

MacDonald Elementary Student/Parent Handbook

2009-2010



MacDonald Elementary School

5201 County Line Road
Casco, Michigan 48064
(586) 648-2522

Principal - Sherri Milton-Hoffman
www.anchorbay.misd.net

MacDonald Elementary School Staff Members

2009-2010

Sherri Milton-Hoffman, Principal
smilton-hoffman@abs.misd.net



Instructional Staff

Cindy Coddington	ECDD	Room 2	ccoddington@abs.misd.net
Sharon Ramsey	Kindergarten	Room 1	sramsey@abs.misd.net
Kari McClelland	Kindergarten	Room 4	kmcclelland@abs.misd.net
Sandra Suardini	First Grade	Room 3	ssuardini@abs.misd.net
Annette Brown	First Grade	Room 5	abrown@abs.misd.net
Marilyn Barry	Second Grade	Room 6	mbarry@abs.misd.net
Sandra (Quinn) Davis	Second/Third Grade	Room 8	sdavis@abs.misd.net
Christina Medley	Third Grade	Room 14	cmedley@abs.misd.net
Mary Anne Felthouse	Fourth Grade	Room 11	mfelthouse@abs.misd.net
Mary Ann Przybylski	Fourth Grade	Room 12	mprzybylski@abs.misd.net
Yolanda White	Fifth Grade	Room 13	ywhite@abs.misd.net
Jenny Julio	Literacy Tutor	Room 7	jjulio@abs.misd.net
Lindsey Kulba	Literacy Tutor	Room 7	lkulba@abs.misd.net
Melissa Dresbach	General Music	Music Rm.	mdresbach@abs.misd.net
Molly Dee	Anchor Bay Band	Stage	mdee@abs.misd.net
Sharon Kott	Art	Discovery Room	skott@abs.misd.net
Dan White	Technology	Computer Lab	dwhite@abs.misd.net
Bryan Schorman	Physical Ed.	Gym	bschorman@abs.misd.net
Matt Pollock	Physical Ed.	Gym	mpollock@abs.misd.net
Noelle Moorton	Student Services	Room 9	nmoorton@abs.misd.net
Kris Scott	Speech	Office	kscott@abs.misd.net
TBD	School Social Worker	Office	_____@abs.misd.net
Donna Kolojeskie	School Psychologist	Office	dkolojeskie@abs.misd.net
Teresa Dawson	Teacher Consultant	Office	tdawson@abs.misd.net

Support Staff

Debra Kolomjec, Office Manager
 Carol Kruzmanowski, Media Paraprofessional
 Rosa Thompson, Lunch Pre-paraprofessional
 Toni Hoffman, Literacy Paraprofessional
 Ted Wiley, Head Custodian
 Lisa Allor, Food Services

Annette Jagoda, Data Paraprofessional
 Donna Parenteau, Office Paraprofessional
 Sheila Felcyn, ECDD Paraprofessional
 Julie Seamans, Literacy Paraprofessional
 Mike Puzio, PM Custodian
 Brenda Maciejewski, Food Services

September 2009

Dear MacDonald Elementary Families,

Welcome back to school! We are looking forward to another fabulous school year here at MacDonald Elementary! The staff members all strive to make MacDonald an exciting home for children to grow educationally, emotionally and socially. I look forward to working with you all throughout the year.

I encourage you to become involved in our school and in your child's educational experiences. You are a vital part of your child's school success.

This building handbook has been provided to share with you the expectations and policies regarding our school. The Anchor Bay School District Handbook is available on the district website or a request for a paper copy can be made through the school office. The District Student Code of Conduct will be provided. **Parents/Guardians and students are asked to sign the last two pages to acknowledge receipt of this handbook, the Student Code of Conduct and the Student Internet Access and Acceptable Use Agreement policy.** Please review these rules and policies and return the acknowledgement signature page to your child's teacher by **Friday, September 18, 2009.**

Sincerely,

Sherri Milton-Hoffman, Principal

Mascot and School Colors

We are the MacDonald Tigers, school colors are orange and black.

MacDonald Elementary School Mission Statement

MacDonald Elementary School will create an environment for life-long learning by building character, delivering quality instruction and involving the community.

