

MOUND PARK UPPER ELEMENTARY SCHOOL

5356 Toepfer, Warren, MI 48091

Student / Parent Handbook 2023-2024



Fitzgerald Public Schools

Vision Statement



Mission Statement



ADMINISTRATION AND OFFICE STAFF

Denye Griessel

Devin Marlin

Principal

School Secretary

OFFICE DIRECTORIES

Mound Park Main Office (586) 757-7590

Mound Park Attendance Line (586) 825-2146

Fitzgerald Technology Support (586) 413-7089

Fitzgerald Food Service (586) 757-8845

WELCOME

Welcome to Fitzgerald Public Schools. We are thrilled that you have chosen our schools to partner with you to educate your child(ren.). We look forward to working with you to provide the best education possible for your child through our rigorous academic programs. Our staff is committed to helping your child reach their full academic potential during their time with us.

This handbook has been prepared to provide parents and students pertinent and essential information regarding policies and procedures for elementary students in the Fitzgerald Public School District. We encourage you to read this document as well as the District Student Code of Conduct, and Board of Education Policies as they contain information essential to your child's continued success. If you should have any questions about any information found in this document, please do not hesitate to contact your child's building administrator.

Sincerely,



Denye Griessel

Mound Park Elementary School Principal

Important Student Emergency Contact Information

It is essential that the school have current phone numbers, home address information, and e-mail addresses for parents/guardians and trusted family/friends so that we may reach you in the event of an emergency.

Students will only be allowed to be picked up during the school day from the office by persons who are listed on the student's official emergency contact list located in the PowerSchool program. Parents are encouraged to log into the system to check to ensure their contact information is accurate.

If you are unsure of your username or password to log into your students PowerSchool account to update emergency information, please contact your building office secretary.

<https://fitz.k12.mi.us/powerschool/>

Welcome to Mound Park Upper Elementary School!

Mound Park Upper Elementary School, proud home of the Spartans!

We are excited to work together to provide our students with relevant and exciting opportunities to learn and grow.

1. Office Staff

- Principal: Mrs. Denye Griessel
- Office Secretary: Ms. Devin Marlin

2. School Day Hours

- Entry Bell: 8:05am
- Full Day Schedule: 8:11 am – 3:11pm
- Half Day AM Schedule: 8:11 am – 11:25am
- Half Day PM Schedule: 12:05pm – 3:11pm
- PLC Day Schedule: 8:11 am – 1:41pm

3. Attendance

- Daily attendance at school is essential for students to receive important instruction to support their academic growth. Student absences and tardies are recorded daily.
- If your child is ill or has a fever, please do not send them to school. To report your child's absence from school please call (586) 825-2146. A doctor's note should be sent to the office within 48 hours of the students return to school so that their absence may be medically excused.
- If your child arrives to school after 8:10am you will need to walk your child to the main entrance doors to sign your child into school. Please be aware that you need to dial in on the keypad to the right of the entry door for entry. #2001
- Warning letters / calls may be sent when the student reaches 5 unverified absences. Students who accumulate 10 or more absences or excessive tardies are referred to the Macomb County Truancy Officer.
- Pre-arranged / extended absences due to medical procedures or family travel must be arranged at least one week prior by completing the required form located in the main office and getting prior approval from the building principal.

4. Photo ID is Required for Student Pick-Up

- Only parents/guardians or adults listed on the students Emergency Contacts page in PowerSchool will be allowed to pick-up a student during the school day. If you need to change who is listed as an emergency contact or update contact information, please visit the Fitzgerald website and proceed to the Gateway link to log into your account. If you need assistance, please contact the main office for your login information.
- Photo identification is required to be shown to office staff prior to the student being called out of class.
- Please plan for extra time when picking up your student for appointments as we are not able to have your child waiting for you in the office prior to verifying your photo ID in person.
- Parents/guardians will be asked to sign the student out in the logbook.
- **Early pickups must occur before 2:40pm.** Students will not be able to be signed out after 2:40 pm as we are working diligently to get the students prepared for home and buses during the end of the day.

