



Welcome to Marvin Elementary School! We are excited about the school year! Below please find some frequently asked questions and tips. Please print and fill out the First Day of School Forms below. These forms need to be given to your teacher at Open House.

Bell Schedule

School is from 7:30am – 2:00pm. The doors open at 7:00am each day. The warning bell rings at 7:25am. Any students not in their classroom by the 7:30am bell is tardy.

Forgotten Items

Please work with your students on being responsible for their own belongings. At this time we do not accept any forgotten items after 9:00am. The only exception that is made is for forgotten items that are medically necessary (hearing aid batteries, eyeglasses etc.). If a child forgets their lunch they will buy lunch in the cafeteria whether or not they have an account. If they forget their water bottle one will be provided by the classroom teacher or the front office. After dismissal, students are not permitted back into the school to retrieve forgotten items or homework.

Apps

The school uses three main app to help communication between parents, teachers and staff. These apps are:

- **School Dismissal Manager (SDM)**– This free app is required by the first day of school.
 - Parent who registered over the summer will receive their login/password in late August when the staff returns from summer break.
 - Returning families login/password information will be the same as last year. You will need to update your student's afternoon transportation.
 - The app will is scheduled to be “live” prior to Open House.
Please note bus numbers change every year and some neighborhoods are divided up with different bus numbers. Please check the app EDULOG Parent Portal for your bus information. Any questions about SDM please email our School Secretary Courtney Mamros at Courtney.Mamros@ucps.k12.nc.us. Any issues with your bus stop time or location please contact the UCPS Transportation Department.
- **EDULOG Parent Portal**– This free app is required by the UCPS Transportation Department for bus riders. This free app allows you to track the location of your bus, your bus numbers and bus stops.
 - You will need your student's ID number which is listed on any North Carolina report card. It is the same number from K-12. You will be given this number by your homeroom teacher at Open House if you do not have it. Any questions on EDULOG please contact our Data Manager Deirdre Myles at Deirdre.Myles@ucps.k12.nc.us .
- **PowerSchool**– The free app is recommended by UCPS to monitor your student's grades.
 - The district code is RXWK.
 - You will need your student's ID number which is listed on any North Carolina report card. It is the same number from K-12. You will be given this number by your homeroom teacher at Open House.

(Continue)

- Please note that the app is closed at the start of the school year by UCPS and the district will open the app close to the end of September. Any questions on PowerSchool please contact our Data Manager Deirdre Myles at Deirdre.Myles@ucps.k12.nc.us.

Early Dismissals

If a parent must pick up a student for early dismissal, please email your teacher ahead of time. This is a courtesy to your teacher so he/she can have the student packed up in time and ready to go when called by the front office.

- All early dismissals **MUST** take place **prior to 1:10pm and placed in SDM**. We do not release any students after the 1:10pm cutoff as the staff prepares for dismissal.
- If someone other than a parent is coming to pick up your student please note the full name of the person in SDM. Please make sure this person brings a valid photo ID. **We will not release the student unless the name is in writing in SDM.**

Transportation Changes

Marvin Elementary uses the free app School Dismissal Manager (SDM) for any tardies, early dismissal, students leaving early to due to illness and all transportation changes. If you wish your student to go home by a different mode of transportation other than normal (example car rider instead of the bus), you must fill out the change in SDM prior to 1:10pm. After that time the system is locked for the day as the staff prepares for dismissal. Please note if someone other than a parent is picking up your student please note it in SDM.

Inclement Weather/Emergency Closing

In the event of an inclement weather/emergency closing, you will be contacted via ConnectEd message at the number you previously submitted at registration. If due to the inclement weather/emergency closing you need to change your student's transportation you will be able to make any transportation changes in the SDM app. You will have up until 45 minutes prior to dismissal to make any changes. If you do NOT have a change for your student you do not need to do anything. Your child will go home their normal mode of transportation.

Phone Number

Please program the school's phone number into your phone. That way if we ever need to get ahold of you during the school day regarding your student you will recognize the caller. The number is 704-296-6357.

Birthdays

Students' birthdays may be celebrated with small goodie bags in order to ensure the health and safety of our students. We do not allow cupcakes, cookies, etc for individual student birthday celebrations.

