

# Mancelona Elementary Student & Parent Handbook



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## Table of Contents

Introduction Letter.....	Page 3
Vision Statement, Attendance, Student Illness, Daily Schedule.....	Page 4
Emergency Forms, Drop off/Pick up, End of Day.....	Page 5
Instruction, Teacher Assignments, Library Books, Report Cards .....	Page 6
Read by Grade Three Law, SLD, School Improvement, Involvement.....	Page 7
General School Rules, PBiS, Discipline, Bullying.....	Page 8
Transportation, Bus Stops, Bus Rules.....	Page 9
School Dress Code and Recess, Closings and Delays .....	Page 10
First Aid, Head Lice, Valuables, Birthdays, Pets.....	Page 11
Food Service, Staff.....	Page 12
When Should I Send My Child To School.....	Page 13



# Mancelona Elementary School

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Dear Students and Parents:

Welcome to Mancelona Elementary School. The goal of our school is to provide all children, pre-kindergarten through fourth grade, with a quality education and an equal opportunity to develop and reach their potential academically, emotionally, socially, and physically. Our staff is dedicated to providing a solid foundation for lifelong learning through the development of critical thinking skills.

We are proud to provide an excellent elementary school experience to our students. Our curriculum is robust and all students are closely monitored and tracked for improvement. We prescribe strategic interventions or enrichment for all students in reading and math. We also incorporate Positive Behavioral Interventions and Supports (PBIS), designed to improve individual and school-wide behavior. The end result is academic gains for all students.

This handbook is intended to provide each family with basic information about our school. It includes the most common information and is not intended to cover every rule or situation. Be sure to visit the district webpage for a searchable database of all policies and procedures:

[www.mancelonaschools.org](http://www.mancelonaschools.org).

It is a pleasure and privilege to be a part of your child's education. Please contact your child's teacher or our school office if you ever have a question, comment, or concern.

Thank you,

Mancelona Elementary Staff

# **Mancelona Elementary Vision Statement**

*Our school is a positive,  
welcoming environment which  
encourages success and  
confidence, where high  
expectations are met by  
students, staff, and community.*

## **School Attendance**

Getting your child to school each day is one of the most important things you can do to support his or her learning.

Regular and prompt attendance increases your child's chance to be successful and reach his or her potential. Since excessive absences put children at academic risk, please be sure your child is in school every day possible. If your child will be absent from school, please call the school to excuse your child prior to 10:00. To encourage good attendance, the school may call home, send letters, schedule problem-solving meetings with the principal and/or counselor, or refer your family to the school liaison officer.

Research shows that when students miss 10 or more days of school, they typically struggle academically and/or socially. Work typically cannot be given in advance for family vacations. Students will have the opportunity to make-up tests and major projects.

## **Student Illness**

Although good attendance is essential for success in school, when students come to school sick they will have difficulty performing well and they are likely to spread the illness to other children and staff. Please see the When Should I Send My Child To School document at the end of this handbook for more specific information about whether or not a child should come to school. In general, a child should be fever-free, diarrhea-free, and vomit-free for 24 hours (without medication) before returning to school.

## **Daily Schedule**

**8:05** Breakfast (free to all students) in the classrooms

**8:10** School Begins

**3:06** School Ends

(Dismissal on half-days is 11:20 am)

**Please do not drop children off at school before 8:05 am  
(supervision of children is not available prior to 8:05)**

## **Emergency Forms**

An emergency form will be sent home each year. We ask that multiple names and phone numbers be listed. All students must be signed in or out by a parent/guardian or an individual listed on the emergency form. From time to time emergency contacts change. Parent/guardians must come to school in person to make these changes.

Some families require multiple emergency forms. In these cases, we may need to have a copy of a custody order to best navigate the situation. If student custody issues arise, the school may contact both parents before releasing a student. If there is a dispute between parents, law enforcement will help interpret the orders. The school does not want any involvement in custody disputes and will err on the side of safety for the child.