5. Fitzgerald Public Schools- Student Dress Code

- The intent of the dress code is to promote good habits of cleanliness, neatness, and modesty while still providing the students with means of self-expression and general comfort. Students are permitted to determine their own dress and hair style as long as such dress and hair styles:
 - Are clean and represent good habits of health.
 - Are reasonably modest (related to dress).
 - It is expected students will wear clothing in a neat fashion.
- Skirts, dresses and shorts must be worn at the natural waistline and be of reasonable length.
- When tights are worn in lieu of pants, the length of the top worn must meet the same requirements of a skirt or dress which is of reasonable length measuring no shorter than 2" above the knee. Tights by themselves without the proper length top are not acceptable.
- Pants are to be worn at the natural waistline, not hanging low or on the hips with pant legs dragging on the ground.
- Clothing, accessories, and/or backpacks that denote membership in a gang or promote gang activity, are profane, obscene, and/or suggestive, or portray drug, alcohol, tobacco, sexual references, or double meanings are prohibited. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang is not allowed.
- Non apparel items (blankets, flags, stuffed animals, and capes, etc.) are not allowed.
- Sheer or low cut tops that show undergarments are not allowed.
- Footwear must be worn at all times. Slippers or bare feet are not allowed.
- Headwear (hats, scarves, hoods, bandanas, sweatbands, skull caps, etc) and sunglasses are not to be worn or carried in school unless required by religion or in certain classes for safety reasons. Headwear will be confiscated by school personnel.
- Winter coats must be kept in lockers during the school day and will be confiscated by school personnel if brought to class.
- Backpacks are only permitted when entering and exiting the building and must be left in the student's locker or cubby throughout the school day. Lightweight, nylon or mesh drawstring bags are allowed but it must fit in the students' cubby area.
- Chains, spikes, and other metal apparel cannot be worn at school.
- It is the administration's discretion to determine whether clothing and/or accessories disrupt or present a potential health and/or safety problem or interfere with the education process.

6. Technology & Cell Phone Policy

- The student will respect school district technology by adhering to the district's Acceptable Use of Technology and Internet Safety Policy.
- Mound Park Elementary students will not use their personal electronic device(s) when there is a red light cell phone signal in any location. Areas that will remain red light for cell phones: Bathroom, lunchroom, recess, and specials classes. Students will follow this policy on the bus to and from school as well. All personal electronic devices, carried by students, must be turned "off" if the red light for cell phones is displayed. Placing the device on silent alert, vibrate or other settings are not acceptable.
- Violations of this policy will result in the student's cell phone being kept in a secure location for the day.
- Repeated violations will result in the cell phone being kept in the main office, and a parent will have to pick up the phone.

7. Birthday / Class Treats & Gifts

- Students are allowed to distribute pre packaged food/candy items for birthdays or holidays to classmates. Due to safety concerns regarding student allergies and medical concerns refrain from treats containing any nuts.
- Students are able to bring a non-food item (pencil, sticker, bookmark, etc) for all students in the classroom if they wish.

8. Student Item Drop Off

- Learning personal responsibility is a very important part of the learning process. Students are responsible for bringing all items needed when they come to school in the morning.
- Any student who forgets their lunch will receive a hot lunch provided by the district.
- Prescription medications can be brought to school by a parent/guardian as needed during the school day by following the district visitor protocols.

9. Water Fountains / Water Bottles

- Students are encouraged to bring their water bottle home with them daily to be cleaned. Water bottle refilling stations have been installed in hallways for students to use. All students will be given one reusable water bottle they are responsible for keeping at their desk and taking home to wash.
- **Juice, soda, hot chocolate, Slurpee's, coffee, etc. will not be permitted in the classroom.** Water is an essential component of healthy living and we encourage our students to drink water throughout the day as needed.

