

# **Mancelona Elementary Student & Parent Handbook**

**SCHOOL PHONE-231\*587\*8661**



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## 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.

**STUDENTS ARE COUNTED TARDY AFTER 8:30AM AND ABSENT AFTER 9:00AM**

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 10:00AM. 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. We monitor attendance closely as it is the key predictor of educational success.

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 if they are ill or have an excused absence.

## 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* (pg. 13) 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

**3:10** School Ends

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

**Please do not drop children off at school before 8:00AM**

**Supervision of children is not available prior to 8:05.**

*\*Please note: 4<sup>th</sup> grade Safety Patrols may be dropped off early at the front doors as directed by the safety patrol sponsor.*

## 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. Please update emergency contacts as needed. Parent/guardians are responsible for these changes and 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. ***PLEASE NOTE: The school WILL NOT have 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. (There will be no student drop-offs in the front of the building for K-4 students. Pre-K students may be dropped off at the front of the building after all buses have departed at approx. 8:15AM). 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 the cafeteria for breakfast then to their classrooms. The school day begins at 8:10. Parents will not be allowed in the office during this time as it is a busy time and confidentiality needs to be protected of all staff and students.

**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. For the safety of all staff, parents will be asked to wait in the vestibule area and not in the front office unless they need to speak directly to a secretary. This practice limits distractions in the office and allows our staff the opportunity to do their jobs responsibly and without distractions. Additionally, it allows for our staff to respect FERPA laws. Students will not be called out of class until their parent/guardian has arrived at the school.

**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.

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. Parents will not be in the office during dismissal time as it is a busy time and confidentiality needs to be protected of all staff and students.

***\*\*School Safety Officers are frequently on campus and will be made aware of parents not following laws and procedures.***

## **End of School Day Changes**

We ask that you communicate changes of routine to the office by **2:30 pm each day**. Changes after 2:30 will NOT be allowed. (Emergency cases will be considered on an individual bases). 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

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 and provides safety for students and staff. 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. Individual circumstances are to be directed to the building principal. Formal requests for teachers should be made in writing to the building principal before June 1 or each year. These requests are not guaranteed and should not mention a certain teacher, but rather attributes of a teacher that will benefit the child.

## **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 and/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. Teacher's will provide timely feedback for grade reporting.

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

**PLEASE NOTE:** Other assessments may be given to individual students based on needs and data.

- 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
- DIBELS—Progress monitoring for Tier 2 and Tier 3 students receiving ELA interventions.

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

In the 2017-2018 school year, districts became 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 and provide targeted reading interventions. 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 outlining the deficiencies. 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! Retention of 3<sup>rd</sup> grade students is NO LONGER required by state law.

### **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 your child struggles in reading, read with 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. Reading with a child builds reading skills as well as social emotional regulation.

### **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. Supporting your child’s education proves to them that you as a parent value the home – school connection.

### **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. All parents that want to participate in a field trip MUST have a completed volunteer form and approved background check on file

as they will be interacting not only with their own child, but other children as well. The safety of our students and staff are paramount. Therefore, parents that do not have this clearance will be denied the ability to participate in some school events. Please make certain that you get these needed credentials in plenty of time to attend school functions. Additionally, if parents threaten any staff member or administrator they will not participate in school functions or field trips and they may be denied access to the school through a no trespassing order that will be executed by law enforcement.

### **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. We have a behavior team that will reach out to parents to discuss escalated behaviors. Otherwise, a teacher will call and communicate with parents regarding minor behaviors. Parents are highly encouraged to work together with the teacher to benefit the education and success of their child.

### **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 targeted 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. If a child or parent suspects bullying, please talk with a teacher, counselor or the school administrator as soon as



possible. Do not wait until there is an incident that could cause a student real harm. Once reported, an investigation will be initiated.

Below is a link from *Psychology Today* that provides more information about bullying.

<https://www.psychologytoday.com/us/basics/bullying>

The behavior team, counselors, social workers and the administration will work together quickly to mitigate situations where bullying is found. This may include a safety plan, restorative practices or suspension. Parents will be a part of the communication process throughout the investigation. Please understand that due to **FERPA** (*Family Educational Rights and Privacy Act*) school staff is NOT allowed to communicate what happens to other students. This includes educational progress and discipline.