## **Student Drop Off and Pick Up**

Before School: Students will be dropped off toward the back of the building. Parents should enter the driveway closest to the apartments and make a complete loop through the old bus drive. Do not release your child from the vehicle until 8:00. Doors will not be unlocked until 8:00 and there is not outdoor supervision prior to 8:00. When doors unlock, students will be permitted to enter the building and will go directly to their classrooms for breakfast. The school day begins at 8:10.

During School: There are parent parking spaces available in front of the building for picking up ill children or children with appointments during the day. Please do not park in the fire lane. Parents will buzz the office to let us know that you need your child and we will send him/her out. You may also call the school to let us know that you are at the school and need to pick up your child. When we get a wave from you in your vehicle, we will send him/her out to you.

After School: Parents/family members picking up children after school will use the parent pick-up drive (closest to the apartments). Parents should refrain from entering the parent pick-up lane prior to 2:45 because students will be outside for recess until that time. Families will receive a sign for their car that will list their child/children's name/s that should be posted in the window. A school employee will radio for the child/children to come out of the building to the vehicle. Students will be dismissed from school at 3:06.

## **End of School Day Changes**

We ask that you communicate changes of routine to the office by 2:30 pm each day. This will allow time to share this information with the required adults. The best way to communicate a change is to call the office directly as soon as possible. Please feel free to leave a message if we cannot answer the phone.

In some instances, we may ask for additional information to verify the origin of your request. Only parent/guardian or emergency contacts listed on your child's emergency card can pick-up your child.

Please do not arrive at school just prior to dismissal and ask for your child. The last few minutes of the day are important for gathering items, such as homework or winter clothing. Teachers communicate a lot of important information during those last few minutes. Parents who arrive after 2:45, without prior communication, will be asked to wait for the regular dismissal time to collect their children.

### **Instructional Priority**

The school doors are locked throughout the school day. Parents/guardians and visitors are not allowed access to the classroom wing during the school day, without prior authorization. This maintains the integrity of student learning. We attempt to schedule and allow for meaningful chunks of instructional time during the entire school day. Documents detailing our curricular scope and sequence are available for review upon request.

### **Teacher Assignments**

Our teachers collaborate to balance classrooms by considering the academic levels and social skills of each student. We cannot effectively do this by honoring parent requests for teachers. In order to ensure that all students receive a quality learning experience, we will not take formal requests for specific teachers. Individual circumstances are to be directed to the building principal.

### **Library Books**

1. Books may be checked out and taken home (except for reference books) in certain grade levels.
2. Items may be renewed once. Bring them back to the library for renewal.
3. Accidents happen, but please give your best care to library books. Damaged books should be taken to the library for repair.
4. Please use a bookmark rather than turning the corners of pages down to mark your place.
5. If books are continuously overdue or excessively damaged, the privilege of taking books home may be denied.
6. Lost or seriously damaged books are subject to replacement costs.

### **Report Cards and Assessment**

Report cards or progress reports will be issued quarterly to all students. If you have questions regarding your child's grades or report card, please contact your child's teacher.

All students are given assessments during the school year to show progress.

- AIMSweb Plus – all students' reading and/or math skills are screened three times per year, or more frequently, as needed
- Rocket Math – students' math fact fluency may be monitored frequently throughout the year
- NWEA – all students' reading skills are measured three times per year
- iReady Diagnostic – all students' math skills are measured three times per year
- Grade Level Assessments – administered at the discretion of teachers and/or school improvement teams
- M-STEP – 3<sup>rd</sup> and 4<sup>th</sup> grade students' English-language arts and math skills are assessed in the spring

### **Read by Grade Three Law**

Beginning in the 2017-2018 school year, districts are required by the State to assess students' reading skills three times per year and to provide written notice to parents if a deficiency is noted. When deficiencies are identified, parents will be included in the process of developing an Individual Reading Intervention Plan (IRIP) to attempt to remediate the difficulties. Mancelona Elementary School is eager to work with families to help our students achieve grade level expectations!