10. Lost and Found

- Parents are encouraged to put their students first and last name on ALL personal items brought to school.
- Items that are misplaced that have a student's name on them will be returned to the student's classroom. All items that do not have a student's name on them will be discarded monthly. We appreciate your help in ensuring that all of your students' items are labeled with their first and last name in permanent marker.

11. Parent Volunteer Policies

- Fitzgerald Public Schools believes that all parents are partners with teachers and other staff in the education of their children.
- Parent volunteers must complete a yearly ICHAT background check form, provide a copy of the parent/guardian's ID, wear a visitor badge when on campus, and abide by all district policies.

12. School Age Child Care (SACC)

- A before and after school childcare program is available for all K-5 students on the days in which school is in session.
- School Age Child Care (SACC) is provided at Mound Park Upper Elementary School for parents who register in advance for the program.
- Registration questions regarding fees and program policies can be answered by contacting Robin at (586) 277-3642.

13. Student Behavior

- A student's right to a public education carries with it a responsibility to know and observe school rules. These rules help minimize distractions which disrupt learning and help to maintain a safe learning environment for all students.
- Board of Education policies and, in some instances, state law, establish behavioral expectations and outline consequences of behavioral infractions. While all students have rights and privileges, all are expected to act in a reasonable manner at all times, going to and from school and during all school activities.
- Student Code of Conduct documents outlining student behavior guidelines and consequences are available for students and parents on the Fitzgerald Public Schools website.

14. Homework and Classwork Policies

- Participation in the learning process is essential for students to be academically successful. Success and understanding of concepts is shown through the completion of classwork and assessments as well as being an attentive participant in the classroom. It is expected that students will take responsibility for completing their assignments according to deadlines as set by their teachers.
- Any classwork that is not submitted by the deadline indicated by the classroom teacher may not receive full credit as per the teachers / building policy in each grade level.
- In the event a student does not submit an assignment they may receive up to one additional copy of the assignment. If the second copy of the assignment is lost or damaged the student will receive zero credit on the assignment.
- In the event a student is absent they will be provided with missed work upon their return to school. Parents may also request to pick up work from the main office with a minimum of one day's notice. Upon returning to school the student will have the number of days missed to make up their missing work. This work is to be done as homework.

15. Parent / Teacher Communication

- Open communication between the school and home is essential to supporting your students' learning. Each teacher has a telephone extension and an e-mail address that you may use to contact your child's teacher.
- Phone calls received during the school day will be automatically routed to the teacher's voicemail box as this is instructional time. The teacher will return your call during their planning time or after school.
- Phone calls received outside of school hours will be routed to the main office voicemail box and will be returned within 24 business hours.
- Staff will make every effort to return email communication within 24 business hours.
- If you would like to set up an individual meeting with your child's teacher, please contact the teacher via phone or email to set-up an advance meeting.

16. Parent / School Communication

- Information regarding school events and upcoming activities are shared with families in a variety of ways. A monthly school calendar is sent home to families at the start of each month, electronic newsletters are shared with parents on a quarterly basis throughout the year, and district and building text messaging systems are used.
- To enroll in district text messaging services, please text the letter "Y" to short code 67587. After sending you will receive a response text indicating that you have been registered.
- A Fitzgerald Public Schools and Mound Park Elementary School Facebook page also shares important district and building information periodically. Please take a moment and "like" our pages!

17. Report Cards

- Student progress is communicated formally to parents four times per year at the end of each quarter marking period.
- All subject areas, including specials classes, receive letter grades.
- Report cards are mailed home to all elementary parent's primary addresses listed in PowerSchool. If you need to update your mailing address, please contact the office secretary.