If there is a situation where, through an investigation, bullying is not found, there may be an opportunity for reteaching social skills and/or counseling services, which can be provided during the school day.

### **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. Any and all bus concerns will be directed to the transportation supervisor, not school administrators.

### **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.
12. School administrators and the director of transportation will work together if a bus suspension is warranted. All final say goes to the director of transportation.

### **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 and weather conditions. 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 for all Kinder-Second grade students.

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. Tight shorts, very short shorts and/or cut off shirts and shorts are not allowed.

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. Before coming to school, please teach your child how to dress in this clothing.

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 families. 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. Please be aware that the Ironmen Health Center is available for your medical needs.

## 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.
- Red notices will be sent home in the event of any communicable disease.

## 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. **ONLY STORE BOUGHT** baked goods are allowed for birthdays. **Please make certain with the teacher that there are no allergies in the classroom.** Homemade items will not be served. Please provide napkins for the teacher. (cookies and cupcakes are easiest). Only 20 min. at the teacher's discretion will be spent celebrating a birthday in the classroom.

## 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. Additionally, parents should not bring animals on campus.

## 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. Parents are responsible for communicating these accommodations, not the student. **No outside foods, except lunches and birthdays, should be brought into the school. Meaning, students should not bring McDonalds into the school for breakfast. Meals are provided by the school.**

## 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)

## Snacks, Treats & Drinks

Any snacks or treats sent by parents should be of nutritional value. No cookies, cakes, or highly processed chips should be sent with students. Additionally, ONLY WATER BOTTLES are allowed at school. No Gatorade, flavored sodas or milk are allowed. Water filling stations are located within the building. Students may not share snacks with their friends. If a parent sends snacks for the entire class, the teacher will quickly and efficiently distribute the snack. Snacks will be consumed at the teacher's discretion during an independent work time. Samples of Allowable and Non-Allowable snacks are below. **PLEASE CONTACT THE TEACHER TO BE CERTAIN OF STUDENT ALLERGIES.**

ALLOWABLE SNACKS (Examples)	NON-ALLOWABLE SNACKS (Examples)
<ul style="list-style-type: none"><li>• CRACKERS</li><li>• CHEESE SNACKS</li><li>• FRUIT/VEGGIES</li><li>• GRANOLA/PROTEIN BARS</li><li>• CHEESE STICKS</li></ul>	<ul style="list-style-type: none"><li>• CHIPS—(EX. TAKIS, DORITOS)</li><li>• CANDY</li><li>• COOKIES</li><li>• HIGH SUGAR SWEETS</li><li>• PEANUT BUTTER SHOULD BE AVOIDED IF A CHILD IN THE CLASS HAS AN ALLERGY</li></ul>

## Homework

Homework is considered a responsibility and should consist of reviewed concepts that can be completed independently by the student or with minimal help from family. Homework can consist of reading each night and practicing skills. Grades are not provided, but it is a reasonable responsibility of the student to complete their homework. Each teacher or grade level may differ slightly, but it is reinforcement of skills learned in the classroom. If help is needed, please contact the classroom teacher. Students are provided a reasonable amount of time to finish this work.