The Read by Grade Three legislation states that if proficiency in reading is not obtained, as demonstrated by being one or more years behind on the 3<sup>rd</sup> grade reading M-STEP, 3<sup>rd</sup> grade students will receive a letter from the State indicating that he/she must be retained. Students' families who receive these notices will need to meet with the building principal to determine whether the child meets one of the approved exemptions to avoid retention. Communication will be provided to families throughout the process as all stakeholders work together to help students achieve success on the 3<sup>rd</sup> grade M-STEP!

### **Specific Learning Disability (SLD) Determination**

Our building utilizes a Response to Intervention (RtI) process. We have a team that meets to discuss school-wide and individual student progress. To best help your children, work with them in the area you feel they are deficient. If they need help reading, read to them. The same goes for math and behavior. Working with your child at home is the second biggest factor to student success, behind regular school attendance.

### **School Improvement**

We have a School Improvement Team that helps guide our school toward student growth. Everyone is welcome to participate as part of the School Improvement Team. Please call if you would like to be a part of the School Improvement process. You can find our Student, Parent, and Teacher Compact on our school website.

### **Family Involvement**

Our Parent/Teacher Group is always looking for more members! This group organizes the annual school-wide fundraisers and other enrichment activities. Our school carnival is just one example. Please inquire how you can assist this group and volunteer to support our students. You can find our Parent and Family Engagement Policy on the school website.

### **Volunteers**

The only necessary job skills for volunteering are a ready smile and a willingness to help out. The school district requires the school to copy your driver's license and social security card along with the Volunteer Release Form. This information is needed for a background verification check.

## **General School Rules**

**Mancy PRIDE: Polite, Responsible Ironkids Do their best Each day!**

Specific behavior expectations are taught strategically in all classrooms and school settings during the school year. We teach the students what Polite and Responsible looks like in each setting.

## **Positive Behavioral Intervention and Supports**

Our school embraces the concept of Positive Behavioral Intervention and Supports (PBIS). Each class and grade level has specific things they do to highlight positive behavior. As a school, we also recognize positive behavior. The method(s) used to do so are adjusted from time to time to reflect the needs of the students. In general, Mancy PRIDE Tickets are the currency for proper behavior.

## **Discipline Policy**

One of the characteristics of an effective school is to provide a safe and orderly environment that strives to promote academic achievement. Every child has the right to feel safe at school and to be in a productive learning environment. All students are expected to comply with school rules and cooperate with staff members; in other words, to show Mancy PRIDE.

When a student struggles to follow school expectations, an office discipline referral is completed and sent to the counseling office. In compliance with legislation passed at the end of 2016, Mancelona Elementary School utilizes restorative justice practices that consider mitigating factors including the student's age, disciplinary history, whether the student has a disability, the seriousness of the violation, whether the violations threatened the safety of any student or staff member, whether restorative practices will be used to address the violation, and whether a lesser intervention would properly address the behavior. On occasion, students will be suspended for severe or chronic behavior. The suspension of elementary students is utilized as a last resort. In these cases, the family will be counted on to help curb the undesired behaviors. We follow the student discipline policy adopted by the Board of Education.

## **Bullying Policy**

A minority of misbehaviors are rooted in bullying. Most instances of cutting in line and pushing are actually indicators of (delayed) social development. To be considered bullying, the behaviors have to be strategic and on-going. Behavior falling outside the normal range of development will be addressed as bullying. The suspected bully is often the student who needs to receive the most attention.



## School Bus Transportation

Please do not request special transportation for parties, clubs, overnights, etc. We will be glad to assist with emergency situations. All children that normally ride the bus will be expected to board the bus unless they have other written directions from parent/guardian.

One drop, one stop: All students are afforded one bus drop location. We do not allow for casual changes from this. Families must make arrangement to have children picked up at school or from their designated stop if they have a break in routine or shared custody.

