

MacDonald Middle School

Family User Guide

2013-2014



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)

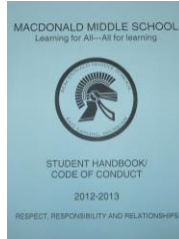
My (son's / daughter's) name is _____.

(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



Each student receives a copy of the MMS Handbook on the first day of school. REACH teachers review the rules and procedures detailed in the handbook during the first week of school. Students then take the handbook home and review it with their parents/guardians. A form is included, which both parents and students must sign, stating they have read and understood the contents of the MMS Handbook.

The MMS Handbook is also 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.k12.mi.us>
2. Under Our Schools, click on MacDonald MS.
3. Under Building Information, click on Newsletters and Documents.
4. Click on [Handbook \(1\)](#)
5. Click on [2012-13 Student Handbook.pdf](#)
6. Click on [Download Now!](#)

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.

How to Check PowerSchool to See Grades and Attendance

MacDonald Middle School parents can get online to see their son's / daughter's schedule, grades, attendance record, lunch account, and more. Each student has 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.k12.mi.us>
2. Scroll down the page and under "Parent Information" click on "Power School"
3. You will be asked to type in your user name and password.
(If you do not have that information, you can get it from the school secretary.)



PowerSchool

Parent Sign In

Username

Password

[Having trouble signing in?](#)

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After you log in, 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 deeper 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. If you are unsure about your parent user name and password, please contact your school secretary.

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.k12.mi.us>
2. Under "Our Schools" click on "MacDonald MS"
3. Find the section titled "Teacher Pages."

To see a certain MMS teacher's homepage, first click on

[7th Grade](#)

[8th Grade](#)

[Special Areas](#) (*This includes ESL, foreign language, art, computers, PE, technology, band, and orchestra.*)

[Special Education](#)

Then 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, we have included a directory on the next two pages.

Or you can...

1. Go to the East Lansing Public Schools page:
<http://elps.k12.mi.us>
2. Under "Our Schools," click on "MacDonald MS"
3. Under "Building Information" click on "Staff Directory"
4. Staff is categorized by grade and/or department

Email Addresses for MacDonald Middle School

Administration:

Mrs. Frierson	FRIERSON_MB@elps.k12.mi.us
Mrs, Wheeler	wheeler_jl@elps.k12.mi.us

Counselor:

Ms. Wallace:	WALLACE_KL@elps.us
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7th grade

English	
Mr. Johnson	JOHNSON_JC@elps.k12.mi.us
Mr. Kabodian	KABODIAN_AA@elps.k12.mi.us
Math	
Ms. Pyne	PYNE_JM@elps.k12.mi.us
Mr. Hanton	HANTON_DJ@elps.k12.mi.us
Science	
Ms. Orange	ORANGE_JM@elps.k12.mi.us
Mrs. Brunner	Brunner_MM@elps.k12.mi.us
Social Studies	
Mr. McKennon	MCKENNON_PK@elps.k12.mi.us
Mr. Watson	WATSON_VE@elps.k12.mi.us

8th Grade

English	
Ms. Dorcy	DORCY_JM@elps.us
Ms. Marinaro	Marinaro_JE@elps.k12.mi.us
Math	
Mrs. Busby	BUSBY_LA@elps.us
Ms. Jones	JONES_LV@elps.k12.mi.us
Science	
Mr. Gendreau	GENDREAU_AR@elps.us
Mrs. Jackson	JACKSON_SS@elps.us
Social Studies	
Mr. Christians	CHRISTIANS_MC@elps.us
Mr. Ralph	RALPH_SW@elps.k12.mi.us

Special Areas

Art	Mrs. Engler	Engler_LL@elps.k12.mi.us
Band	Ms. Kroth	KROTH_PA@elps.us
Choir	Mr. English	ENGLISH_JP@elps.us
Computer Applications / Video Production/ Computer Animation	Mr. Mayes:	MAYES_KK@elps.us
ESL	Mrs. Turnbull:	TURNBULL_ML@elps.us
French	Mr. Morkin	Morkin_TJ@elps.k12.mi.us
Orchestra	Mr. Rosin	ROSIN_DG@elps.us
Physical Education	Ms. Cregg:	CREGG_TA@elps.us
Spanish	Mrs. Voss:	KEEHN-VOSS_AM@elps.us
Spanish	Mr. Lampi	Lampi_JW@elps.k12.mi.us
Technology Education/Robotics	Mr. Dehaan:	DEHAAN_CM@elps.us
Theater	Mr. Shaheen	SHAHEEN_MD@elps.us

