

# McBain Elementary



## Parent/Student Handbook 2024-2025

825-2021

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## Welcome to McBain Elementary

Dear Families,

We are so excited to welcome you to the new school year and to McBain Elementary. For those who are continuing their education with us, we look forward to another great year of learning and fun. For those who are joining us for the first time, we look forward to meeting you, getting to know your children, and helping you find a home at McBain.

Our staff is dedicated to providing a relevant, up-to-date education that utilizes the best curricular and technological tools. We will support and challenge your child as they strive to reach their academic goals. Additionally, we will provide for their social and emotional needs as they learn to interact with other children.

As we move into the year, we can't wait to partner with you. Please keep open house, conferences, Title 1 night, and other school events in mind as opportunities to visit the school, chat with staff, and become a part of your child's educational journey.

In the meantime, if you need anything or have any questions, please do not hesitate to contact the office.

*Mr. Wissner*

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## **Attendance**

Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Students are expected to be on time to school each day and ready for class to begin at 8:05 AM. When your student is absent, please call the school office before school starts to verify his or her absence.

The Attendance and Tardiness Policy for Elementary School includes four progressive steps for both attendance and tardiness which are designed to be informative and to lend assistance whenever possible.

## **Absences**

Michigan School Attendance Law provides that children must attend school between the ages of 6 and 16. We understand that there are valid reasons why your child might miss school, but **any absence is considered an absence, even if you as the parent excuse them from school.**

When your child is ill, he/she should not be permitted to attend school. We ask to be notified by the parent or guardian when pupils are absent or tardy. **Please call the school office (231)825-2021** (This phone line is available 24 hours). **Please call each day your child is absent**, unless you have previously indicated he/she will not be in school for an extended period of time. Please provide any doctor's notes to the office so we can log them into PowerSchool and keep record of them.

Children whose absences are equal to 10% or more of the days attended are considered excessively absent. For example, if the school year has held 30 school days, then students who have missed 3 or more days are excessively absent. In an effort to improve attendance, the school will begin to follow the attendance policy which is outlined below.

The staff at McBain take attendance in the morning and in the afternoon. In this way, students may have days where they are absent for a portion of the day and present for a portion. For example, students who miss the morning due to an appointment or scheduled event but return to school in the afternoon will be marked absent for the morning and present for the afternoon. This will count as a half day absence rather than a full day absence.

## **Tardy**

Students that arrive after 8:05 AM will be considered tardy. Students arriving after this time should report to the office and **MUST** be signed in by a parent/guardian. Students who arrive after 9:00 AM will have missed a portion of their morning instruction and will therefore be marked absent for the morning. Students who arrive at school after 1:00 PM will have missed a portion of their afternoon and will

be marked absent for the afternoon.

### **Vacation Absences**

Children are expected to be in school every day except for illness or extenuating circumstances. The school district has scheduled vacation times and district calendars are available at the beginning of the year.

We know that occasionally an opportunity for a family vacation arises that does not correspond to a school holiday. While an absence of a day or two does not usually create major problems, extended vacation absences of a week or more are discouraged.

It is almost impossible for the teacher to create homework packets that will match the classroom instruction for a week or more. Also, the reality is that if a family is on vacation, time for major homework is not available; much of what happens in a classroom is based upon oral discussion, examples, and hands-on activities. Extended absences could result in loss of full credit for assignments because the student was unable to participate in the required class activities.

### **The Four Steps of The Attendance Policy are as Follows:**

1. **5 or more** absences: First parent contact by mail.
2. **10 to 15** absences: Second parent contact by certified mail including meeting with the Principal and a health referral, if appropriate.
3. **15 or more** absences: "Legal Notice to Parents or Guardians of Non-Attendance of Children in School" sent to parent by certified mail and referral to local agency and ISD truancy representative.
4. If there is not an improvement in attendance, then the ISD will file truancy with the local judicial system.