18. Student Medications

- Students who must take any medication during the school day will do so in the office under the supervision of office staff.
- Parents must have a "Request for Medication Administration" form completed AND signed by the student's doctor AND parent/legal guardian prior to any medication being administered on school grounds by staff.
- Student medications must be provided in the original medical packaging provided from the pharmacy and the information on the medication label must match what is listed on the School Medication Form.
- Students are prohibited from sharing or administering medication with or to each other, except in life-threatening emergencies.
- Changes in dosage, frequency of administering of the medication, or other changes must be communicated in writing from the doctor's office through the completion of a new School Medication Form signed by the prescribing doctor.
- All medications, prescription and over the counter, must reside in the school office, unless the administrator grants a student permission to self-administer medication and the correct form has been completed by parent/doctor.
- All medication must be brought to school by a parent or responsible adult, unless the student has permission to self-administer (see previous bullet point).

19. School Visitors

- Visitors are described as those individuals that are not enrolled or employed at Fitzgerald Public Schools.
- Visitors must enter through the main doors (Door B off of Cyman Ave), check in at the office, must show ID, receive a visitor pass, and be escorted from the main office to their destination in the building by a FPS staff member at all times. For entry you MUST dial #2001 on the keypad located on the right of the main doors inside of the vestibule.
- Students are not allowed to have visitors accompany them to classes.

20. School Lockers, Cubbies, Desks, District Search & Seizure Policy

- The Fitzgerald Public School's Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the Board policy listed on the Fitzgerald website.
- All lockers, cubbies, and desks assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers, cubbies, or desks.
- Students may not share lockers, cubbies, or desks with other students.

21. Fitzgerald Public Schools Code of Conduct and Board Policies

- Fitzgerald Public Schools Student Code of Conduct, Board of Education Policies, and Administrative Guidelines are published on the Fitzgerald Public Schools webpage for students and parents to familiarize themselves with.
- Copies of the Student Code of Conduct are sent home to families and additional copies are available in the school main office.

SPARTY EXPECTATIONS

1. Student Citizenship Responsibilities

- Students are expected to use good manners at all times. Behavior is to be such that it does not interfere with the education of others.
- Students are taught the Fitzgerald SPARTY behavior expectation at the beginning of the year and teachers reinforce these behavior expectations daily. All students are expected to display SPARTY behavior during school and may be subject to discipline procedures if student behavior does not follow these expectations.
- All students are expected to have the proper materials for each class and are responsible for completing assignments.
- Students are to respect the privacy of other people's property.

2. What does SPARTY stand for?



Mound Park Upper Elementary Expectations



BE SAFE	BE PREPARED	A CHIEVE YOUR GOALS	BE RESPECTFUL	Use your TIME	OWN YOUR BEHAVIOR
<p>I will stay in my own space.</p> <p>If I am in the halls, I am walking.</p> <p>If I feel unsafe at school, I will find an adult I trust to talk to.</p>	<p>I will bring my Chromebook to school everyday.</p> <p>I will follow the red or green cell phone rule.</p> <p>I will aim to have what I need for my next move.</p>	<p>I will ask for help when I am unsure of the next step.</p> <p>I will use my mistake to learn and grow.</p> <p>I will set a goal for the day, and have a purpose.</p>	<p>I will honor others' privacy.</p> <p>I will follow our social contracts.</p> <p>I will treat others kindly and maintain personal space.</p>	<p>I will finish my objective on time.</p> <p>I will transition from one task to the next within the given time.</p> <p>I will work to remain engaged with the task.</p>	<p>I will only focus on what is in my control.</p> <p>I will reflect on my behavior.</p> <p>I will make amends that will help to change my behavior.</p>

3. How is student behavior recorded during the school day?

- All 4-5 classrooms utilize a student color wheel that indicates a student's SPARTY behavior exhibited during the school day. Students start each day on green, they may turn the color wheel to yellow if the student requires multiple reminders to follow the school rules.
- Students who continue to struggle with following SPARTY expectations may have their color changed to red. In these instances, a parent contact will be made by the teacher and the student may be referred to the office for further support and disciplinary consequences. All students can improve their behavior choices and move back up the color chart during the school day.