North Central Accreditation Process

MacDonald Elementary has continued working with all schools in the Anchor Bay School District to complete our vision, mission, and goals. The NCA team has worked very hard at establishing a plan that will meet the needs of MacDonald Elementary students. During the 2009-2010 school year, we will continue with another cycle of the NCA process.

MacDonald Elementary School Hours of Operation

Office Hours	8:30 AM – 4:30 PM
Full Day-School Hours	9:06 AM – 4:02 PM
½ Day-School Hours	9:06 AM – 12:36 PM
ECDD AM Hours	9:06 AM – 11:39 AM
ECDD PM Hours	1:29 PM – 4:02 PM

The start and end times for the school are subject to change. Children are allowed into the building **5 minutes** before the start of school. If you are picking your child up from school, please be on time. If you are delayed, please call the office. As a parent you are responsible for picking your child up on time or making other arrangements. If a student is left after school and the parents have not notified the office, it may be necessary to contact the local police department for other arrangements to be made.

Student Absence Number- (586) 648 – 2522.

For safety reasons, please call the school office if your child will be absent as soon as possible.
A 24 Hour Voicemail system is available.

SCHOOL DISCIPLINE CODE STUDENT EXPECTATIONS; REWARDS AND CONSEQUENCES

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper considerations for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-discipline which will make you a better person.

REWARDS

The reward system will vary dependent on individual classroom procedures. School-wide reward systems will be implemented throughout the school year for students who meet the expected criteria. Students will be aware of the expected behaviors and the requirements for each reward system/consequence in advance. Special assemblies, field trips, privileges and treats may be provided to individual students who have earned recognition for good behavior. Parents, please discuss the importance of good behavior with your child. Your support is appreciated.

DISCIPLINE RULES AND CONSEQUENCES

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The Board shall require each student of this district to adhere to the Code of Conduct published by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. *Copies of the Anchor Bay School District Student Code of Conduct are available. These guidelines are duly reflected in our school discipline plan.*

We believe that all students can follow school rules and have a responsibility to behave in a manner which allows teachers to teach, and students to learn. We feel that by implementing consistent discipline school wide, student behavior will improve, communication and cooperation with parents will increase, and a balanced educational program will be achieved.

Specific classroom rules and expectations will vary. A copy of all classroom expectations will be sent home for you to review and discuss with your child. The determination of consequences will consider the student's age, motivation, level of maturity, special needs, etc. Disciplinary action for minor offenses will be progressive. When possible, consequences will relate to the nature and degree of the infraction and help students learn to take responsibility for their actions. In addition to all classroom discipline plans, a discipline-slip referral system is in place for those students who have extreme difficulty meeting behavioral expectations anywhere in school.

General school expectations/Positive Behavior Support:

“PAWS”-itive Behavior

P- Proud to be me

A- Always respectful

W- Willing to be responsible

S- Safe citizens

Disciplinary Steps:

Verbal Warning

Time Out/Reflection

Parent Contact- Phone Call or Written Note

Behavior Referral

Sent Directly to the Office (severe behaviors and/or repeated offense)

Conference with Student/Parent

Detention- After School/Lunch

Suspension- In School/Out of School

Expulsion- Severe and Dangerous Behaviors

FOR THE SAFETY AND WELFARE OF ALL STUDENTS, ALL SCHOOL RULES APPLY WHILE YOU ARE IN SCHOOL, GOING TO AND FROM SCHOOL, OR AT ANY SCHOOL ACTIVITY.

SCHOOL PROCEDURES AND POLICIES

MacDonald Elementary School

ARRIVAL AND DISMISSAL PROCEDURES

Our main goal is to keep our students safe at all times. During the school day, the front office doors will remain unlocked. For the first weeks of school, we understand that your child might be nervous and want to be walked to their classroom. Please drop off quickly and then let them get to class. After the first week of school, please drop your child at the front door. After school we ask that you wait by the office or outside for your child. The teachers cannot teach with parents and younger siblings outside of their door nor can we monitor who might be in the building. We would ask that if you need to go to the classroom for some reason that you stop at the office and get a visitor's badge. This is to ensure your child's safety. After all of the students have been dismissed, you may come in to talk to the teacher or find forgotten belongings. It is important that teachers dismiss students without interruptions.