### **The Four Steps of the Tardiness Policy are as Follows:**

1. **5 or more** times tardy: First parent contact by mail.
2. **10 to 11** times tardy: Second parent contact including meeting with Principal and a health referral, if appropriate.
3. **12 to 40** times tardy: Parent contact including meeting with Principal and referral to local agency.
4. **41+** times tardy: Parent contact including meeting with Principal and referral for appropriate support services.

*Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. Thank you for your continued support as we work together to provide a successful educational experience for your child.*

### **Emergency Information**

We need you to keep your Enrollment Form UP TO DATE. It is VERY important we

have a current phone number and address. If we have an emergency with your child, we will have to get in touch with you. If something needs changed, it is as easy as calling the main office: 231-825-2021.

## **Pick Up and Drop Off Procedure**

### **Drop-Offs at the Beginning of the Day**

Parents may drop off their students on the east side of the complex in the big parking lot. You can pull up to the elementary entrance to let your child out of the car. Staff will be there to greet them and let them in. The earliest morning drop-off time is 7:40 AM. Students are not permitted in the building prior to 7:40 AM. Breakfast in the classroom begins at 7:55 AM and class begins at 8:05 AM. On delayed start Mondays, the earliest drop off is 9:40 AM (no breakfast is served), and classes begin at 10:00am.

### **Late Drop-Offs/Early Pick Ups**

Any student that is being dropped off late or picked up early will need to be signed in/out by parents at the office. Parents must report to the office where the sign in/sign out sheet is located. The office must be aware of every person in our building at all times.

### **End of the Day**

All students that are being picked up at the end of the day will be sent to the east elementary entrance where parents will pick them up. There will no longer be end-of-the-day pick-ups at the office, in the hallways or at the classrooms. We ask that all calls for changing a pick up or drop off be made before 2:00 PM, unless it is an emergency. Calls that come in after 2:00 PM contribute to a very chaotic end to the day and we cannot guarantee we can make the necessary change. We want to be sure the children get to where they are supposed to be!

## **Bus Transportation**

The majority of students attending McBain Elementary are transported to school by bus. A set of bus rules is included in the first day packet. Please review these rules with your child. Students should arrive at the bus stop no earlier than five minutes before scheduled pick up and should behave in a manner which ensures their own safety and that of their fellow students. The bus driver will notify parents if problems occur. When a student is taking an alternate bus home, the office will issue a bus pass upon receipt of a note or phone call from the student's parent. Bus routes and times are established by the Transportation Director, Scott Dunham. Call (231)825-2491 if you have questions/concerns about bus transportation.

## Daily Schedule

### Arrival

Students should not arrive at school before 7:40 AM as supervision by staff cannot be assured until that time. The outside whistle blows at 7:50 AM. In-class breakfast begins at 7:55 AM. Class officially starts at 8:05 AM. Students arriving after that time will be marked tardy and will not be served breakfast.

### 2024-2025 Schedule

7:30 AM	Elementary Office opens
7:40 AM	Students begin arriving at school
7:55 AM	Outside Whistle (indicates students are to enter)
7:55 AM	Breakfast in the Classroom begins
8:05 AM	School begins (Tardy after this time)
3:00 PM	Dismissal

### Lunch Schedule 2024-2025

Grade	lunchtime	Recess	Inside
4th Grade	10:50	11:05	11:25
3rd Grade	11:00	11:15	11:35
2nd Grade	11:10	11:25	11:45
1st Grade	11:20	11:35	11:55
5th Grade	11:35	11:50	12:10
K	11:45	11:15 out / 11:32 in	Back to class 12:20

### Dismissal

Regular school dismissal is 3:00 PM

Keeping in mind the importance of daily instructional time, parents are encouraged to use discretion when scheduling appointments that require early release from school.

If necessity requires that your child be released from school at a time other than regular dismissal, a note from the parent to the teacher, or office, is required and your child must be signed out and picked up from the office. **Your child will only be released to you or to a person authorized by you.** Children may never be released to anyone at the classroom door, in the hallway or from the bus line.