Special Education

Teacher Consultant	Mrs. Floyd	FLOYD_CA@elps.us
Academic Strategies	Mr. Scott	SCOTT_NM@elps.us
Academic Strategies	Ms. Howse	Howse_JS@elps.k12.mi.us
Basic Classroom	Mrs. Slocum	SLOCUM_AL@elps.us
Reading Specialist	Ms. Hulteen	HULTEEN_SM@elps.us
Psychologist	Mr. Laskos	Laskos_CA@elps.k12.mi.us
Speech Therapy	Mrs. Cogan	COGAN_SL@elps.us
Social Worker	Mrs. Miller-Hogan	MILLER-HOGAN_MM@elps.us



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 3:15-4:05. 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 do not need a teacher referral unless they wish to use a computer. Students must arrive no later than 3:15 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, a late bus leaves MacDonald Middle School at 4:15 and drops students off at the neighborhood elementary schools.

The Media Center is also open for student use on **Mondays** from 3:15-4:05; however, while the library staff is in the media center during this time, there are no teachers or volunteers available for academic support. The late bus runs on Mondays as well and leaves at 4:15 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:	3:15-4:05	Media Center open	Late bus takes students home.
Wednesdays:	3:15-4:05	Academic Center	Late bus takes students home.
Thursdays:	3:15-4:05	Academic Center	Late bus takes students home.

Academic Center Expectations

- Students must arrive by 3:15 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 3:15-4:05 p.m. 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. In order to use a computer, a student must obtain a signed computer request form from a teacher and present it to the AC teacher.
- 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.

* 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.

09/09/2012



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)

Student signature

Parent/Guardian signature

MMS Teachers Who Give Homework Help Before or After School

Teachers make themselves available on particular days to work with students needing help outside of school hours. 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.

Brunner: Wednesdays after school or by appointment

Busby: 2nd, 3rd, 4th, Tuesday each month from 3:15 to 4:15

Christians: Mondays after school from 3:15 to 4:15

Cogan: Available by appointment

Christians: Monday after school from 3:15 to 4:15.

Cregg: Before school

DeHaan: Before school

Dorcy: Available after school by appointment

Engler: Wednesdays and Thursdays 7:30-8:00 by appointment

English: Before school by appointment

Gendreau: Available after school on Wednesdays

Hanton: Thursdays from 3:10 - 4:10

Howse: Before school by appointment

Hulteen: Mondays after school 3:10-4:15. Before school by appointment.

Jackson: Monday and Wednesday by appointment

Johnson: Mondays and Wednesdays after school and other days with an appointment

Jones: Thursdays after school from 3:15 to 4:15

Kabodian: Before or after school by appointment

Kroth: Before and after school by appointment

Lampi: After school by appointment

Marinaro: Writing Center on Mondays; Academic Center on Thursdays

Mayes: Lunch, during REACH and on Tuesday and Thursdays by appointment

McKennon: By appointment

Morkin: Before school every day and at lunch, both by appointment. Please note that I'm not at MMS during REACH.

Orange: Wednesdays after school until 4:15 p.m.

Pyne: Thursdays, 3:10-4:00

Ralph: If a student ever needs some extra help, I'll make time

Scott: Wednesday/Thursday after school by appointment

Turnbull: Monday, Wed. & Thurs. after school by appointment. Students needing help on these days should make arrangements ahead of time.

Voss: By appointment

Watson: 7:30-8:00 daily



Planners at MacDonald Middle School



At MacDonald Middle School we believe that organizational 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.



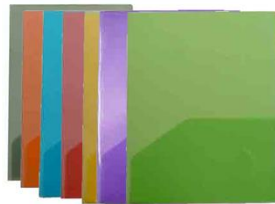
Other Tools and Practices for Staying Organized

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
 - 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.