BREAKFAST/LUNCH

School lunch prices for the 09-10 school year

Reduced lunch = .40

Paid Elementary lunch = \$2.00

Breakfast prices for the 09-10 school year

Reduced breakfast = .30

Paid Elementary breakfast = \$1.00

HEALTH

Children attending school should be capable of participating in the regular school program. Children who have a fever, cold, or cough should be kept home for their own well being and the protection of the other children at school. Exceptions (like asthma) are handled on an individual basis. Children with a fever may return 24 hours after they have a normal temperature.

Any child with head lice must be nit free and checked by the Principal or designee before returning to class. The classroom will be checked to ensure that all students are not infected with live lice or nits.

Children who leave school with a rash may return only with a doctor's note. If your child develops an unidentifiable rash or skin infection, please do not send him/her to school until it has been determined by a doctor that the condition is not contagious or until the condition clears. We are required by law to exclude any child with a rash or condition that may be contagious.

HONOR ROLL

Students in fourth grade and above will be awarded Honor Roll status at the end of each marking period upon receiving an A or B in all subjects, including citizenship and work habits.

MONEY

It is best to send money in a closed sealed envelope labeled with your child's name and its purpose. If you need to send money over \$10, it is suggested that you write a check. Children should keep money with them or give it to their teacher first thing in the morning.

NEWSLETTERS

On a regular basis, we will send home a newsletter concerning school activities, rules, and other information we feel necessary for you to have. Please read these notes and newsletters. Check the building website for updates and information.

PARKING AT SCHOOL

Parking is provided for all visitors in the front of the school. If you are planning to come into the school, please use the parking spaces provided. Please use the crosswalk and do not walk in between buses or other cars. Please do not park on the yellow curb, this is for drop-off and pick-up only. Do not park, drive, or drop off in the bus loop. This is for buses only. Your cooperation is vital. Please help us protect your children. Handicapped spaces are clearly marked and to be used by individuals with handicapped parking permits only.

PARTIES

From time to time teachers may elect to have a "party". Most frequent are the celebrations of the students' birthdays. When it is your child's birthday, you may wish to provide a treat for the whole class. Please contact the teacher a day or two in advance so that arrangements can be made by the teacher to incorporate the treat into the instructional time of the

class. If your child has a peanut allergic child in their classroom, you will be advised on treats and snacks. We have class parties during the year in the fall, at Christmas and for Valentine's Day. Gifts may be exchanged between students. We do observe Valentine's Day by exchanging valentines and having refreshments. Balloons, floral arrangements, etc. to individuals are discouraged and will not be delivered to classrooms. Parties at school (other than regular school-wide parties) are not allowed.

Each class will have party volunteers. All volunteers must complete a volunteer form at the beginning of the year. Anyone who wants to volunteer can sign up at the fall Open House or by contacting the teacher throughout the year.

To ensure the happiness of all students, party invitations may be sent to school to pass out to students only if **every** child in the class is to receive one. If only a few students are to be invited to a party, arrangements must be made at home.

PERFECT ATTENDANCE

Perfect attendance will be awarded to students with no absences and no tardies.

PETS AT SCHOOL

Students may not bring pets to school without the approval of the Principal. District policy requires that the following guidelines be followed:

- No turtles (known to carry salmonella)
- No garter snakes (venomous); snakes should be avoided except constrictors
- No wild or feral animals (alive or dead) may ever be brought into the classroom (disease)
- No long hair animals such as rabbits and guinea pigs

Pets at school are generally discouraged, exceptions are made when pets can be used to enhance the district curriculum. Because the teacher must check to see if there are allergies to certain animals prior to an animal visit, see the Principal one week in advance for initial approval.

Pets on school property are discouraged. Dogs must be kept on a leash at all times. If a dog is in a vehicle on school property they should be non-aggressive and kept under restraint. Parents or students are not allowed to bring household pets into the building during the school day or during any school activity or event.

PTG- PARENT TEACHER GROUP

We have an active parent-teacher group. Our parents are committed to making a great contribution to the quality of education available to our students. All parents are encouraged to join this group of volunteers. You will receive reminders of the time and date through our school newsletter. If you would like additional information about the group or times and dates of the meetings, please contact the office.

PHYSICAL EDUCATION

Physical Education is offered for all elementary students. If a student's participation has some limitations, it will be necessary to submit a written note to the office for excuse from physical education activities. Continued limitation will require a medical doctor's written excuse on file.