4. How are students recognized for great SPARTY behavior?

- Students are given Spartan Bucks for displaying positive SPARTY behavior during the school day. This school currency can be used by each student to earn rewards. Students have the opportunity to "purchase" activities and other fun items with their Spartan Bucks.
- Each week classroom teachers select one student who exemplifies the SPARTY behavior focus for that month to be recognized as the Mound Park Super Spartan of the month. Students have their picture taken, receive a certificate and a special surprise from the counselor and principal!
- Classes will be using a Social Contract they develop with their class to create the classroom all students want to be a part of. Students will earn celebrations as a class when they have completed a criteria they set as a class. The goal will be to complete our SPARTY mascot and earn the letters that spell out Mound Park.

Arrival & Dismissal at Mound Park

1. Arrival time for drop-offs will be between 7:50 am - 8:05 am.

- Please be mindful and pull all the way up before letting your child out. The line will move faster if students can exit the entire length of the sidewalk. Please pull forward and follow general traffic rules.
- Your child should exit on the passenger side. We ask that parents please remain in their vehicles. This is important for both parking lot safety and to ensure social distancing at entrance doors.
- Your child should leave the car and go directly to their assigned entry door.

2. Students enter the building and make their way to their classroom

- Students may not arrive or line-up for school prior to 7:50 am as staff supervision is not available until this time. School Aged Child Care (SACC) is available to parents at Mound Park Elementary School before and after school.
- Students are not allowed on the playground equipment before school.
- The first bell rings at 8:05am when students will enter the building with their teacher. School starts at 8:10am.
- If your child arrives at school late, after 8:11 am, you will need to sign them into the office at the front door.

3. Students Riding Buses

- Student conduct while riding to and from school should be an extension of good classroom behavior. Whether at the bus stop or on the bus traveling to and from school or on an off-site field trip, students are expected to behave appropriately. Students may be subject to disciplinary action for behavior that does not follow school and bus guidelines up to and including suspension from bus transportation.
- Students should be at their assigned bus stops approximately ten minutes before the bus is scheduled to arrive.
- Elementary students riding the bus **MUST** wear a tag indicating their name and bus number on the outside of their backpack.
- Students who ride buses will be called off the bus in groups and sent to the appropriate entry door to line up.

4. Students will be dismissed at 3:11pm from designated doors.

- Students will be dismissed from their designated doors as indicated on the campus map.
- Students and parents are prohibited from crossing in the bus cut out in the back of the building. Crossing is only permitted at the corners or at designated marked crosswalks.
- Any pick-up changes must be communicated in writing to the classroom teacher. Your student will be sent home via their regular mode of transportation unless a written note from the parent is received.
- If an emergency arises and you must change your student's transportation home, you must call and notify the office by **2:40pm**. No pick-up changes will be possible after this time.
- Please be patient and understanding – our first priority is your student's safety.

5. Dismissal for those students that ride buses.

- Students will be dismissed from their classrooms to line up for their assigned bus. Staff will lead students to their respective buses as the buses arrive at the school.
- For safety reasons, once a student has boarded the bus for dismissal, they are not able to exit the bus until they reach their bus stop. Once students have boarded the bus parents must meet the student at their regular bus stop.

6. During drop-off and pick-up, you may not impede traffic.

- Please follow all drop off signs and directions from our staff. Our parking lot rules are in place to ensure the safety of all. Your patience and understanding is appreciated.
- Warren Police Officers are frequently on site to ensure that all parking lot guidelines are followed.

7. Early pick-up for appointments, etc.

- Only parents/guardians or adults listed on the students Emergency Contacts page in PowerSchool will be allowed to pick-up a student during the school day.
- Parents are discouraged from signing their child out early because this disrupts the students' educational progress. Whenever possible, please make doctor's appointments and other scheduled items after the school day to minimize the time your child is out of the classroom. We appreciate your help!
- Photo ID is required to release the student.
- Please plan for extra time when picking up your student for appointments as we are not able to have your child waiting for you in the office prior to verifying your photo ID in person.
- Parents/guardians will be asked to sign the student out in the logbook.
- All pick-ups will need to occur prior to 2:40 pm.