## 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.

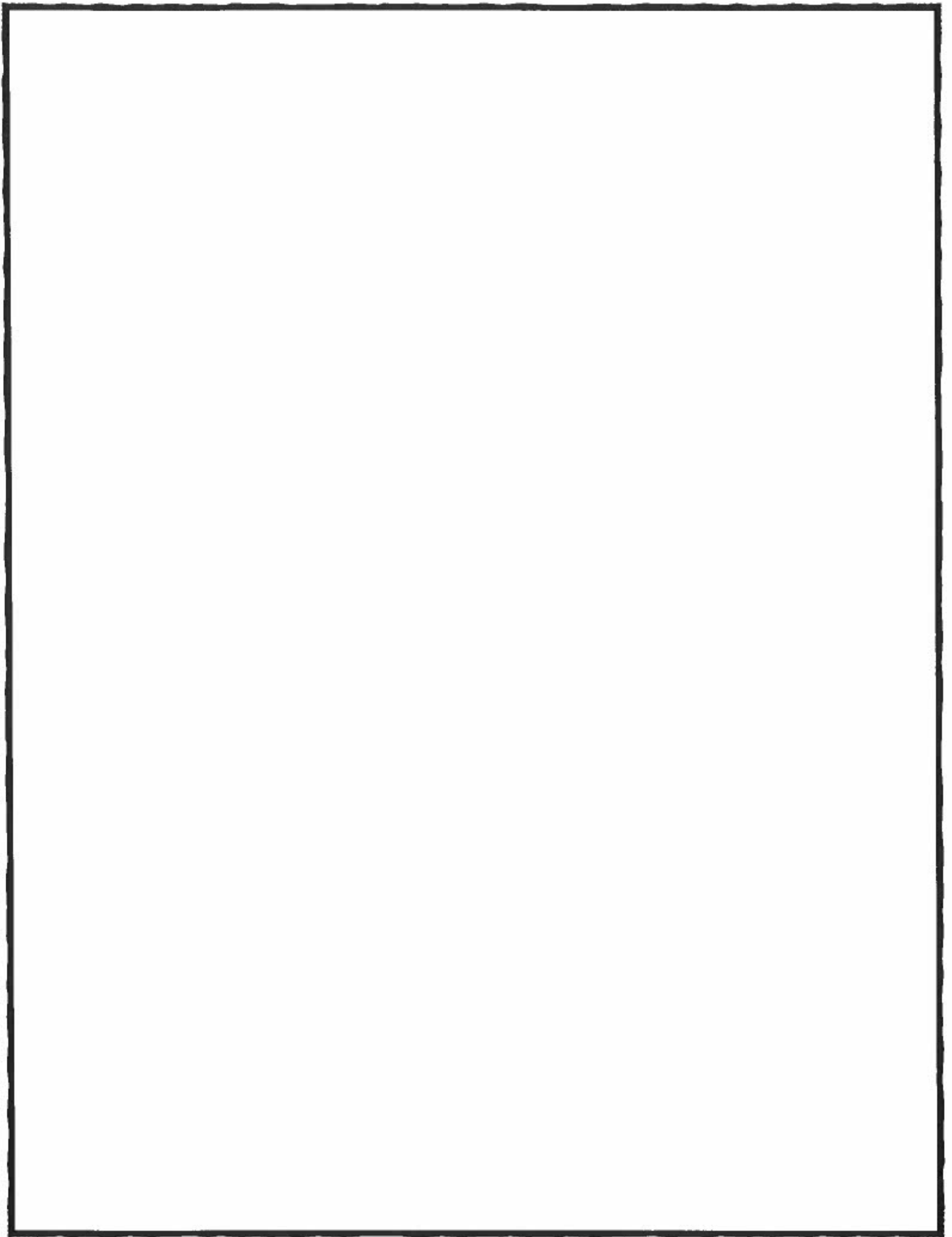
<b>Symptoms &amp; illnesses</b>	<b>Should my child go to school?</b>
<b>COVID: Exposure</b> Your child has been exposed to someone with COVID-19	<b>YES</b> – Your child can come to school, wearing a mask for 10 days if they don't have symptoms. If symptoms develop, test for COVID & stay home.
<b>Parent 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 (Asthma, Diabetes, Epilepsy...)</b> 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 heath 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> – You 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.



## Class Descriptions:

**English Language Arts:** In students' English Language Arts class, they receive instruction, practice, and feedback related to all of the Common Core State Standards appropriate for their grade level. **Mathematics:** In students' Mathematics class, they receive instruction, practice, and feedback related to all of the Common Core State Standards appropriate for their grade level. **Science:** In students' Science class, they receive instruction, practice, and feedback related to all of the Common Core State Standards appropriate for their grade level. **Social Studies:** In students' Social Studies class, they receive instruction, practice, and feedback related to all of the Common Core State Standards appropriate for their grade level. **Fine Arts:** Students receive instruction, practice, and feedback relevant to grade-appropriate fine arts, including music and visual arts. **Physical Education:** students receive instruction, practice, and feedback related to age-appropriate motor skills, movement patters, and knowledge and skills to achieve health-enhanced fitness. **Power Up:** students received instruction, practice, and feedback regarding grade-appropriate, literacy skills. **Art, STEM, Music**—These courses are all provided by a certified teacher and will take place in the first or second semester. All provide basic skill in Art, Music and STEM (coding & robotics). Music will provide 4<sup>th</sup> graders with recorders. Music will also provide Music Instruction as well as Choral instruction. All of these courses take place during the school day during the Specials Area Rotation.