Volunteers and Visitors

In order to be a volunteer/chaperone you must be a UCPS approved volunteer. www.ucpsvolunteers.com. You must renew your volunteer status each school year by going into your account. Do not create more than one account or the system will deny you. Please contact your teacher for specific volunteering opportunities.

Cafeteria – Please go to school's website click on *How Do I?* Then click on *View Breakfast and Lunch Menus*. Here you will be able to view lunch menus and sign up for online lunch payments at the *K12paymentcenter.com*. You will need your student's ID number which is listed on any North Carolina report card. It is the same number from K-12. You will be given this number by your homeroom teacher at Open House. Please reach out to our Cafeteria Manager with any questions Ebony Crummy at Ebony.Crummy@ucps.k12.nc.us.

We are looking forward to a wonderful school year!

9/01/2023

2023-2024 Marvin Elementary Emergency Information Card

(Office Use Only)

Student _____ Last _____ First _____ Middle _____ Preferred Name _____ Date of Birth: _____ Gender: _____

Best Contact # _____ Grade _____ Teacher _____

Mother's Name: _____ Mother's cell _____ Mother's Home# _____

Mother's Work # _____ Mother's email _____ Mother's Employer _____

Father's Name: _____ Father's cell _____ Father's Home # _____

Father's Work # _____ Father's email _____ Father's Employer _____

Student Resides With _____

Student's Home Address _____

Siblings _____ Name/Teacher/Grade _____ Name/Teacher/Grade _____

Note Physical Disabilities, Disorders, Allergies, Sensitivities Etc. _____

Emergency Contacts Have Permission To Pick Up ONLY If Parents **CANNOT Be Reached in A HEALTH ROOM EMERGENCY. (ID will be required.)**

#1 _____ #2 _____

Name	Phone#	Relationship	Name	Phone#	Relationship
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*If someone does **NOT** have permission to pick up your child, please list name and relationship (example: legal custody issues) Please submit legal documents to the front office _____

2023-2024 Marvin Elementary Inclement Weather/Emergency Closing Transportation Information

In the event of an inclement weather/emergency closing, you will be contacted via ConnectEd message at the number you previously submitted at registration. If due to the inclement weather/emergency closing you need to change your student's transportation you will be able to make any transportation changes in the School Dismissal Manager app. You will have up until 45 minutes prior to dismissal to make any changes. If you do NOT have a change for your student's transportation no action is needed. Your child will go home their normal mode of transportation listed in School Dismissal Manager (SDM).

Parent/Legal Guardian Signature _____ Date _____

****Please return this form to your student's teacher by the first day of school.****

Request for Health Information

Date: _____

Must be completed annually

Please return the following form to your child's teacher **as soon as possible**. This information will be reviewed by the School Nurse.

School:	Grade:	Homeroom Teacher:
STUDENT NAME:	Date of Birth:	Bus #:
Parent/Guardian:	Daytime Phone (1):	
Parent/Guardian email:	Daytime Phone (2):	
Emergency Contact:	Phone:	
Current Doctor/Practice:	Phone:	
Medication allergies and reaction(s): <input type="checkbox"/> NONE KNOWN <input type="checkbox"/> Yes (list):		
Current Medications:		
Medications needed at school?: <input type="checkbox"/> No <input type="checkbox"/> Yes* (list):		
<p><i>(*) Medication consent form is required to be signed by the health care provider and the parent/guardian. Medication cannot be given until consents have been received. Consent form will be provided upon request.</i></p>		

Check the condition(s) your child has below, OR

☐ MY CHILD HAS NO KNOWN HEALTH CONDITIONS

(You may stop here if there are no known medical conditions. Please sign at the bottom and return form).