The office will no longer accept calls for students after 2:00 other than in the case of an emergency.



### **Lunch**

Students in grades K-5 remain at school for lunch. A lunch menu can be found on our website. Reduced or free lunches are available for students who qualify for these federally supported programs. Necessary paperwork to apply for free and reduced lunch is available in the Elementary Office and on [www.mcbain.org](http://www.mcbain.org). If the student's account has a negative balance on more than one occasion the student may be given an alternative lunch until the account is made current. Parents can be notified when balances become negative. In order to receive this service, please call Tech Deck: 231-825-3817 or email [techhelp@mcbain.org](mailto:techhelp@mcbain.org). Students have 35 minutes total for lunch and recess.

### **Recess**

Children are expected to be dressed appropriately to go outside every day. Adult supervisors monitor the playground activities. Children are prohibited to re-enter the building at any time without permission from a supervisor. In case of inclement weather or if the temperature is below 10 degrees or a wind chill below 0, recess is held inside.

Should your child not be able to participate in recess due to illness or injury, a note from home will allow them to stay in for **one day**. A note from your physician is required for your child to remain inside for more than one day.

### **Books and Supplies**

Textbooks and library books are provided for students' use without charge. Students are responsible for the care of these books and will be asked to pay replacement costs if the books are damaged or lost. This includes textbooks and personal classroom items loaned by teachers.

A school supply list is sent home to each student by their classroom teacher at the beginning of each school year. However, additional notes may be sent home from time to time requesting items like facial tissues or hand sanitizer for the convenience of your child.

### **Homework**

Homework is ultimately the student's responsibility; however, parents should provide a time and place for homework completion. A student agenda is used to facilitate home to school communications in grade 4 and 5.

The District's Homework Guidelines state that the amount of homework will vary from week to week depending on the units being studied and students' grasp of concepts. These Guidelines are provided in a separate handout which is sent home, or can be requested through the office.

### **Report Cards**

Report cards are sent home with students on a quarterly basis for 3rd-5th grade and three times a year for K-2nd grade.. 3<sup>rd</sup> – 5<sup>th</sup> Grade parents can also monitor students grades on Parent Connect. The Tech Deck can assist in signing up for that service.

Progress reports are sent during the mid-term of each quarter.



### **Testing**

Each year, students at McBain Elementary participate in local, state and national testing. The state mandated test, M-Step, is administered each spring to 3<sup>rd</sup>- 8<sup>th</sup> grade students. All students take Math and English Language Arts assessments, 5<sup>th</sup> graders also take the Science and Social Studies state tests. These are NOT timed and accommodations are administered as needed for individual students.

State Law also requires districts to use a benchmark assessment 3 times a year. This assessment assists educators to identify students who may be at risk in a particular subject and allows for individual curriculum adjustments to be made. McBain Elementary uses the NWEA; this is a nationally normed assessment that is also untimed.

McBain Elementary also uses many other in-house assessments as needed to monitor students' growth and understanding of the curriculum.

### **Classroom Placement**

Teachers, along with the principal, work together carefully on class composition. All placements are based upon the best available information including student records, teacher observations, professional judgment and diagnostic assessment. The social and academic needs of all our students are always considered prior to classroom placement. The final decision for placement rests with the principal. **Requests for specific teachers cannot be honored due to the complexities of the placement process. However, if you have specific concerns about your child, please share these with the principal in writing during the month of April.** Once class lists are developed, changes are not made unless class sizes become unbalanced.

## **Field Trips**

Most field trips are self-supporting activities for which students are asked to pay part of the cost (entrance fees, etc.). Parents may be asked to help chaperone and ride on the bus, or in some instances be invited to drive in their own cars. District policy does not permit younger siblings (non-school age) to ride on McBain School buses or attend field trips. All volunteers/chaperones must fill out a background form and be approved by administration PRIOR to attending the field trip. Forms can be found on [www.mcbain.org](http://www.mcbain.org)

Students and families are given appropriate prior notice of field trips and deadlines for permission slips. Students not turning in permission slips may not be permitted to attend the field trip, and may spend the day in an alternative classroom or the office.

