



July 25, 2024

Re: Welcome Back

Dear MMAEC Family,

Our staff is looking forward to the return of our students for the 2024-25 school year. We have plenty to be excited about for this coming school year.

We are fortunate to have the majority of our staff returning this year, but this year you will see a few new, welcoming faces. Our new staff members are **Ms. Heidi** (Ms. Sue's new Teacher Assistant), **Ms. Rachel** (Birch Room Teacher), **Mr. Xavier** (Mr. Adam's new Teacher Assistant), **Ms. Melissa** (replacing Ms. Marty in the Kitchen), **Ms. Alleta** (Guest Teacher Assistant) and **Ms. Carolyn** (Guest Teacher Assistant). We are very excited to have them joining our current staff.

There are a couple of notable changes at MMAEC. **First**, we will be adding a salad bar to our lunch! **Secondly**, we have changed the Dress Code slightly, please see the Dress Code announcement in the packet. **Also**, you will notice a renovated parking lot, it was resurfaced and new lines painted. **Mr. Ron and Ms. Kathy** worked all summer long to prepare the building for us all, so be sure to thank them and do your part in keeping it clean.

Our goal we set as a staff last school year was centered around one word, "retention". Our goal was to retain staff and students. Not only are over 90% of our students planning on returning, we are excited to add that we have many new families planning to join us this school year, many of whom shared they heard from family or friends how much their children enjoyed MMAEC, so *thank you families for the positive accolades!*

Our goal remains the same, retaining families and staff, but this year we are putting the "**Environment**" back into Muskegon Montessori Academy for Environmental Change by placing more emphasis on offering our students more access to our local environment!

We are going to have a great year at MMAEC and we are so happy to have you all along for the ride!!

Environmentally yours,

Mr. Brad, Principal

## FAQs

We hope this summary of frequently asked questions helps with the transition into the new school year. If you have other questions that arise, please feel free to reach out to me at (231) 766-7500 or at [bradcoon@choiceschools.com](mailto:bradcoon@choiceschools.com) (Mr. Brad, Principal).

### **Staffing**

- Each classroom has a classroom teacher and a teacher assistant(s)
- Special Education teacher
- Eco Art teacher
- Reading Interventionist
- Instructional Coach
- Two (2) custodians
- Food Service
- Office Manager
- Administrator
- Guest Teacher Assistants

### **Student Drop - Off & Pick - Up**

- Before School Care opens at 7:30 AM
- Doors open at 8:35 AM
- School Day starts at 8:45 AM
- **School Dismisses at Noon on Half Days**
- School Dismisses at 3:30 PM on Full Days
- After School Care ends at 5:30 PM
- Please see enclosed Drop-Off and Pick-Up Expectations document

### **Classroom**

- Teacher is the lead person in each classroom
- If teacher is out for any reason, the assigned teacher assistant will assume the role of the teacher and a guest teacher assistant will assume role of teacher assistant
- Students will receive small group and individual academic interventions
- Students are responsible to complete all assigned work and expected to give their best effort each and every day

### **Student Attendance**

- There is a direct correlation between student attendance and learning
- If your child is going to miss school due to illness or appointment, please call the office at 231-766-7500. Give us student name, grade, classroom teacher, reason for absence
- Attendance will be taken by 9:00 AM each day for the morning attendance, any student arriving after 9:30 AM will be considered absent for the morning session
- Attendance will be taken by 12:15 PM for the afternoon attendance, any student arriving after 12:45 PM will be considered absent for the afternoon session
- **Administration will follow the Truancy Guidelines established by MMAEC, MAISD and The Prosecutor's Office**

# FAQs

## Student Dress Code

- Student dress criteria is: Appropriate, Cleanliness, Decency
- MMAEC Polo, Sweatshirt, Zip Up, Spirit T-Shirt or solid color polo (**blue, green, orange, white**) (no sleeveless shirts)
- Solid Color Pants/Jean (this does not include leggings, spandex, or athletic pants)
- Solid Color Shorts/Jean shorts of mid-thigh/fingertip length (no athletic shorts)
- Solid Color/Plain Jean Capri Pants
- Solid Colored skirts/skorts - mid-thigh unless worn with solid colored tights or leggings
- Closed-Toe Shoes (No sandals)
  - **Indoor shoes:** Comfortable, supportive and safe is key. These shoes will remain in the student's cubby or locker to wear indoors. Rationale is to keep the outside dirt from our classroom carpets and floor areas where our students work. Tennis shoes, crocks with covered toe and heel strap, sturdy soled slippers are examples of appropriate footwear for inside. These shoes are not to be worn outdoors.
  - **Outdoor shoes:** Comfortable, supportive and safe is key. These shoes will be worn to school and home from school. They will also be worn any and every time a student leaves the building. Comfort is important, as we will be hiking occasionally to Dune Harbor Park as a class and that is a mile one way. Tennis shoes are a typical choice for most students.
- **Please note that appropriate dress is the discretion of school administration.**

## **Food**

- Breakfast and lunch are offered daily, students eat in the classroom
- Please send students to school with nutritious meals and snacks
- **Each classroom will establish times in the morning and/or afternoon for student snacks.** We encourage small, healthy portions for student snacks.
- Students are expected to clean up after themselves immediately after completing their breakfast, lunch and snacks
- Birthday snacks. Please check with the classroom teacher on his/her rule and of any student allergies. Students with summer birthdays may celebrate "half" birthday during school year (we have them identified on our staff calendar this year)

## **Parent Teacher Organization**

- PTO's email is [mmaecpto@choiceschools.com](mailto:mmaecpto@choiceschools.com) and the PTO President is Lindsay Bowen
- If interested in volunteering in the school or for school functions, please speak with our Office Manager, Ms. Leah and complete the required Volunteer Form (in packet) and that information will be run through iChat for a criminal background check

# FAQs

## **Emergency Operation Procedures**

- Schools are required to run emergency drills during the school year
  - 5 fire drills
  - 2 tornado drills
  - 3 school safety/security drills

## **School - Home Communications**

- If family has a concern regarding their child, family should use the following line chart
  - Contact the classroom teacher, if not resolved
  - Contact the school's administration, if not resolved
  - Contact the school's superintendent, if not resolved
  - Contact the school's management company, if not resolved
  - Contact the school's Academy Board
- Administration will send out a weekly schedule for events for the coming week, these will go out through SchoolMessenger the last day of the current week. So make sure you have a correct email address in PowerSchool and check spam
- Classroom teachers send home regular communications in Friday packet

## **Student Behavior Issues**

- Student behavior will be addressed using the 4 Questions process to redirect student and get student back on track
- Classroom teacher will document student behavior in PowerSchool
- If the behavior continues, the classroom teacher will contact home to inform and work together to correct student behavior
- Administration will work with students individually and in small groups, using restorative practice and social awareness strategies
- ALL interventions will be followed up and documented in PowerSchool
- Our philosophy is that behavior is a learning opportunity and unfortunately there are some behaviors that require consequences of loss of privilege to out of school suspension
- For specific questions regarding behavior and addressing behavior, please contact the school principal