

MacDonald Middle School

Family User Guide

2016-2017



Main Office: 333-7600

Attendance Office: 333-7601

Please call the attendance office any time your son/daughter will not be in school.

You will leave a recorded message. After the beep, you can say,

Today is _____.

(date)

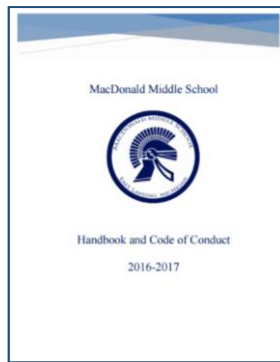
My (son's / daughter's) name is _____.

(He/She) is in the (7th / 8th) grade.


(He/She) will not be in school today because:

- (He/She) is sick.
- We will be out of town.
- (Any other reason...)

MacDonald Middle School Handbook



The MMS Handbook is available electronically through the MMS web page. Here is how to access the handbook online:

1. Go to the East Lansing Public Schools page:
<http://elps.us>
2. Under “Our Schools” click on MacDonald MS.
3. Under “About Us,” click on Documents.
4. Click on  [Student Handbook 2016-17](#)

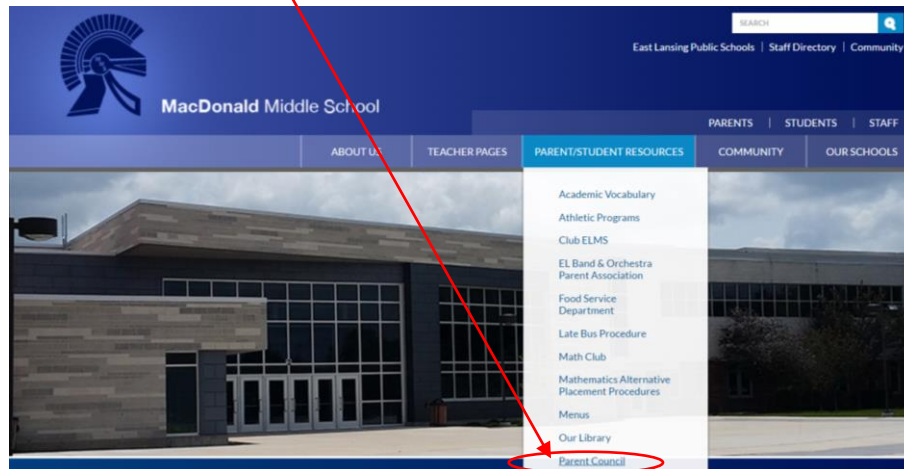
Highlights from the MMS Handbook:

Attendance/Absence/Tardy Policy
Daily Schedule
Dress & Appearance
Leaving Premises after School
Medication Policy
Parent/Teacher Contact
School Closing Due to Weather
Student Conduct
Student Discipline Procedures

The MMS Handbook contains valuable information on many other topics as well. Please keep the MMS Handbook handy for easy reference.

MacDonald Middle School Parent Council

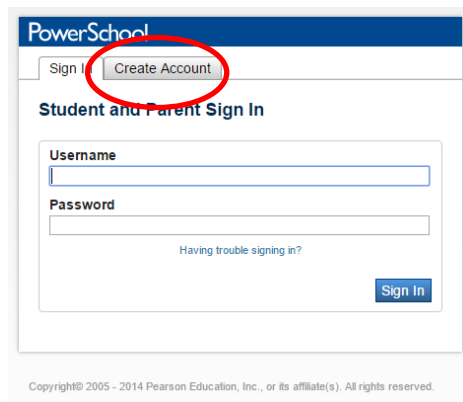
The MMSPC is a group of dedicated parents and community members who work to make MacDonald Middle School the best it can be. Come join us on the 4th Tuesday of each month, 6-7 PM in the Media Center. Click on the MMS Parent Council link to learn about upcoming events and volunteer opportunities.