Course Name	Expression	Term	Number.Sect	Teacher Name
5489 HomeRoom	1(A)	24-25	CJKAM	Johnson, Celeste
5489 HomeRoom	2(A)	24-25	CJKPM	Johnson, Celeste
5489 HomeRoom	1(A)	24-25	CS4AM	Strong, Carolyn
5489 HomeRoom	2(A)	24-25	CS4PM	Strong, Carolyn
5489 HomeRoom	1(A)	24-25	EA2AM	Ancinec, Emily
5489 HomeRoom	2(A)	24-25	EA2PM	Ancinec, Emily
5489 HomeRoom	1(A)	24-25	JS3AM	Schepperly , Jessica
5489 HomeRoom	2(A)	24-25	JS3PM	Schepperly , Jessica
5489 HomeRoom	1(A)	24-25	JW2AM	Winslow, Julie Lynn
5489 HomeRoom	2(A)	24-25	JW2PM	Winslow, Julie Lynn
5489 HomeRoom	1(A)	24-25	KC1AM	Croad, Kristy
5489 HomeRoom	2(A)	24-25	KC1PM	Croad, Kristy
5489 HomeRoom	1(A)	24-25	KJ1AM	Jarvis , Katelyn
5489 HomeRoom	2(A)	24-25	KJ1PM	Jarvis , Katelyn
5489 HomeRoom	1(A)	24-25	LC1AM	Compton, Lisa
5489 HomeRoom	2(A)	24-25	LC1PM	Compton, Lisa
5489 HomeRoom	1(A)	24-25	LGKAM	Grams, Lynette
5489 HomeRoom	2(A)	24-25	LGKPM	Grams, Lynette
5489 HomeRoom	1(A)	24-25	ME3AM	Michaels , Melanie
5489 HomeRoom	2(A)	24-25	ME3PM	Michaels , Melanie
5489 HomeRoom	1(A)	24-25	MM3AM	Morris, Mary
5489 HomeRoom	2(A)	24-25	MM3PM	Morris, Mary
5489 HomeRoom	1(A)	24-25	RS4AM	Snodgrass, Rebecca
5489 HomeRoom	2(A)	24-25	RS4PM	Snodgrass, Rebecca
5489 HomeRoom	1(A)	24-25	SKKAM	Kraut, Shannon
5489 HomeRoom	2(A)	24-25	SKKPM	Kraut, Shannon
5489 HomeRoom	1(A)	24-25	ST4AM	Toomey, Sierra
5489 HomeRoom	2(A)	24-25	ST4PM	Toomey, Sierra
R-4	2(A)	24-25	RGPM	Grewe, Rosemary







## General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Never carry the Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebook should be shutdown when not in use to conserve battery life.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

## Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean on top of the Chromebook.

Do not place anything near the Chromebook that could put pressure on the screen.

Do not place anything in your carrying case that will press against the cover.

Do not poke the screen.

Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks.

Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## Using Your Chromebook

### At School:

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

### Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

## Personalizing the Chromebook

Students are asked NOT to personalize the Chromebook or case with stickers or ink. Appropriate music, photos and videos may be added to the Chromebook. Personalized media is subject to inspection and must follow the Mancelona Public Schools acceptable use policy.



## Software on Chromebooks

### Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest update of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time-to-time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students.

### Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

### Content Filtering:

MPS Chromebooks will be using Content Keeper Filter. Some sites may be blocked due to content.

## Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

Record of serial number and asset tag

Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

### Chromebook Support:

Malfunctioning Chromebooks can be dropped off to the office, of the building the student would be attending, for repair/replacement