visitors will be required to sign in using the iPad kiosk in the entryway before entering the building. All visitors will be required to use their driver's license or a BMV-issued photo ID for their first sign-in. If the system clears the visitor for entry, a badge will be issued in the main office, and you will be buzzed through the doors. After your first visit, a photo ID will not be required, and visitors will sign in at the kiosk. If you do not have a valid license or photo ID, you will not be permitted to enter the school as a visitor. Visitors who volunteer or join field trips will need to complete a background check prior to the event. Parents are allowed to eat lunch with their student, but you must call the office ahead of time to schedule.

Background checks are required each year and can be completed online at <https://www.mvschool.org/volunteer-with-mv>.

Safety

School safety is our number one priority. Our protocols aim to maximize the safety of every student, staff member, and visitor of Marrs Elementary School. All staff members are responsible for school safety, and prevention programs are the first component in a school safety plan. The purpose of these programs is to create a safe school environment that supports academic achievement.

- School doors remained locked at all times.
- Regular Monthly Fire Drills
- Lockdown, Tornado, and Earthquake Drills
- Visitor Check-in/Check-out Station
- Staff Supervision during AM/PM dismissal at each entry/exit.
- Visitor Aware System
- Fire/Law Enforcement Walkthroughs
- Crisis Prevention Intervention training
- Regular Staff Training and Required Protocol