How to Check PowerSchool to See Grades and Attendance

MacDonald Middle School parents/guardians can get online to see their son's/daughter's schedule, grades, attendance record, lunch account, and more. Parents/Guardians of each student have been given a user name and password. Parents and students may log in at any time to access this valuable information.

1. Go to the East Lansing Public Schools page:
<http://elps.us>
2. Click on "PARENTS" near the upper right.
3. Then click on "Power School" from the column on the right side.
4. You will be asked to type in your parent/guardian user name and password.
(If you do not have that information, you can create an account.)



PowerSchool

Sign In **Create Account**

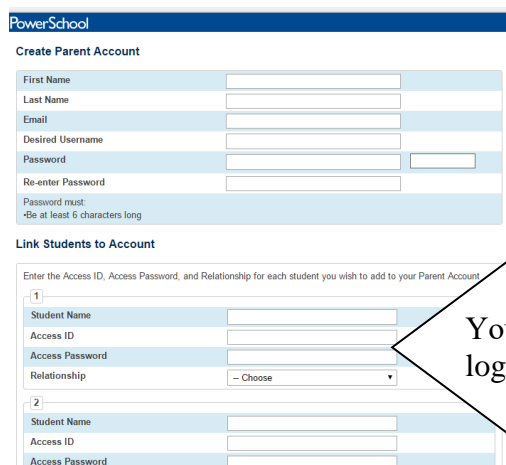
Student and Parent Sign In

Username
Password

Having trouble signing in?

Sign In

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PowerSchool

Create Parent Account

First Name
Last Name
Email
Desired Username
Password
Re-enter Password

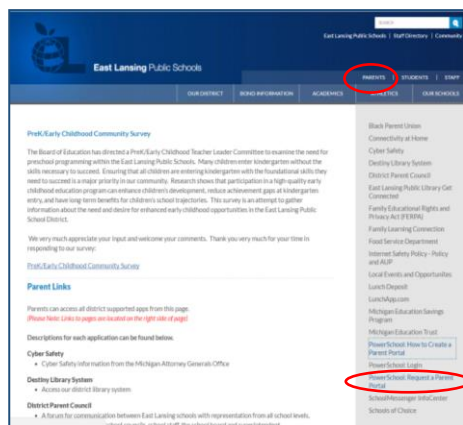
Password must:
-Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	Access ID	Access Password	Relationship
				-- Choose --
2	Student Name	Access ID	Access Password	

You'll need your student's login information.



East Lansing Public Schools

PARENTS

PowerSchool: Request a Parent Portal

Alternately, you can click on "PowerSchool: Request a Parent Portal" and login information will be emailed to you.

After you log in to PowerSchool with your parent login, you will see the general page with your student's class, grade, and attendance information. Many of the items are "clickable" and will lead you to more detailed information about that subject or grade.

Do you want to receive email notifications about your son's /daughter's grades and attendance? By logging in with your parent login, you can easily arrange for this information to be sent to your inbox.

Is your son/daughter struggling in school?

Here is a suggestion: Be sure to check PowerSchool routinely. This is the best way to see what assignments are missing, test scores, etc. Checking PowerSchool with your son/daughter is a great way to show that you are overseeing his/her progress.

How to Check the Internet for Teacher Pages at MMS

Teachers at MacDonald Middle School each have a web page where they post homework assignments and other information. You can check any teacher's web page by following these steps:

1. Go to the East Lansing Public Schools page:
<http://elps.us>
2. Under "Our Schools" click on "MacDonald Middle School"
3. Find the section titled "Teacher Pages."

To see a certain MMS teacher's homepage, choose the teacher whose homepage you wish to view. You will find homework, useful links, classroom handouts, and other helpful information.