<input type="checkbox"/> ADD/ADHD (See Below) <input type="checkbox"/> Allergies, Severe (See Below) <input type="checkbox"/> Allergies, Seasonal <input type="checkbox"/> Asthma (See Below) <input type="checkbox"/> Autism <input type="checkbox"/> Cancer/Leukemia Date Diagnosed: _____	<input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Crohn's Disease/IBS <input type="checkbox"/> Cystic Fibrosis <input type="checkbox"/> Diabetes (See Below) <input type="checkbox"/> Down Syndrome <input type="checkbox"/> Epilepsy/Seizures (See Below) <input type="checkbox"/> Glasses/Contacts	<input type="checkbox"/> Hearing Aid/Loss <input type="checkbox"/> Head Injury/Concussion Date Diagnosed: _____ <input type="checkbox"/> Heart Conditions Type: _____ <input type="checkbox"/> Hemophilia/Bleeding Disorder <input type="checkbox"/> Mental Health Diagnosis (See Below) <input type="checkbox"/> Migraine Headaches	<input type="checkbox"/> Neuromuscular Disease <input type="checkbox"/> Nosebleeds, frequent and/or severe <input type="checkbox"/> Orthopedic Disability <input type="checkbox"/> Renal/Kidney Disease <input type="checkbox"/> Juvenile Rheumatoid Arthritis <input type="checkbox"/> Sickle Cell Anemia <input type="checkbox"/> Ulcers/Gastric Reflux <input type="checkbox"/> Other: _____
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FOR THE FOLLOWING CONDITIONS, PLEASE PROVIDE ADDITIONAL INFORMATION:

Severe Allergies Notify your School Nurse IMMEDIATELY If anaphylaxis may occur.	What is your child allergic to? <input type="checkbox"/> Peanuts <input type="checkbox"/> Tree Nuts <input type="checkbox"/> Milk <input type="checkbox"/> Eggs <input type="checkbox"/> Insect Stings <input type="checkbox"/> Other: _____ Is medication needed at school for allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes* If yes, name: _____ Desired Location of Medication: <input type="checkbox"/> Carried by student* (requires self-carry form) <input type="checkbox"/> Classroom <input type="checkbox"/> Health Room Date/Type Last Reaction: _____ Check the type of allergic reaction that occurs: <input type="checkbox"/> Hives <input type="checkbox"/> Swelling <input type="checkbox"/> Difficulty Breathing <input type="checkbox"/> Other: _____
Asthma	Is medication needed at school for asthma? <input type="checkbox"/> No <input type="checkbox"/> Yes* If yes, name: _____ Desired Location of Medication: <input type="checkbox"/> Carried by student* (requires self-carry form) <input type="checkbox"/> Classroom <input type="checkbox"/> Health Room Date of last episode: _____ Check what is likely to cause an asthma flare: Triggers: <input type="checkbox"/> Environmental <input type="checkbox"/> Seasonal <input type="checkbox"/> Exercise induced <input type="checkbox"/> Upper respiratory infection <input type="checkbox"/> Other: _____
Epilepsy/Seizures	Type: <input type="checkbox"/> Febrile Only <input type="checkbox"/> Convulsive <input type="checkbox"/> Non-Convulsive Date of last seizure: _____ Is emergency medication needed at school? <input type="checkbox"/> No <input type="checkbox"/> Yes* If yes, name: _____
Diabetes	Type I <input type="checkbox"/> Type II <input type="checkbox"/> Diagnosis Date: _____ * Insulin by: <input type="checkbox"/> Pump <input type="checkbox"/> Injections CGM (i.e.: Dexcom): <input type="checkbox"/> No <input type="checkbox"/> Yes, Type: _____ Please call to schedule Nurse Conference - Notify your school nurse immediately if newly diagnosed
ADD/ADHD Mental Health	Type: <input type="checkbox"/> ADD <input type="checkbox"/> ADHD <input type="checkbox"/> Anxiety <input type="checkbox"/> Depression <input type="checkbox"/> Other: _____ Medication(s) used for treatment: _____

Please be aware that the information you provide will be shared with staff on a need-to-know basis.

In the event of an emergency, and you cannot be reached, I give permission for the School Nurse to contact my doctor for further instructions on medications or care.

Signature of Parent/Guardian _____

Date _____



Technology Services

721 Brewer Drive
Monroe, NC 28112
Phone 704.296.3143
Fax 704.296.3147

UCPS COPPA Compliance Form

Dear Parents of school-aged children under the age of 13,

In order for schools within Union County Public Schools (UCPS) to continue to be able to provide your student with the most effective web-based tools and applications for learning, they need to abide by federal regulations that require a parental signature as outlined below.