## Bus Stops

Children living out of town will be picked up by the school bus near their home. In addition, there are bus stops for students living inside the Mancelona city limits and Antrim. The bus stops are not supervised. Parents are responsible for their children until they get on the bus heading to school and when they get off the bus on the way home.

In-town bus stops (subject to change)

E. Limits & Franklin  
Pierce Street (Middle of Block)  
Downey St. (Middle of Block)  
Catholic Church parking lot

E. Division  
Asbury (between Main & State)  
Green Street (Antrim)  
Monroe

Washington & Michigan corner  
Lake St. & S. Maple  
Riverdale & Pine

## Rules and Procedures for School Bus Riders

Bus riding is a privilege. Failure to follow reasonable rules and guidelines could result in losing bus transportation.

1. Wait for your bus in a safe place, well off the roadway. Students **MUST BE** ready and waiting at least 5 minutes prior to the bus arrival. Parents should be at the stop at least 10 minutes in advance of regular drop-off time. Parents of elementary children **MUST** be visible from the bus.
2. Students should observe classroom conduct while riding the bus. Elementary students typically sit in the first few rows of seats with older students seated toward the middle and back of the bus.
3. Students must keep head, arms, and hands inside the bus at all times. Keep aisles clear at all times.
4. Students will be picked up and returned to their assigned stop every day. Arrangements for baby-sitters, visits, etc. must be made from the bus stop. **Notes to get off at a location other than the assigned stop will not be accepted because of school liability.**
5. Students must avoid unnecessary disturbing noises. Talk quietly; the driver must not be distracted while the bus is in motion.
6. Food, (including candy, suckers, and popcorn) are not allowed to be eaten on the bus. These cause messes on the bus.
7. No balloons may be taken on the bus as they block the vision of the bus driver.
8. Fighting, pushing, shoving, or other rowdy behavior will not be tolerated and will result in a ticket being issued.
9. No skateboards are allowed on the bus.
10. Each bus driver may make reasonable rules governing the conduct of students. Follow the rules of your driver.
11. There is a ticket system in place to help keep the bus safe and orderly. These are intended to inform parents of major, or chronic, misbehaviors. Actions that warrant the receipt of a ticket may result in the loss of bus riding privileges for a period of time. The duration will be noted on the ticket and the option of an administrative appeal does exist.

## **School Dress Code and Recess**

Children are able to learn better when they are dressed in clean and comfortable clothing. Your child will need your guidance in selecting proper clothes for school. The parent/legal guardian will be contacted by the office to provide a change of clothing in the event of inappropriate attire or an accident. Families are highly encouraged to provide a change of clothes to keep at school in the event of an accident.

It is recognized that appropriate student dress and grooming are the responsibility of the parent and the student. The administration respects the right of individual expression relative to one's appearance, but when one's appearance begins to adversely affect the educational process, or disrupt the educational environment, it is the staff's responsibility to intervene. Clothing and accessories, including but not limited to, purses, backpacks, jewelry and electronic device covers or decals may not display racial or ethnic slurs, historical symbols of oppression (i.e., confederate flag), gang affiliation, vulgar, obscene or sexually suggestive language or images, nor may they promote items or products that which students may not legally purchase or possess (i.e., alcohol, tobacco, vapes or illegal drugs). Hats cannot be worn in school except during special events planned by the teacher or school.

These rules also apply to everyone on school property during school hours and at school events.

Recess clothing must be suitable for the season. For safety reasons, tennis shoes and socks are encouraged on the playground during the warm weather months. If children wear other footwear to school, they may be asked to stand on the sidewalk during outside recess. We teach children to be prepared for outside play all year long. Warm clothing including snow pants, hats, mittens, and boots are a necessity for winter weather.

