

MMAEC 23-24 School Year 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

Staffing:

- Each classroom has a classroom teacher and a teacher assistant(s)
- Special Education teacher
- Eco-Art Teacher
- Behavior Interventionists
- Instructional Coach
- Two Custodians
- Food Service
- Office Manager
- Administrator
- Guest Teacher Assistant

Student Drop-Off and Pick-Up:

- Before School Care opens at 7:30am
- Doors open at 8:35am
- School Day starts at 8:45am
- *School Dismisses at Noon on Half Days*
- School Dismisses at 3:30 pm on Full Days
- After School Care ends at 5:30pm

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, and reason for absence.
- Attendance will be taken at 8:45am each day for the morning attendance, any student arriving after 9:05am will be considered absent.
- Attendance will be taken at 12:15pm for the afternoon attendance, any student arriving after 12:35pm will be considered absent.
- **Administration will follow the guidelines established by MMAEC, MAISD, and The Prosecutor's Office**

Student Dress Code:

- Student dress criteria is: Appropriate, Cleanliness, Decency
- Pants/Slacks/Capris/Shorts/Jumpers/Skirts/Dresses/Skorts should be **Khaki, Tan, Blue, Gray or Black**
- Tights/Leggings should be solid colors (listed above)
- Shorts must be dress shorts, no gym shorts or running shorts
- Tops should be solid in design. Button-Up/Dress/Blouse/Turtleneck/Polo/Cardigan or Sweater must be **Blue, White, Green. Orange, Gray or Black.**
- If the top has a hood, student may not wear a hood on their head while on school property or off campus in school function (i.e. Field Trips, etc)
- Shoes must be casual dress shoes in **White, Blue, Brown, Black or Gray**
- Students are encouraged to leave the indoor school shoes in their cubby at the end of each day and to be worn in school only.
- Students should bring comfortable shoes for outdoor activities
- No open toe shoes or sandals allowed at school, also shoes should not have an elevated heel or platform
- Please note that appropriate dress is the discretion of school administration. For full details of the dress code, please refer to the Student Handbook.

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 afternoon for student snacks. We encourage small 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 the school year.

Parent Teacher Organization (PTO):

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

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 in PowerSchool and check spam.
- Classroom teachers send home regular communications in Friday packets.

Student Behavior Issues

- Student behavior will be addressed using the 4 Questions process to redirect student and get them back on track
- Classroom teacher will document student behavior in PowerSchool, which is viewable in Parent Connect
- If the behavior continues, the classroom teacher will contact home to inform and work together to correct student behavior
- The Behavior Interventionist will work with students individually and in small groups. using restorative practice and social awareness strategies
- Administration will also work with students regarding behavioral issues
- 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 behaviors and consequences see our Student Handbook