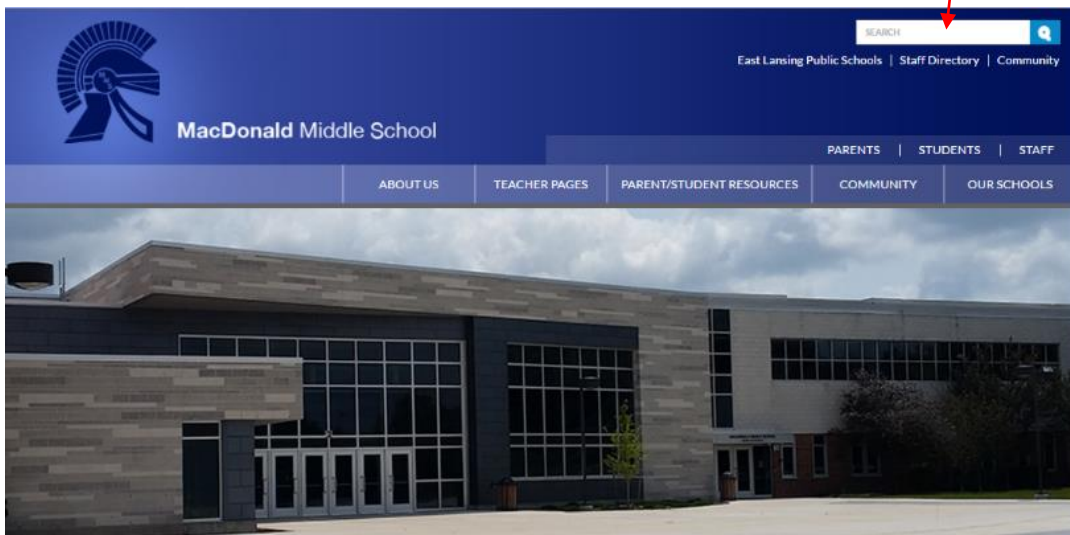
How to Find the Email Addresses of Teachers or Other East Lansing Public Schools Staff

Most teachers' email addresses are on their teacher page.

If you do not find it there, you can follow these steps:

1. Go to the East Lansing Public Schools page:
<http://elps.us>
2. Under "Our Schools," click on "MacDonald MS."
3. Under "About Us" click on "Staff Directory."
4. Staff is categorized by grade or department.

Or search for a staff member's name here:

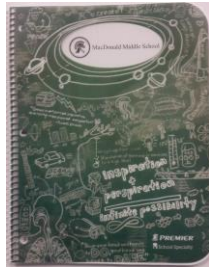


MMS Teachers Who Give Homework Help

Teachers make themselves available on particular days to work with students needing help outside of class time. In most cases, the student needs to make arrangements ahead of time by speaking to the teacher in class or by sending the teacher an email requesting an appointment.

Baldermann: By appointment
Brunner: After school on Wednesdays by appointment
Busby: Thursdays after school from 3:15 to 4:15 or by appointment
Carroll: By appointment after school
Christians: Mondays after school from 3:15 to 4:15
Cregg: Before school
DeHaan: Before school
Donley: Wed and Thurs by appointment
Dorcy: Available after school by appointment
Engler: Thursdays after school 3-4 by appointment
English: Before school by appointment
Floyd, K: After school on Tuesdays or Thursdays
Foster: Available after school by appointment
Gendreau: After school on Wednesdays
Hanton: Thursdays from 3:00 - 4:00
Haskell: Before school, after school, or at lunch all by appointment
Howse: Before school by appointment
Hyde: Before school by appointment
Jackson: After school on Wednesdays
Johnson: Mondays and Wednesdays after school and other days with an appointment
Jones: Thursdays after school from 3:15 to 4:15 or by appointment
Kildea: By appointment
Kroth: Before and after school by appointment
Marinaro: Lunch, before, and after school by appointment
Mayes: Lunch, before, and after school by appointment
McKennon: By appointment
Newcombe: Available after school by appointment
Nussdorfer: Before and after school by appointment
Orange: By appointment
Pyne: Mondays 3 - 3:45 pm and Thursdays 7:30 - 8 am
Rosin: Before school, by appointment
Schafer: Before school, during lunch, and after school by appointment
Scott: Wednesday/Thursday after school by appointment
Turnbull: Monday, Wed. & Thurs. after school
Valentine: After school at MMS on Wednesdays by appointment
Vanderwoude: 7:30-8:00 daily by appointment
Voigt: After school or at lunch by appointment
Voss: By appointment
Watson: 7:30-8:00 daily
Wismer: 7:30-8:00 am Tuesday-Thursday by appointment
York: Mondays after school