PLAYGROUND EXPECTATIONS

Students need time to get outside, socialize and exercise. We expect children to participate in outdoor lunch recess. Therefore, students should dress appropriately for the weather conditions. If your child should not go out due to an existing illness, chances are they should have stayed home that day. The Principal will deal with exceptions on an individual basis.

Please review the following recess and playground expectations with your child.

Student Expectations:

1. Students will walk quietly out of the building.
2. Students will not play rough on the playground.
3. Students will show respect for others and follow instructions given by staff.
4. Students will stay away from puddles, wet areas and mud.
5. Students are to stop what they are doing when recess ends (whistle will be blown) and should line up quickly.
6. Students will leave rocks, bark, sticks, and other dangerous objects alone.
7. Students will show pride in their school by keeping the building and grounds free of litter.
8. Students will take turns on equipment.
9. Students must return all balls, jump ropes, chalk, etc. to the proper place.
10. All balls must be used on the blacktop or grassy areas and away from the swings and playscape.
11. Basketball games are to be played with teams of three students only.

12. Playing near classroom windows is not allowed.
13. Students will not leave the playground for any reason without permission and must ask permission to use restrooms during recess.
14. Food is NOT permitted on the playground.

Equipment Guidelines:

Slide- Slide down feet first, on your bottom, single person only

Glider- Stand on platform, push yourself, other students stand clear of person gliding

Swings- One person per swing, do not jump off, other students stand clear of person swinging

Monkey Bars- Use hands only, other students stand clear

- Tire Swing-
1. Line up next to tire swing, off of the black area, clear of the tire swing
 2. No more than three students at a time
 3. Take turns- two swings per turn
 4. If you get out of line to push, you are allowed to have your spot back
 5. One student pushes at a time, do NOT push high
 6. Back up from swing when pushing

General school rules and consequences **do** apply to recess behavior. The following disciplinary steps will be taken if necessary:

- Verbal Warning
- Time Out- “on the wall” during remainder of recess time
- Behavior Referral (Conference with student/parent, Lunch Detention, etc)
- Sent Directly to the Office (Detention, Suspension, etc)

SAFETY PATROL

A student Safety Patrol may be organized during the school year, depending on student participation and interest. The children are stationed on sidewalks by the parking lot to assist in loading and unloading your child safely, from cars and buses. During severe weather and on half days, Student Safety Patrol members may not be on duty.

SCHOOL AGED CHILD CARE

Working parents can be assured their child is in a safe, comfortable environment before and/or after school by taking advantage of our School Aged Child Care (SACC) Program. A daily program provides a variety of activities and experiences. The SACC Program for MacDonald Elementary students will be held at Lighthouse Elementary School in the morning and in the afternoon. Transportation will be provided for SACC students to and from MacDonald Elementary school. The morning program begins at 6:30 a.m. and continues until the start of school. The afternoon program is from school dismissal until 6:00 p.m. To register or get information, contact the SACC office at (586) 716-7862.

TITLE I SERVICES

MacDonald Elementary School receives funds from the Title I, Part A program. Informational parent meetings will be held throughout the school year to inform you of services, funding and programs available for your child. Additional information will continue to be included with the school newsletters and supplementary brochures available in the office. In receiving funds from this program, the district has a requirement to inform you of your right to request information regarding the professional qualifications of your child’s classroom teacher(s) and paraprofessional(s). Please contact Robert Tidd, III, Director of Personnel at (586) 725-2861. Information will be provided to you upon request in a timely manner.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. **Currently, all teachers at MacDonald Elementary School are considered highly qualified by state standards and requirements.**

PARENT INVOLVEMENT IN THE ANCHOR BAY SCHOOL DISTRICT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan with the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

1. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes.
2. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan encompasses parent participation, through meetings and other forms of communication. It shall be distributed to all parents and students through publication in the Student Handbook or other suitable means. The Anchor Bay Parent Involvement Plan includes the following strategies:

1. Provide the student's individual assessment results, reading results, progress reports, report cards and parent conferences.
2. Provide a description and explanation of the curriculum in use by the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan along with a tardy plan.
3. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
4. Post PTA/PTO meetings, and parent involvement meetings on the District website and via e-mail.
5. Publish District and School Newsletters informing parents about opportunities for parent involvement and other events at the schools. Newsletters will send a positive invitation to parents to participate in various activities while providing parents information about scheduled District and school meetings and activities.
6. Schedule periodic meetings in school buildings where parents can share concerns and desires to better improve the school environment and student achievement.
7. Schedule at least one-two parent/teacher conferences annually to inform parents of the student's progress.
8. Provide an annual report to parents informing them of the school's and District's progress in areas indicated by Public Act 25.
9. Distribute information about courses and classes informing parents about expectations and the curriculum being taught.
10. Provide weekly reports of student progress to parents who request them.
11. Make phone calls, use e-mail and letters as needed for parents and administrators to communicate with parents.
12. Encourage continued positive involvement throughout the community by staff and administrators.
13. Provide information and understanding of school programs and activities through regularly scheduled meetings of the Bay Community Council.
14. Provide tutorial programs throughout the school year and summer encouraging parent involvement.
15. Provide tutoring to students through the National Honor Society.
16. Encourage active faculty participation in PTA, parent – teacher conferences, open houses and curriculum information nights.
17. Have students perform at various functions during the school day, after school and throughout the community where parents can view their talents.

18. Encourage parents to serve as chaperones for class field trips and other school activities.
19. Have school administrators and staff provide test data and interpretation meetings and answer parent questions.
20. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academic or social.
21. Provide to parents information about the appeal process in disciplinary matters and conduct necessary meetings to insure student due process.

The Board needs parents to assume and exercise responsibility for their children's behavior. For the benefit of the student, the Board encourages parents to support their child in school by:

1. Participating in school functions, organizations and committees.
2. Supporting teachers, administrators and the schools in maintaining discipline and a safe and orderly learning environment.
3. Requiring their student to observe all school rules and regulations.
4. Supporting or enforcing consequences for their child's misbehavior in school.
5. Sending their student to school with proper attention to his/her health, personal cleanliness and dress.
6. Maintaining an active interest in their student's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study.
7. Cooperating with the school in attending conferences set up for the exchange of information about their student's progress in school.

ANCHOR BAY SCHOOL DISTRICT

LAST NAME, FIRST NAME

BUILDING

DATE

ANCHOR BAY SCHOOLS STUDENT INTERNET ACCESS AND ACCEPTABLE USE AGREEMENT

Effective the date noted above, this Student Internet Access and Acceptable Use Agreement is entered into between _____ (the “student” or “user”) and the Anchor Bay School District, regarding the terms and conditions for access and acceptable use of the Internet for educational purposes (Internet Policy #5890 as outlined in the handbook).

I HAVE READ THE ANCHOR BAY SCHOOL DISTRICT INTERNET ACCESS USAGE POLICY #5890 AND AGREE TO CONDUCT MYSELF ACCORDING TO THIS POLICY.

Signature of Student

Date

Signature of Parent/Guardian

Date

Address

City

Zip Code

*Please return this page to your child's teacher
by Friday, September 18, 2009*

STUDENT/PARENT HANDBOOK AND DISTRICT CODE OF CONDUCT ACKNOWLEDGMENT PAGE

(Acknowledgment of the receipt of materials and knowledge of its contents)

Please return this page to your child's teacher by Friday, September 18, 2009.

In order to save paper and go "green" the District/Parent Handbook is available at www.anchorbay.misd.net. Click on your child's school and view the link for the handbook.

If you wish to have a paper copy, please check this box.

Upon getting your request, a paper copy will be sent home. You are receiving a paper copy of the District's Uniform Code of Conduct.

Parent/Guardian Signature

Date

Student's Name _____

Grade _____

Teacher _____

SHUTTLE FIELD TRIP PERMISSION FORM

Dear Parents,

Frequently throughout the year our students are involved in activities that take them out of the building into the local community. These "shuttle excursions" may include rides to the local aquarium shop for the purpose of animal study, or a shuttle to the Public Library, to name just a few. Rather than bother for each occasion, we are asking that permission be granted on a year – long basis. Teachers will make additional arrangement for supervision, informing parents if any cost is involved, etc. whenever appropriate and necessary.

This approach, we hope, will save time and energy for everyone involved.

Please sign below and return it to your child's school as soon as possible. If you have any questions or concerns, please contact the office at your child's school.

I hereby grant permission for my child _____ to participate in the shuttle excursions planned throughout the school year within the Anchor Bay District during the 2009/2010 school year.

Parent/Guardian Signature

Date

***Please return this page to your child's teacher
by Friday, September 18, 2009***

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