## **Instrumental Music**

The band program is available to your child beginning in 5<sup>th</sup> grade. We continue to build and strengthen skills that were developed in general music class. Students will learn, use and develop more advanced music skills. Students will have the opportunity to play musically on an instrument of their choice.

## **Music**

The music program consists of many different activities: singing, playing, dancing, listening, and moving to music. On the Orff instruments students improvise, compose and create their own rhythmic accompaniments. Music is an important part of your child's education. It follows the classroom curriculum, and enforces and enhances basic education goals.

## **Physical Education**

The physical education program tries to heighten the physical abilities of each child. Our program deals with the development of skills and the importance of physical fitness for each individual. Children are expected to participate in physical education unless they have a written doctor's request to be excused.

All children in grades K through 5 have scheduled physical education classes twice a week. Students are required to wear a pair of rubber soled shoes.

## **PBIS: Positive Behavioral Interventions and Supports**

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

Our goal at McBain Elementary is to help our children develop into productive citizens who look for opportunities to help and encourage one another. The staff and adults in the building will model this by observing and recognizing positive behavior and interactions. Throughout the year, we will hold celebrations to recognize those who are caught following our focused characteristics and traits.

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year, the PBIS team will send updates and information about PBIS.

### **Code of Conduct**

McBain Elementary's full Code of Conduct can be found on our website under the Elementary tab. Scroll to the Handbook link, hover over it, and the Code of Conduct link will appear. The Code of Conduct explains more about our PBIS approach, prohibited behaviors, and potential consequences for those behaviors.

In the event that a student engages in behavior that may warrant a suspension, the school shall consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether a lesser intervention would address the behavior before administering discipline.

When conducting an investigation, students may be questioned by school officials at any time, without parent notice or consent; consistent with the school's obligation to maintain a safe and orderly learning environment.

### **Anti-Bullying Policy**

Bullying is a prohibited behavior at McBain Elementary and is dealt with in a manner that is consistent with our reporting process and Code of Conduct. The district's anti-bullying policy along with our reporting process is publicized on our district website. You can find it under the Administration tab on the main page. Any questions about the policy or reporting process can be directed to the principal.

Additional details about potential consequences for those who engage in bullying behavior can be found in our Code of Conduct.

## **Dress Code**

Clothing worn to school should be conducive to health, safety, and appropriate learning. Inappropriate dress would consist of, but not be restricted to:

- Items that promote drugs, alcohol, or tobacco
- Items with profane or sexually suggestive writing/pictures/images
- Items that exhibit involvement in gangs or any unauthorized organization deemed to be in conflict with school policies and practices
- Items that conflict with community standards, district policy, or state law
- Non-prescription sunglasses within classrooms
- Going without shoes
- Suggestive clothing and any items of clothing of an inappropriate length or size
- Beach clothing
- Chains, handcuffs, spiked leather and other metal paraphernalia
- Hats worn in school
- Coats worn in the classrooms (exceptions will be made where appropriate)
- Pants must be secured so that undergarments are not visible
- Clothing that is too tight or revealing is not allowed

**Please be aware that flip flops are unsafe footwear on the playground.**

## **Phones**

Office phones and teacher's classroom phones are for official school business only. Students are not allowed to use the phones unless authorized by staff in emergency situations.

Telephone calls about forgotten items (lunches, homework, permission slips, or after school activities) are discouraged. It is important for students to learn responsibility for bringing what they need to school each day. Parents can be most helpful by assisting students to be responsible for organizing their materials the night before.

## **Cell Phones**

Students having cell phones at school is firmly discouraged. The school is **NOT** responsible if a cell phone is lost or stolen, so please educate your child. If a student has their phone out and/or on during the day, it will be sent to the office and you, the parent will need to pick it up from the office. It will not be returned to the student. Thank you for your assistance with this matter.

