



**Marcy School for the Arts**

415 4<sup>th</sup> Ave SE  
Minneapolis, MN 55414

Donna Andrews – Principal

Trinity Raw – Assistant Principal

Main Phone Line – 612-668-1020

Fax Line – 612-668-1030

**Attendance Line – 612-668-1027**

**School Hours – 9:30-4:00pm**

**Marcy Mission Statement:** At Marcy we believe the Arts deepen our relationship to our community, our world, and ourselves. It is our mission that all students feel empowered to create, participate, and find joy in their own way.

**Marcy Vision Statement:** Marcy Arts Magnet provides specialist programming, classroom arts integration, performances, and arts residencies that propel students to construct a rich understanding of academic content, to build strong connections to their communities, and to foster the confidence necessary to be lifelong artists.

**Arts Integration:**

Marcy is an Arts Magnet School where all students participate in dance, music, visual art, theater and physical education. Our programming consists of Specialist (Centers) classes for all students, along with opportunities for Arts Integration collaboration between classroom teachers and Centers teachers. Opportunities, such as field trips and artist residencies will further enhance student's arts experiences. Students will share their learning through monthly arts features and yearly showcases.

**In School, On Time, Every Day – Attendance Matters!**  
**Call in all absences 612-668-1027**

**SCHOOL BEGINS PROMPTLY AT 9:30 A.M. IT IS IMPORTANT THAT STUDENTS ARE ON TIME!**

**Please Note:** Students are not to enter school until 9:20 am unless they are registered in the MPS Kids program. Teachers have meetings before and after school. Students who are not under the supervision of an adult will be asked to leave the building.

Regular attendance is important for good school progress. Be prepared to give your child's name, homeroom number (or teacher's name), and the reason for the absence. **ADULT CALLERS ONLY PLEASE.** Please speak slowly and clearly and when possible call before 10:00 am. Notes will be required if you have not reached the absence hotline. A member of the staff will attempt to reach you if your child is not at school and we have not been notified of the absence. Unreported absences will be considered unexcused (U) and count towards truancy. Our school social worker is responsible for filing truancy with the appropriate count officials. Three unexcused absences will result in a 3-day attendance letter, with subsequent unexcused absences resulting in county intervention and support to help improve school attendance. If a student has three (3) or more consecutive days of absence due to illness, either a doctor's note or a conference with the school nurse is required to excuse the absence. If a student has eight (8) or more absences accumulated during a school year due to illness, a doctor's note is then required for each subsequent absence for the day(s) to be excused. Tardiness to school takes away from valuable time needed for instruction, and accumulated tardies count towards truancy.

Vacations and family activities can be excused for up to 5 days, per school year, when approved in advance by the principal. All additional vacation/family activity days, above the 5 are allowed but considered unexcused.

**Bicycles/Skateboards/Roller Blades:** Students who ride bicycles to school may park them in the bike racks, which are located by the kindergarten and front doors. Students should provide a sturdy lock for the bike. Marcy cannot assume responsibility for the safety of student riders or their bicycles. Bicycles must be left in the bike racks during the school day. Skateboards and roller skates are not allowed at school. Skateboards must be placed in the locker or office and cannot be ridden around the school until all buses have left.

**Bus Transportation:** Students are picked up and dropped off at assigned stops only. If a student needs to ride a bus other than his or her own bus, a note from a parent or guardian needs to be brought to the office first thing in the morning. The driver cannot accept a rider who is not assigned to that bus without written approval from the office. Permission needs to be obtained from the Marcy Transportation Coordinator in the morning.

The bus driver is responsible for student safety and students must follow the driver's instructions. If a student does not follow the bus rules they may be removed from the bus. Parents/Guardians will be notified if there are concerns. Students are encouraged to notify staff members any time the bus ride is unsafe or with any other concerns regarding the bus ride.

**If you require a change in bus stops or bus routes, please notify the school. A change in bus stops or bus routes may take at least three weeks to implement. 612-668-1033.**

**Breakfast and Lunch Program:** Breakfast and hot lunch programs are available for students. Breakfast and lunch are free for all students. Students may also bring a home lunch and purchase milk. Students will be expected to clean their tables and area at the completion of meals. Lunch menus can be viewed on the MPS website: [https://nutritionservices.mpls.k12.mn.us/current\\_menu](https://nutritionservices.mpls.k12.mn.us/current_menu)

Our ability to provide breakfast and lunch free of charge is linked directly to every family filling out an Educational Benefits Application every year. Forms can be found on the MPS website or a paper copy can be requested from the Marcy main office: <https://nutritionservices.mpls.k12.mn.us/application.html>

If you have any questions about our breakfast or lunch program, please contact our food services coordinator, at **612-668-1029**.

