

Welcome Back! We hope everyone had a wonderful first week of school. As a reminder, there is no school on Friday, August 31 or Monday, September 3. Have a wonderful Labor Day weekend. We look forward to seeing everyone back on Tuesday, September 4.

Below are upcoming events at MacDonald Middle School. Please mark these on your calendar.

- September 6 – School picture day – pictures taken in the auditorium during Social Studies class
  - Picture packet information is available on Blue Board next to Cafeteria or you may pay online at <https://my.lifetouch.com> – Picture ID: **LM418032Y0**
  - If you are interested in helping with picture day please contact Kelly Hocquard, [kelly.hocquard@elps.us](mailto:kelly.hocquard@elps.us) or 517-333-7610
- September 12 – MMS Open House – 6:00 p.m. – more information will be sent in a future eblast and posted on our webpage – [www.elps.us](http://www.elps.us) – Our Schools – MacDonald Middle School
- September 13 – Cross country meet @ Williamston – 5:00 p.m.
- September 17 – Cross country meet @ East Lansing – 5:00 p.m.
- September 24 – Cross country meet @ DeWitt – 5:00 p.m.

#### **Visitor Check-In Procedures:**

East Lansing Public Schools strive to provide a safe and secure environment for our students, staff and parents. Beginning with the 2018 – 2019 school year, we are implementing new procedures for all visitors. The district will utilize a secure entry consisting of an intercom and buzzer to allow access into MacDonald Middle School. All doors, including the main office entrance, will remain locked during the school day and visitor access will only be available through the main entrance (marked as #1).

#### **Procedures for School Entry:**

1. Beginning at 8:30 a.m., visitors including students and parents must request entry into the building by pressing the intercom button at the designated secured entry.
2. After pushing the intercom button, office personnel will ask for the person's name and their reason for requesting entry.
3. Upon approval, office personnel will unlock the "entry door" to all access to the office.
4. Visitors must sign in. A visitor badge will be issued to those needing access beyond the office. The visitor badge must be visible at all times while in the building.
5. Upon leaving the building, all visitors must stop in the office to sign out, return their visitor badge and exit through the main door.

#### **Procedures for Before School Begins:**

1. The main office and foyer doors will open at 7:30 a.m. for students to enter the building and wait in their designated area.
2. If a parent/guardian enters the building and wishes to remain after school begins they must sign in and secure a visitor badge.
3. Upon leaving the building, they must sign out and return the visitor badge.

**August 30, 2018**

MacDonald Middle School  
517-333-7600  
517-333-5098 (FAX)  
[www.elps.us](http://www.elps.us)

Amy Martin, Principal  
John Atkinson, Associate Principal

**Procedures at the End of the School Day:**

1. Parents/guardians should wait outside the building or in the parking lot to pick up their child(ren).
2. Main office and foyer doors will remain unlocked until 8:30 a.m.

**Large School Events/Activities:**

1. During large school events or activities in which visitors/guests are invited, the front doors may be unlocked at the discretion of administration to permit entry before and during the event.
2. Sign in for visitors attending the event and visitor badges may not be required.

**Parent Council News:**

Our PCC provides planners for every student, software for students to practice math skills, videos for Social Studies, funds to off-set the cost of exciting field trips, as well as, Activity Nights for students to socialize with their friends or even offer Jr Trojan Spirit wear. These things are only made possible with your support. Each year the MMS PCC depends on our families for the one and only fundraiser. Please consider donating. It is easy, just visit <http://mmsparentcouncil.wixsit.com/mmshpc> and click on "Donate Now." More information is included with this eblast.

**Student Passwords:**

Please be aware that MMS student passwords have been changed. New schedules were emailed out on Friday, August 21 with the new password. If you or your child have trouble logging into PowerSchool, please check the password you are using. If you need the new password, please contact Kelly Hocquard, [kelly.hocquard@elps.us](mailto:kelly.hocquard@elps.us).

**Parent Portal:**

If you would like to set up a Parent Portal account, please go to [www.elps.us](http://www.elps.us) – Parents – Parent Portal Login. You will be able to create an account. Please note, you must have your child's access ID and access password, which may be obtained from the main office or librarian.

**Information Verification Forms:**

Information Verification forms were mailed home to our families before Orientation Day. Please return your form to the main office by September 7. These forms are used to make sure PowerSchool has the most current information for our students. Thank you for your attention to this matter.

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