## **Prohibited Items**

Students should come to school ready for their instructional day. Any items that distract from this goal should be left at home. This includes dangerous, valuable, sentimental, or electronic (iPods, Cell phones, etc.) items, large sums of money, or invitations to outside of school parties. Candy and gum may not be consumed on the playground due to danger of choking.

Dangerous items or valuable items will be confiscated and returned only to a parent. Possession of these and other prohibited items is cause for action due to a *violation of the McBain Rural Agricultural Schools Code of Conduct*. This document is available to every family in our district via [www.mcbain.org](http://www.mcbain.org). If you need a copy, please contact our office.

If it is suspected or determined that a student has a prohibited item, the principal may search the students locker, desk, or belongings without reason or notice. The school can ask for assistance from law enforcement if it is deemed necessary.

## **Selling / Trading at School**

There is no selling, trading, betting or gambling, at school or on the playground. Consequently, there is no need for children to bring money to school unless it is specifically for a school-related project or activity.

## **Conferences**

Parents are encouraged to participate in all school conferences. We schedule conferences in the fall and spring so that families may discuss the progress and growth of their child with the teacher. We encourage parents to confirm appointments with the classroom teacher. Parent Teacher Conferences are intended for you to learn how your child is progressing individually within the grade.

Extra appointments throughout the year may be made through a note to your child's teacher or a call to the office. In order to not interrupt the educational process, teachers may not answer parent phone calls during instructional time.

## **Evening Activities**

Please remember that evening activities at McBain Elementary, such as the Title I Night, are family events. Children of any age should *not* be dropped off or permitted to attend a school event without adult supervision. This policy also applies to middle and high school students. Unattended students will either be asked to leave, or parents will be contacted and the child will wait in the school office until a responsible adult arrives.

## **Emergency Documents**

Parents are required to fill out the Information Sheets completely in case someone needs to be reached in an emergency. They must be returned during the first week of school. Please keep the school information updated for all emergency contacts as they arise.

Students are only released to authorized parties, unless a note from a parent is submitted to authorize release to another party.

At home, please discuss and designate "safe houses" where your child could go should unusual circumstances occur. Such situations may include emergency school closing, when students arrive home to find no one there, or have lost their key.

## **Kindergarten Orientation**

Each spring, parents of incoming kindergarten students are invited to Kindergarten Roundup. School personnel are introduced and a brief overview of kindergarten is presented. All necessary assessments will be conducted during the scheduled one-hour session, including the collection of enrollment paperwork.

## **Injuries**

Occasionally students are injured while at school. Depending on the nature of the injury, we will apply ice as needed and have the child observed and examined by the nurse. The nurse will call the parent and/or 911 for emergency assistance, if necessary. Fortunately, most of our injuries are not serious in nature. However, we address each one with the same concern. If a child bumps his/her head, we apply ice and observe the child for some time. We notify the teacher and the parent. We do not “dig” for slivers. We will pull them out if they are extruding from the body. We cannot apply or administer any medications not authorized for the student. Soap, water, band-aids, and ice are all we are able to provide.

## **Illness/Communicable Disease**

We make every effort to keep communicable diseases out of our school. Please help us by keeping your child home when the following symptoms appear: coughing, fever, sore throat, sores, chills, significant runny nose, ear and/or eye discharge, rash, upset stomach, and swollen glands. Communicable diseases that result in exclusion from school are: COVID-19, German Measles, Measles, Mumps, Chicken Pox, Scarlet Fever, Scabies, Head Lice, Pink Eye, Impetigo, and Ringworm. Please contact your doctor for evaluation, treatment, and to determine if your child is ready to return to school.

## **Immunization**

Immunizations are required by law. Student immunization records must be up-to-date or a waiver on file. Routine inoculations may be obtained through the Health Department at no charge or by contacting the school nurse. Phone (231)839-7167 for more information. Children not up-to-date on their immunizations will be excluded from school.