Our district utilizes several computer software applications and web-based resources, operated not by this school, but by third parties. These include Google Apps for Education (GAFE), Microsoft, Discovery Education, video conferencing, myON and similar educational programs.

In order for our students to use some of these programs and services, certain personal identifying information – generally the student’s name and email address – must be provided to the website operator. Students in grades 3-12 will receive a Google email account to participate in the Google Apps for Education program used by UCPS. Students cannot receive emails from everyone. Student emails are filtered in order to only allow approved senders correspondence to get to students.

Under federal law entitled the *Children’s Online Privacy Protection Act (COPPA)*, some websites must provide parental notification and/or obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit - <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

If you do not want your student to participate in these programs, select the OPT-OUT box below.

Student Name: _____

STUDENT ID #: _____

Parent/Guardian Name (PLEASE PRINT): _____

Parent/Guardian Signature: _____

OPT-OUT ☐

Date: _____



Growing Possibilities...

UCPS Photo, Video and News Interview Release Form

I do hereby grant to Union County Public Schools the unlimited right to use and/or reproduce photographs, likenesses or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Union County Public Schools. I also agree to allow my child to be interviewed and/or photographed by representatives of the external news media in relation to any and all coverage of Union County Public Schools in which they are involved. I also agree to allow my child's work and/or photograph to be published on the Union County Public Schools Internet/Intranet Web Pages and/or UCPS publications. I further understand that by signing this release, I waive any and all present, or future compensation rights to the use of the above stated material(s).

School Name _____

Student's Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (please print) _____

Parent/Guardian Address _____



www.ucps.k12.nc.us

Technology Services

721 Brewer Drive
Monroe, NC 28112
Phone 704.296.3143
Fax 704.296.3147

Chromebook Student/Parent/Guardian Agreement

Union County Public Schools is excited to continue the 1:1 Access Model with limited Accidental Damage coverage. It is the desire of Union County Public Schools to provide students with a great learning opportunity with access to digital resources. The rising cost of replacement parts, repair services, specialized tools and supply chain constraints have affected district budgets. As a result, an annual student technology fee of \$30.00 will be implemented beginning with the 2023-2024 school year to ensure your student's device is maintained and ready for instruction.

Chromebook Equipment for Students:

1. Lenovo Chromebook including a protective case
2. Power Adapter (2 pieces consisting of cord and charger block)

\$30 Annual Technology Fee includes limited Accidental Damage Insurance Coverage for Chromebooks

- Fee may be waived if the student qualifies for Free Lunch (parent/guardian must provide letter from Child Nutrition to school.)
- Payment options: online (Electronic payment to be determined), cash or check made payable to school
- Accidental Damage to the Chromebook is at no cost to the student
- Non-accidental damages will result in cost of repairs and/or possible loss of computer privileges.
- Fees are due by August 31, 2023.
- Fees are recorded in the PowerSchool Student Information System with outstanding fees shown on report card.
- Parents/Guardians are responsible for the cost of lost, stolen, or intentionally damaged devices

******INSURANCE DOES NOT COVER ADAPTERS, BATTERIES, INTENTIONAL DAMAGE, OR LOST/STOLEN DEVICES ******

Student/Parent Responsibility:

- Students are to use the Chromebook for school use only
- Downloading personal items (i.e. pictures of your family, iTunes music, home videos, etc.) to UCPS computers is considered inappropriate. Downloading personal applications is also considered inappropriate.
- Students are to use the Chromebook to enhance learning and meet instructional expectations.
- View Student/Parent resources at: [Technology Services Student Chromebook](#)

Learning Classroom

- Students are obligated to bring their device to school each day
- Students are responsible for taking reasonable care of devices to ensure they are not damaged, lost, or stolen. Students must follow the UCPS Acceptable Use Guidelines.
- All technical services will be addressed by the UCPS Technology Services Department or approved partnerships

UCPS COPPA Compliance

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If you do not want your student to participate in these programs, select the OPT-OUT box below.

OPT OUT ☐

Student Name (Print): _____ Homeroom Teacher: _____

School: _____ Date: _____

Student Signature: _____

Parent/Guardian Signature: _____

Check your school's website often for policies that may be subject to change without notice.

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.