Planners at MacDonald Middle School



At MacDonald Middle School we believe that organization is very important to student success. Student planners are essential for getting good grades and for keeping track of a student's varied responsibilities throughout the school year. Each student at MacDonald Middle School is given a planner at the beginning of the school year. Here are some suggestions for encouraging your son or daughter to use the planner:

1. Ask your son/daughter to see his/her planner. Look inside to see that he/she is writing down homework assignments, test dates, and project dates.
2. If your son/daughter says he/she has no homework, perhaps the two of you could check the teacher pages for posted homework.
3. Students should also be using their planners to write down when they will work on long-term papers and projects and when they will study for future tests.
4. A great habit for a student would be to open his/her planner to the current day at the beginning of each class period. That way, it is ready when the teacher announces homework assignments or test and project dates.

If your son/daughter is struggling...

1. A planner can also be used for communicating with a teacher. If you make arrangements with a teacher, he/she can write little notes to you in the planner about how your son/daughter is doing or what assignments are missing. Some parents simply call or email a teacher to arrange to do this on a daily or weekly basis.
2. Some families ask their son/daughter to get their planners initialed by a teacher in each class period (or in classes where the student is struggling) after the student has written the homework down. The teacher's initials indicate that the homework is written accurately.

Be sure to congratulate your student for using his/her planner to stay organized.



Other Tools and Practices for Staying Organized

Tools:

- A trapper or accordion style binder can be a useful tool for keeping papers, pencils, etc. organized. It's nice if the student can choose this himself/herself if possible.



- Clear colored pocket folders can be labeled, one for each class, and can store handouts and papers for each class. An extra folder can be used for notes the school sends home with your son/daughter.



- A good goal is for a student to get in the habit of filing papers for each class in the correct folder. That way, papers are easy to find.
- Some students find it helpful to put finished homework in the front pocket of each folder in order to find the assignment when it is time to turn it in to the teacher. Others have a separate folder just for homework that is to be turned in.
- A pencil case can hold pencils, pens, erasers, sticky notes, and other useful tools.

Practices:

- A student needs a regular time and place for study. The first thing a student should do at homework time is open the daily planner to see what homework needs to be done.
- Before going to bed, a student should make sure he/she has everything he/she needs for the next day.
 - Is all homework done?
 - Written assignments
 - Assigned reading
 - Progress on projects
 - Review lessons/notes
 - Study for tests
 - The binder and backpack should be organized and ready for school the next day.
 - Are notes to parents requiring signatures taken care of?
- From time to time, maybe once a month or so, it is a good idea for the student to go through all the papers in his/her folders and sort them:
 - Recycle papers that are no longer needed.
 - Save handouts, tests, etc. that can be used to study for future tests. Have a folder for each class at home for these papers so that the student doesn't have to carry them around every day.
 - Return to the folders any papers being currently used in class.



MMS Academic Center



Looking for an ideal location for after school homework time?

MacDonald Middle School's Academic Center is a place where students can go after school to get help with homework. It is held in our Media Center on **Wednesdays** and **Thursdays** from 3:05-4:05. In the Academic Center students can work on homework assignments, study for tests, or use a computer for homework in a studious atmosphere. Teachers and volunteers staff the sessions and are available to offer support as needed.