The children stay inside when raining or the "feels like" temperature falls below 10 degrees. There may be times when the sun is shining and the wind is being blocked by the building, but the "feels like" temperature is below 10 and outside recess may still be attempted. We use a weather app to determine temperature. The temperature readings are updated frequently and we do our best to check often.

If you are having difficulty getting your children winter clothing, please call the office and ask to speak with the school counselor, as we may be able to help supply clothing. All children are expected to play outside each day unless they have a medical condition. Children recovering from an illness must bring a note from the doctor if inside recess is required. In these cases, children must bring work with them to occupy their time.

## **Emergency Closings and Delays/Early Dismissals**

On days when inclement weather necessitates the canceling of school, a decision will be made as early as possible. Local television stations and other media outlets may broadcast closings or delays. **School Messenger** will also be used to contact families. Be sure to keep your emergency information current, as this is where the School Messenger system pulls from for calling. You can find the School Messenger tab on the home page of our district website. The district Facebook page also is updated with closing information.

### **First Aid and Medication**

We administer minor first aid only; we use a lot of ice and bandages. All medication must have a completed form with a doctor's signature authorizing its use. In addition, the district requires another form. In general, we try to manage things in our office. We make precautionary calls home when a head is bumped or a more severe injury is suspected. Allergies are to be documented on the emergency form completed at the start of each school year. Cough drops may be kept with a child's teacher if a parent provides a note.

### **Head Lice Policy**

Our school district's Head Lice Policy is intended to help control the incidences of head lice. The policy states that any child found with lice will be sent home for treatment. Head lice do not discriminate. There is a chance that all homes will experience lice at some point. Random head checks may be done at different times during the school year.

- When students are found to have lice and/or nits in their hair, the entire class may be checked.
- Siblings of infected students in other classes may also be checked.
- Children will not be allowed to ride the bus or return to class until cleared by office staff.

### **Valuable Items at School**

There are many new and exciting items becoming available to younger and younger students each year. Trading cards were once the most valuable items that a child attempted to bring to school. Now, electronic devices and cell phones are increasingly popular with young students. Many children have lengthy bus rides. We understand how these items may help for that ride to feel shorter. All items brought in by students are done so at the risk of the child/family. Expensive items are apt to be lost. Cell phones are NOT allowed to be used during the school day. If students have electronic devices, they should be kept with the classroom teacher and will not be able to be accessed during the school day. Be advised, however, that teachers will not be responsible for these devices. If parents need to communicate with students, parents should call the office or use the communication method discussed with the classroom teacher.

### **Student Birthdays**

Although it is fun and exciting for the students to have "special" deliveries on their birthday, please do not send balloons to your children unless you plan on picking them up from school that day. Balloons on the bus may block the driver's vision. Passing out of birthday party invitations openly at school is discouraged.

### **Pet Visits**

Due to student allergies, we cannot allow pets to visit for show-and-tell, especially pets with fur. Individual requests can be referred to the principal.

### **Food Service**

The elementary school cafeteria serves free breakfast and free lunch for all students daily throughout the school year. The menu is available online from our district web site. If children prefer to bring sack lunches, milk can be purchased for \$0.50 at the school. Please call our school kitchen extension #340 with specific questions about our food service program. If food accommodations are needed for medical purposes, a physician signed meal accommodations form must be turned in to the food service department.

### **Mancelona Elementary School Staff**

A complete and updated staff listing, including email, can be obtained under the elementary link of our district website.

[www.mancelonaschools.org](http://www.mancelonaschools.org)

## **When should I send my child to school?**

Suggestions for children and teens age 5-18. Recommendations may be different for infants and younger kids. If you have specific questions about your child, consult your health care provider.