400 North Church Street
Monroe, NC 28112
704-296-9898
704-289-9182
ucps.k12.nc.us

School Year 2023-2024

Dear Parent or Guardian,

In an effort to ensure that the unique needs of military-connected students are met, N.C.G.S. 115C-12 (18)(f) requires the North Carolina State Board of Education/North Carolina Department of Public Instruction to collect information on military-connected students. The goal is to help accommodate these students by providing them with support and consistency when their parents are deployed, when they are transitioning between schools, and at other pivotal times during their academic career. This mandatory collection started in the 2015-16 school year. A description of the requirement can be accessed at:

https://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_115c/gs_115c-12.html

To ensure compliance with N.C.G.S. 115C-12 (18)(f), please complete the following information if there are immediate family members of your child connected to U.S. Military, including Active Duty, National Guard and Reserves, Retired Military, Disabled Veteran or Civil Service Employee. "Immediate family member" is defined as a parent, step-parent, sibling, guardian or any other person that would normally live in the same household as the child. **If no such person exists for your student, there is no need to return this form to the school.** If you have more than one student, please return a separate form for each student to their school.

STUDENT NAME:			SCHOOL:	
Relationship	Branch	Status	Grade	Military Installation

Relationship: Father, Mother, Stepfather, Stepmother, Guardian, Sibling, Other
Branches: Air Force, Army, Coast Guard, Marine Corps, Navy
Status Options: Active Duty, National Guard, Reserves, Retired Military, Disabled Veteran, Civil Service Employee, Veteran, Active Reserve/Guard, Deceased, Deceased-Killed in Action
Optional Information:
Grade: Enlisted (E1 through E9), Officer (O-1 through O10), Warrant Officer (W-1 through W-5)
Military Installation: The facility where the service member fulfills their duty role in the military. (i.e. Camp Lejeune, MCAS Cherry Point, Fort Bragg, MCAS New River, Pope Army Air Field, Seymour Johnson Air Force Base, Coast Guard Station – Elizabeth City, NG Raleigh Armory, Knightdale Reserve Center, etc.)

Please return this form to the school by September 22, 2023. If you have any questions, please call your child's school.

Thank you and most of all, a special thanks to our military and their family for your service and sacrifice for our country!

Andrew G. Houlihan, Ed.D., Superintendent
Union County Public Schools

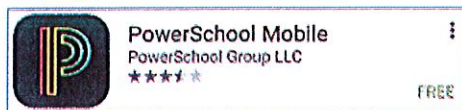
In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

PowerSchool Mobile App for Parents

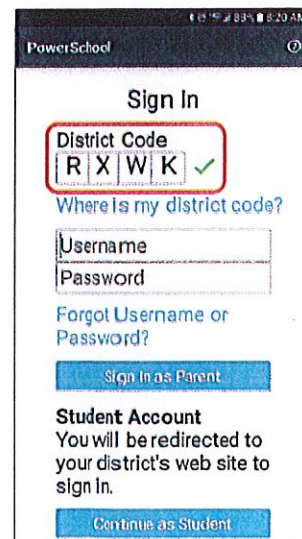
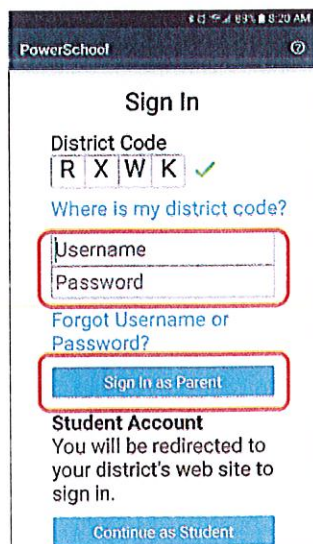
Created By: Technology Services

This tutorial will explain how to access PowerSchool using the mobile application. **(You must have a PowerSchool account created with a computer using credentials obtained from your child's school before you can use the mobile app.)**

1. Download the mobile application from the mobile store your phone uses, i.e. iTunes or Android Market. The application to search for is PowerSchool Mobile.