The Academic Center is open to all MMS students. Students must have an Academic Center pass signed by a teacher. Students must arrive no later than 3:05 ready to work. Students must have all necessary materials in their possession upon arrival in the AC. In order to create a study like atmosphere, students sit two to a table.

The AC is a quiet learning support center. Cell phones and other electronic devices shall be turned off and put away. Talking during AC time is limited to conversations with teachers who provide support for students or will be permitted between students at the direction of the teacher.

After each Academic Center session is over, an activity bus leaves MacDonald Middle School between 4:10-4:30 and drops students off at the neighborhood elementary schools.

The Media Center is also open for student use on **Mondays** from 3:05-4:05; however, though one teacher is assigned to oversee the AC on Monday afternoons, no other teachers or volunteers are available to provide academic support. The activity bus runs on Mondays as well and leaves between 4:10-4:30 as it does on Academic Center days.

We encourage students to take advantage of these after school opportunities to do their schoolwork. If students choose to use AC time wisely, it will be of great benefit to them. If students violate procedures and rules, including expectations outlined in the Student Handbook, they will be unable to attend the Academic Center.

Please circle Mondays, Wednesdays and Thursdays on your calendar as a reminder of this valuable opportunity:

Mondays:	3:05-4:05	Media Center open	Activity bus takes students home.
Wednesdays:	3:05-4:05	Academic Center	Activity bus takes students home.
Thursdays:	3:05-4:05	Academic Center	Activity bus takes students home.

Academic Center Expectations

- **MacDonald Middle School's Academic Center** is a place where students can go after school to get help with homework. It is held in our Media Center on **Wednesdays** and **Thursdays** from 3:05-4:05. In the Academic Center students can work on homework assignments, study for tests, or use a computer for homework in a studious atmosphere. Teachers and volunteers staff the sessions and are available to offer support as needed.
- To attend the Academic Center, students who will ride the late bus must sign up once with the MMS Media Center librarian at least two days before the first time they wish to attend the AC. Students who sign up for the late bus will remain on the list of potential riders. They will not have to continue to sign up every time they want to use the bus. Once they're on the list they will remain there. Students will be placed on the list of potential late bus riders only after they have submitted this signed Academic Center Expectations form for the Academic Center.
- Students must arrive by 3:05 p.m. in the library/media center. Late arrivals will not be permitted to attend the Academic Center (AC).
- Students will have all necessary materials in their possession upon arrival in the AC. Students will not be permitted to leave the AC to obtain work materials.
- In order to create a study like atmosphere, not more than two students per table, sitting across from each other, while in the AC.
- The AC is a quiet learning support center. Talking during AC time is limited to conversations with teachers who provide support for students or will be permitted between students at the direction of the teacher. Voice Level One.
- Students must remain in the AC from 3:05-4:05 p.m. If a student is being picked up earlier than 4:05, the parent/guardian picking up the student must come up to the Media Center to get the student.
- We ask that bathroom needs be taken care of prior to AC. If an emergency need arises, student will be permitted to use the restroom.
- Cell phones and other electronic devices shall be turned off and stored in book bags or with teachers supervising the AC.
- Students may not eat while in the AC.
- Computer use is limited to assigned work from teachers.
- Students who come unprepared to work will be asked to leave.
- AC is designed to support student academic needs. Students will want to understand the focus of their time while in the AC and be ready to use the time to get extra help.
- Students will bring their updated planners to the Academic Center.
- The late bus will arrive between 4:10-4:30 and will take students home.

* We encourage students to take advantage of this opportunity to use additional time after school to get help. If students choose to use AC time wisely, it will be of great benefit to them. If students violate procedures and rules including expectations outlined in the Student Handbook, they will be unable to attend the Academic Center.

9/12/16



**This form must be signed and returned in order to attend the Academic Center.
I agree to and will follow the Academic Center Guidelines, Procedures & Rules.**

Student name (printed)

6th 7th 8th
Grade (Circle one.)

Student signature

Parent/Guardian signature