## **Vision/Hearing Screening**

In order to register for school, all Kindergarten students must have proof of vision and hearing screening. In addition, children are screened for vision in grades 1, 3, and 5, and for hearing in grades 2 and 4. Staff may also refer a child for screening at any time if there is a concern about a student's ability to see or hear.

Vision and hearing screening are available at the #10 Health Department free of charge. Phone (231)839-7167 for more information.



## **Visitations**

After making prior arrangements with your child's teacher, you are welcome to visit the classroom to see the regular, on-going instructional program. Please sign in at the office and request a visitor's badge before visiting the room. This helps the staff to monitor the presence of any unauthorized persons in the building.

## **Parking at School**

Parents and visitors are to enter the building by the Elementary Office on the west side of the building. Parking or dropping children off on the north side of the playground during normal school hours is prohibited.

## **Parties**

School parties are typically planned for Halloween, Christmas, and Valentine's Day. Please be sensitive to children's feelings when scheduling parties outside school. Party invitations **may not** be distributed at school, and, if possible, please avoid picking up groups of students from school to attend an out of school party.

## **Volunteers**

We encourage and welcome volunteers. Volunteers are a vital part of the success of McBain Elementary. It is important for the safety of all our children that the office know who is in the building at all times. If you are able to commit to a regular schedule, we will need to do a background check before permitting you to volunteer. Forms are available on the website or the office. If you are a volunteer during school hours, please sign in at the office and request a volunteer badge.

Children are expected to treat our volunteers with the same respect offered the school staff. Any questions regarding behavior or appropriate consequences may be directed to the classroom teacher or the office. Many opportunities exist both in and out of the classrooms, either working with children or helping prepare classroom materials. The Parent Action Committee (PAC) also sponsors several activities which provide opportunities for volunteers both during and after school.

Please check with the office as to the advisability of bringing non-school aged children with you for your volunteer activities.

## **Lost and Found**

Articles of clothing and other items that are lost by students may be found in the main hallway. Please put your child's name inside his/her coat, hat, boots, shoes, etc. Other children may have similar styles and colors of clothing. Lost and found articles not retrieved by the end of each quarter will be donated to a charitable cause. Smaller items such as wallets and jewelry may be found in the office.

### **School Closings**

All unscheduled school closings will be sent out via text, email or phone, Smile FM as well as TV stations 9&10 and 7&4.

If it becomes necessary to send children home early due to deteriorating weather conditions or equipment failure, the school office will make every attempt to notify parents by previously listed methods. Please DO NOT call the school during emergencies, as we need to keep our phone lines available. Parents should review their family plan for emergencies with their children several times each year.



## **Medication**

It is the policy of McBain Elementary to cooperate with parents when medication needs to be administered during the school day according to physician's orders. Appropriate precautions are taken regarding medication and all information regarding medication is confidential.

Medication authorization forms, signed by the parent must be on file with the school nurse before any medications can be administered. Medication forms are available upon request. No prescription medication *or* over-the-counter medication (cough syrup, cough drops, aspirin, vitamins, etc.) will be administered without the completed form on file. The staff is not permitted to allow students to self-administer non-prescription drugs while at school. **Please do not put medication in lunchboxes, backpacks or send with your child on the bus or instruct your child to take medications during lunch.** This policy protects the students taking the medication and also protects other students from inadvertently acquiring medication intended for someone else.

The building Principal may refuse to honor a request to administer medication when in his/her opinion the nature of the situation dictates that a parent or guardian may be better suited to the task.

## **Pictures**

Individual portraits are usually taken during fall of each school year. You will receive information regarding the procedure prior to scheduled dates. Every child will have his/her picture taken, even if they do not desire to purchase a package. These pictures are used for school records and for the class composite.



## **Emergency Drills**

In accordance with District policy, each building principal, on a periodic basis, shall conduct emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as tornado alert, civil defense disaster, fire and any other such emergencies.

### **Severe Weather Drill**

An intermittent bell sound will notify students/staff of Severe Weather Drill. Students and staff are required to follow procedures set in place when an Alert Drill is happening.