<b><u>Symptoms &amp; Illnesses</u></b>	<b><u>Should my child go to school?</u></b>
<b>COVID: Exposure</b> Your child has been exposed to someone with COVID-19	<b>YES</b> – Your child can come to school, wearing a mask for 10 days if they don't have symptoms. If symptoms develop, test for COVID & stay home.
<b>Parent is sick, stressed or hospitalized</b>	<b>YES</b> – If you are sick, your child still needs to attend school. Your illness does not excuse your child from attending. We all get sick from time to time so plan. Get a neighbor, relative, spouse or friend to take your child to school or pick them up if they do not ride the bus.
<b>Chronic Diseases</b> (Asthma, Diabetes, Epilepsy...) A chronic disease is a long-lasting condition that can be controlled but not cured.	<b>YES</b> – Your child should attend school. School personnel are trained to assist your child with his/her chronic disease and associated needs.
<b>Child doesn't want to go to school</b> Frequent crying, fear, anger, not wanting to socialize, behavior change, stomachache, nausea	<b>YES</b> – You should keep your child in school but try to determine what is causing the changes. Talk to school personnel and a health care provider. Your child may be experiencing bullying, trauma, anxiety, or even falling behind in schoolwork. These and other issues may require you or your school's attention.
<b>Conjunctivitis (Pink Eye)</b> The white of the eye is pink & there is a thick yellow/green discharge	<b>YES</b> – Your child should attend school after a health care provider has started your child on eye drops.
<b>Head lice</b> Intense itching of the head, may feel like something is moving	<b>YES</b> – Your child can be in school if they have had an initial treatment of shampoo of hair with lice product.
<b>Strains, sprains, and pains</b>	<b>YES</b> – If there is know no known injury and your child can function, send them to school. If the pain is severe or doesn't stop, they should be checked out by a health care provider.
<b>Menstrual Issues</b>	<b>YES</b> – Most of the time menstrual (period) issues should not be a problem. If they are severe, then consult a health care provider.
<b>Strep throat</b>	<b>YES</b> – Your child can return 12 hours after starting antibiotics.
<b>Cold-like or COVID-like symptoms</b> Symptoms include cough, fever, chills, muscle pain, difficulty breathing, sore throat, loss of taste, loss of smell, diarrhea, vomiting, abdominal pain, headache	<b>NO</b> – Your child should be kept home until symptom free, and/or have been seen by a health care provider, and/or have a negative COVID test.
<b>COVID: Infection</b> A positive COVID test	<b>NO</b> – Your child should isolate at home for at least 5 days. If symptoms have improved, then can return to school wearing a mask for the next 5 days.
<b>Fever</b> Fever usually means illness, especially if your child has a fever of 101 or higher with other symptoms	<b>NO</b> – Your child needs to be fever free for 24 hours without using any fever reducing medicine before returning to school.
<b>Diarrhea</b> Frequent, loose or watery stool (poop) may mean illness but can also be caused by food and medication	<b>NO</b> – Your child should be free of loose stools for 24 hours before returning or be given the okay to return by a health care provider first.
<b>Vomiting</b> Child has vomited 2 or more times in a 24-hour period	<b>NO</b> – Your child should be kept home until vomiting stops for 24 hours.
<b>Coughing</b> Severe, uncontrolled, rapid coughing, wheezing, or difficulty breathing	<b>NO</b> – Keep your child home and contact a health care provider. For those with asthma, follow your child's Asthma Action Plan.
<b>Rash with Fever</b>	<b>NO</b> – Your child should be checked out by a health care provider.
<b>Vaccine Preventable Diseases</b> <b>Chicken Pox:</b> fever, headache, stomachache, sore throat, then red itchy rash on the stomach first then limbs & face <b>Influenza:</b> high fevers, muscle pain, coughing with a rapid onset <b>Measles &amp; Rubella:</b> swollen glands, rash that starts behind ears and spreads to face then body, sore joints, mild fever, cough, red eyes <b>Mumps:</b> fever, headaches, muscle aches, loss of appetite, swollen salivary glands <b>Pertussis (Whooping cough):</b> many rapid coughs followed by a high-pitched "whoop", vomiting, tired	<b>NO</b> – Keep your child home until a health care provider has determined that your child is not contagious.