**Family and Community Liaison:** Sidney Orchard is the liaison between students, parents, and the community at Marcy. Sidney coordinates volunteers and edits the Parent's Press. Sidney's office is located in room 111 and her phone number is 612-668-1023. She can also be reached via email at [Sidney.Orchard@mpls.k12.mn.us](mailto:Sidney.Orchard@mpls.k12.mn.us)

**Concerns:** Marcy staff is committed to working in the best interest of our children. If you have a concern, please use the following steps so that we can work together to address your concerns:

- Send a note, call, email, or stop by to request a conversation or conference with the staff member who is most closely involved with your concern.
- After the initial contact to set up a meeting, when you come to school, report to the office first to sign in and get a visitor's badge.
- If you feel the need/concern raised was not resolved with the party, make an appointment to see an administrator.
- If the problem is not resolved after seeing the administrator, ask the principal to set up a conference with all persons involved. The principal may suggest including other district personnel as a resource to help resolve the issue.

**Goal Setting Conferences:** Marcy strives to individualize our program to meet the needs of each student. All families and students are expected to participate in goal setting conferences two times per year. This is an opportunity for students, parents, and teachers to set academic and social goals for the school year.

**Late Arrivals and Early Dismissals:** Students who arrive after the start of the school day (9:30) must sign in at the main office. **Students who leave school during the day must be picked up and signed out in the main office.** Students will not be given permission to leave school on their own. Students will be released only to the persons whose names appear on the Emergency Referral Card. A picture ID may be required to sign out a student.

**Health Services:** Children come to the health office for first aid injuries, to receive medications and if they become ill during the school day. Children should not come to school if they are sick: temperatures over 100 degrees, or a communicable disease, vomiting, or diarrhea in the past 24 hours. **ALL STUDENTS MUST HAVE A CURRENT EMERGENCY REFERRAL CARD ON FILE.** Parents/Guardians should report any health problems or concerns to the health office. This can be accomplished by filling out the annual health information form at the beginning of the school year. Medications can only be given at school with written consent of the parent/guardian and the physician. This applies to over-the-counter as well as prescription medications in original packaging. Medication consent forms are available in the health office. To reach the health office please call 612-668-1027. All Minneapolis students must have their immunizations up-to-date and Marcy must have a copy of their immunization records prior to coming to school.

Prescription medications must be sent in the original container with the original label. Please call the health office before you send medication with your child to obtain the district policy and Minnesota State regulations.

**IMPORTANT – Please Keep Emergency Cards Up-To-Date. Please give updated information to your student’s teacher and the office. It is important that phone numbers and email addresses are kept up-to-date so that you receive important information.**

**Homework:** Homework policies are determined by each grade level team.

**Lockers:** Students in grades 5 are provided with lockers, 2 students per locker. Students can bring a lock from home or use one of the school’s combination locks for a \$5.00 deposit. The deposit will be refunded when the lock is returned. Students are cautioned to not give out their combinations to others. Valuables should not be kept in the lockers. Marcy cannot replace lost or stolen items. Report all locker problems to your classroom teacher.

**Lost and Found:** Lost and Found containers are located in the building. Students who report lost property will be encouraged to check the Lost and Found containers. Parents are also welcome and encouraged to check the Lost and Found containers at their

convenience. Note: PLEASE do not bring valuables to school, as these items are not insured by the school if broken, lost, or stolen. Lost and Found items will be donated to the Goodwill monthly. Please stop by and check for missing items often.

**Media Center:** Our Media Center is open daily for students and staff to use. Students may check out books each week. Please assist us in maintaining a complete selection of materials by reminding your child to care for borrowed materials and to return them on time. Final activities and/or report cards may be withheld until media materials have been returned or paid for.

**Site Council –** The Marcy Site Council is our site-based management team, which reviews policies, procedures, and activities at Marcy Open School. Membership is composed of representatives from each of constituent groups: students, parents, licensed staff, support staff, neighbors, and businesses. Site Council meets monthly from 6:30–7:30 PM. If you have suggestions or concerns you would like the Site Council to consider, please call Donna at 612-668-1020 or Sidney at 612-668-1023.

**Recess:** Students go outside for recess daily if weather permits. Please send your child with appropriate clothes for the weather. If the wind chill temperature is zero or below zero, or if the weather is inclement, students will remain indoors.

**The Parent's Press:** Your Newsletter: The Parent's Press is a very important source of information for parents. It will be sent home with the youngest family member on Fridays, or it is sent via email at your request.

If you are not getting your newsletter, first ask your child and the classroom or homeroom teacher about it. If it still doesn't get home, call Sidney at 612-668-1023. We can mail it or send it via email if necessary. Donations of stamps are appreciated from those that have the Parent's Press mailed to them.

Email Sidney at [Sidney.Orchard@mpls.k12.mn.us](mailto:Sidney.Orchard@mpls.k12.mn.us) to have your name added to our Parent's Press list serve.

**Phone Calls and Messages:** The Marcy Staff wants to minimize the disturbances to students' learning activities. Students are not allowed to make social calls or use cell phones during the school day. If an emergency arises during the school day, please call the school office at 612-668-1020.