### **Fire Drill**

A constant bell will sound for a period of 2 – 3 minutes to notify students and staff of a Fire Drill. Students and staff are required to follow procedures set in place when a Fire Drill is happening.

### **Lockdown Procedures**

A *Soft Lockdown* is declared when, in the opinion of the administrator in charge, it is necessary for students to clear the halls and return to their assigned classroom. This may be a medical emergency, outdoor chemical spill, or toxic gas. Regular activities may continue in the classroom.

A *Hard Lockdown* is declared when the safety of students and staff requires students and staff to stay in their classrooms and stop classroom instruction. All interior doors are closed and locked. Lights are extinguished and students are kept out of the line of sight of exterior and interior windows and doors to the extent possible.

## **Additional Programing**

### **McBain Community Library**

The McBain Community Library is open to all students, staff, and parents during the school day. Teachers may choose to sign up their classes for regular visits, or on an as-needed basis. Students may come to the library individually or in small groups only at certain times with permission from their teachers. It is our goal to make it possible for students, staff, and parents to visit the library as often as needed.

Students will be shown how to use the equipment that is available, and will then be expected to do so properly.

Students are allowed to check out books from the library for a three-week period. All books must either be returned or renewed at the end of that time. After the first week any book not returned or renewed is considered to be overdue. No further books may be checked out until overdue books are returned. After two weeks a reminder will be sent home. After three weeks the Library staff will contact parents by phone. After four weeks the students will be expected to pay for the lost book.

Computers in the library have internet connection. These will be used for educational purposes during the school day and only under the supervision of the teachers and library staff. All students using the internet are required to complete the "Student Internet Contract." There will be no unsupervised browsing of the internet during school hours.

### **Parent Action Committee**

The **Parent Action Committee (PAC)** is a group of parents who seek to serve alongside the school improvement team and assist the school by planning and implementing events.

Opportunities for parents to participate at McBain Elementary are numerous. A PAC membership drive is held at the fall open house at the beginning of each school year. We encourage everyone to join! Please attend our quarterly meetings, or watch the "Rambler Weekly" for requests concerning needs for volunteers. There is a place for you as well as your child at our school. Become involved and stay involved in your child's education through your McBain Elementary PAC. Contact information is available by calling the school office at (231)825-2021.

### **In-House Multi-Tiered System of Support**

MTSS is our building-level support system. The primary purpose of MTSS is to provide an organized way for teachers and parents to support each other in resolving student concerns. The basic premise of MTSS is that we all share responsibility for the successful education of all students in the building. This includes parents, teachers, and support staff. Many students' instructional, behavioral, or motivational problems can be resolved faster and more directly if teachers have access to their colleagues' knowledge and support, in collaboration with parents. If you have concerns about your child, please contact your child's teacher or the principal.

### **Title 1**

We are a Title I Schoolwide Building that receives federal funds. Any student not performing at grade level standards may receive interventions. Several parent activities are scheduled throughout the year. Please see our Title I Plan located on our website, or a hard copy is available in the office upon request.

### **Special Education**

Our Special Education – Resource Room is a separate, remedial classroom in the school where students with educational disabilities, such as specific learning disabilities, are given direct, specialized instruction and academic remediation and assistance with homework and related assignments as individuals or in groups.

### **English Language Learners**

McBain's English Language Learner program is for students whose second language is English. The ELL program offers students the chance to learn English in a small group setting with many vocabulary rich experiences.

### **Kids Hope**

Kids Hope USA develops one-on-one relationships through the creation of church-school partnerships that pair church members with at-risk kids in supportive, mentoring relationships. Kids Hope USA mentors spend just one hour per week, reading, talking, playing and listening to a child at school. By helping the child feel loved and valued, they help that child to learn, grow and succeed.

### **McBain Area Backpack Program**

The McBain Area Backpack Program provides nutritional food items to qualifying children who are at risk of hunger when they leave school for the weekend and have no access to school meals.

*Updated: 8/2/24*