2. Open the app. Enter "RXWK" for the district code.



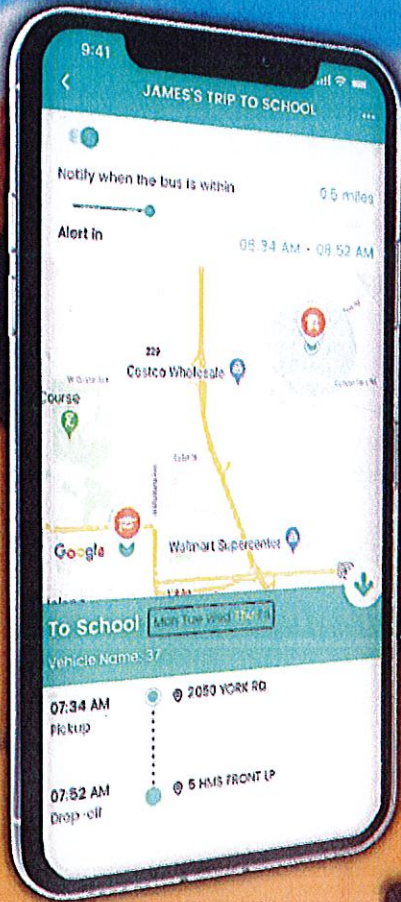
3. Enter the same username and password you created in the parent portal.
Click "Sign in as Parent"

Edulog Parent Portal

UP-TO-THE-MINUTE BUS ROUTE INFO



DOWNLOAD



**PARENTS
EMPOWERED!**

Parent Bus Tracking Application

- ▶ Where's My Bus?
- ▶ Bus Arrival Notifications
- ▶ Planned Stop Information
- ▶ Access to All Children in the Family
- ▶ Incoming Transportation Messages
- ▶ Apple (iOS) and Android
- ▶ Secure Access

Real Time Bus Location Information



Edulog Parent Portal lets parents see the time and location planned for school bus arrival at their child's bus stop. The app also lets them view the location of the school bus to gauge arrival times each day and sends a push notification to their smartphone when the bus enters a user-defined geographic area around the stop. Parents only receive access by registering with data unique to their child. It's all information to help parents feel secure about their child's trip on the school bus!



ATTENDANCE PROCEDURES

Deirdre E. Myles

Data Manager

Deirdre.Myles@UCPS.K12.NC.US



Hello Parents/Guardians,

Welcome to the Marvin 2023-2024 school year. In order to reduce the amount of paper, duplicate emails and notes, I wanted to share with you some guidelines when submitting an absence for your child.

- **If your child will be out of school for a full day:**

CHOOSE ONE

- **Option 1 (Preferred)** – Enter absence in SDM (School Dismissal Manager) that morning and indicate the reason.

OR

- Option 2 – Email teacher AND copy Data Manager (deirdre.myles@ucps.k12.nc.us) about reason for absence.

- **If your child is absent, leaves early or comes in late due to a doctor's appointment:**

CHOOSE ONE

- **Option 1 (Preferred)** – Enter absence /tardy/ check out time in SDM and email a copy of the doctor's note to Data Manager (deirdre.myles@ucps.k12.nc.us).

OR

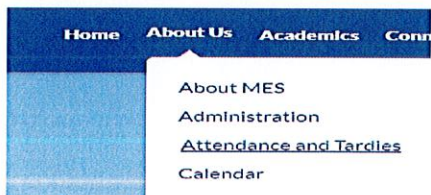
- Option 2 – Enter absence in SDM and send the note in with your child when they return to school

- **If your child comes in late or leaves early:**

- When you arrive at school, sign your child in or out via SDM (School Dismissal Manager) and indicate reason.

REMINDERS

1. Please read and familiarize yourself with the Board Attendance policy, specifically the **EXCUSED** absence section. Click on the "Attendance and Tardies" link under the About Us section of the Marvin Elementary Website.



2. Please check your child's attendance frequently. Excuses from parents must be received within the current grading period.
3. With notification from a parent, 5 consecutive or 5 cumulative days of absence may be excused per semester. After 5 consecutive or cumulative absences, a physician's note may be required to excuse absences due to illnesses for the remainder of the semester.
4. If your child leaves school prior to 10:45 AM, it is considered a full day's absence.
5. If your child arrives to school after 10:45 AM, it is considered a full day's absence.