**Academic Progress:** Marcy reports student's progress to parents in a variety of ways. Report cards are issued four times a year at the end of each quarter. Conferences, phone calls, emails, notes, letters, newsletters, and student portfolio presentations are used throughout the year to keep parents/guardians informed of learning activities and levels of progress. Every teacher at Marcy sends home a classroom or team newsletter at least twice a month. Feel free to contact your child's teacher at any time to check on academic progress.

**Volunteers:** We encourage families to become involved in their children's education. We believe that we cannot do it alone and need all of us working together to increase each child's opportunity for success. Contact Sidney Orchard to volunteer at 612-668-1023 or [Sidney.Orchard@mpls.k12.mn.us](mailto:Sidney.Orchard@mpls.k12.mn.us)

**Tours and Visitors:** Marcy is proud that many people are interested in our school. Please call Sidney at 612-668-1023 to arrange for a tour. Parents/Guardians are always welcome at Marcy. We ask that you please sign in at the office and get a visitor's badge before you go to classrooms. When visiting classrooms, please refrain from using cell phones or other electronic devices.

**Student Expectations:**

Research shows that having high expectations and few behavior disruptions increases academic achievement. Marcy uses the acronym PRIDE to express how we wish to behave while at school.

**P-Peace R-Respect I-Inclusion D-Determination E-Effort**

Expectations are created by staff and students and posted throughout our building. Expectations are taught and reinforced by all staff and students as we develop our social and emotional intelligence to foster academic achievement and to promote good citizenship.

**Dress Code:** Behavioral expectations include dressing appropriately for school activities and safety.

- No visible undergarments. Midriffs are not to be exposed.
- Messages displayed on clothing should not be sexual or degrading to any individual or group.
- No pajamas, slippers or other sleepwear.
- Students must wear shoes and shirts at all times.
- If a student is not dressed appropriately, they will be asked to call home and have appropriate clothing brought to school.

Marcy follows the Minneapolis Public Schools Discipline Policy. A copy of the policy is included in this handbook.

<https://equity.mpls.k12.mn.us/pswe>

**Electronics at School:** Students may not have any personal electronic devices out or in use during the school day. If students are found using personal electronics in school the staff member will give the device to administration.

- First offense – students will get their device from an administrator at the end of the day.
- Second offence – a parent or guardian will need to come to Marcy to retrieve the electronic device.
- Third offense –a parent or guardian will work with Marcy staff to create a plan to keep personal electronic devices at home or put away.

**Emergency Closing:** School will be open every school day unless transportation facilities are disabled by blizzards, heavy snow or ice. In this event, families will be contacted before 6:30am by MPS via text message or phone call. You may also check the MPS website or listen to local news stations or radio. WCCO radio (dial 830 am). If the weather is severe, but not impassible, we ask you to use your own judgment about sending your child to school. Age of the child and special health problems should be considered. Remember to plan for longer waits at the bus stop during bad weather and dress the children warmly.

In the event of a mechanical failure, which prevents us from opening school for a day, the same media resources will provide information.

**Field Trips:** Field Trips enhance our school program. Students must have a signed permission slip from parents/guardians giving the student permission to go on a trip. Parent cooperation is important to ensure that students participate in these valuable experiences. Parents will be asked to sign a Walking Field Trip permission slip, which indicates that students will be able to participate for the whole school year in routine supervised field trips in the Marcy Holmes neighborhood and the U of M. Some field trips may involve a nominal fee. Students will not be denied the opportunity to participate because they cannot afford it. Parents should contact the teacher or school social worker concerning field trip scholarships.

**Weapons and Look-a-Like Weapons:** It is our goal that all students feel safe at Marcy. Marcy administration adheres to the Minneapolis Public Schools Weapon policy. The policy states: Possession of a weapon will result in (1) consideration for immediate suspension from school; (2) confiscation of weapon, ammunition, or device used as weapon; (3) notification of parent or guardian; (4) recommendation to the Superintendent for the expulsion of the student from school for at least one year. "Possession" refers to having a weapon on one's person or in an area subject to one's control (example-locker). "Weapon" means any firearm (loaded or unloaded); any device designed as a weapon or through its use capable of producing bodily harm or death. Students are advised that common items not intended to be weapons (scissors, thrown furniture, art tools) will be considered a weapon if they are used in a threatening or dangerous manner.

Students who find a weapon on the way to school or in the building should IMMEDIATELY give the weapon to a supervising adult who will turn it into the principal. Examples include, but not limited to, of prohibited items toy guns, knives, bullet shells, bows/arrows, brass knuckles, cans of mace/hot pepper spray, lighters, jewelry with spikes or other sharp objects.

**Family Connections:** The Parent Council is a monthly meeting for families to gather together and learn more about Marcy, as well as plan for fundraising and support for the school. All parents are welcome at the Family Connections meetings. If you have suggestions or concerns you would like Family Connections to consider, please contact Sidney at 612-668-1023 and/or come to the meeting. Check the Marcy website or Parent's Press for more information about meeting times.