8. Siblings in Grades 6-12 Picking Mound Park Students Up At Dismissal

- Older siblings picking Mound Park students up at dismissal may not enter Mound Park property prior to 5 minutes before the dismissal bell. On a full day schedule, this means that siblings of Mound Park students may not loiter on Mound Park property prior to 3:05pm.
- Older siblings picking up Mound Park students must report directly to the Mound Park student's dismissal door, pick their sibling up, and immediately exit the property using sidewalks and crosswalks to ensure safety.
- Older siblings must follow school rules and guidelines while on the property. Horseplay, use of profanity, disruption, and/or insubordination will not be tolerated. Students will be referred to their building administrator and/or the Warren Police Department for possible consequences.

Mound Park Lunch and Recess Procedures

As the school year begins and we look at a variety of procedures and policies that will be put in place in order to keep students safe as we return to school, we are providing you a list of additional aspects of the school day that will be impacted.

1. Cafeteria Processes

- Lunch starts at 10:50am and concludes at 12:20pm with each class of students being assigned to a 40 minute lunch/recess time slot. Classroom teachers will share their assigned lunch and recess time with parents.
- Students will eat lunch in the cafeteria. They will eat their lunches at assigned class-specific tables that they will be expected to sit at daily.
- Students will be encouraged to wash/sanitizer their hands prior to entering the cafeteria.
- Students who forget their lunch at home will be provided a lunch option in the cafeteria.
- Students will be able to use the restroom during their time in the cafeteria as restrooms, we encourage students to take care of their needs before they go to recess.

2. Lunch Choices

- All students receive free lunch at Mound Park Upper Elementary School.
- The district food service provider will be offering students multiple options each day. Option A will be a hot lunch option while Option B will be a vegetarian cold lunch option and C will be a Halal option. Students will make their lunch choice at their morning meeting at 8:10am in their classroom.
- Students will enter the cafeteria in a single file line based on their lunch choice.

3. Lunch Recess vs. Teacher-Led Recess

- Students will go to recess as a class.
- Students are required to stay in their assigned recess area and are not permitted to leave the fenced recess area.
- Teachers may choose to take their classes out to the playground for teacher-led recess during the day.
- Students are encouraged to wash/sanitize their hands prior to lunch as well as after they leave the playground.
- Students should wear boots, gloves, hats, scarves, and jackets as recess will be outside unless it is less than 15 degrees.
- Our goal is to make sure students participate in recess fully each day.

4. Student Lunch Boxes

- Students who bring their lunch to school are encouraged to use a disposable paper bag that can be thrown away each day.
- Students who choose to use a lunch box/bag are encouraged to use one that has a handle on it that can hang on a hook. Students will hang their lunch box/bag on their designated hook while at recess and then carry their lunchbox back into the classroom with them.
- All student items must have the students first and last name on it in permanent marker.

5. Put Your Name On ALL Of Your Personal Items

- You will need to put your student's first and last name on ALL of their items so that we can return them if they are misplaced.

6. Do Students Have Snacks During The Day?

- Fitzgerald is proud to offer a healthy snack option to students once per week as a part of a Healthy Schools grant program. This program provides students with individual packages of fruit or vegetables for students to try as a part of a healthy lifestyle.
- Many teachers designate a time within their class schedule for students to eat a small snack at their desk. Only pre-packaged snacks will be provided to your student, as available.

7. Inclement Weather Necessitating Indoor Recess

- Fresh air and exercise are proven to enhance a child's physical and educational growth. Recess is an important part of the Fitzgerald Public Schools elementary program and is supervised by paid adult personnel.
- The Principal will be responsible for determining the conditions under which students will/will not be permitted to go out for recess or other outdoor activities during the day.
- Under normal conditions the following guidelines are considered when determining if students participate in outdoor activities:
 - On days when outside temperatures are below 15 degrees, when outside temperature with the wind chill is below 15 degrees, or when there is rain, indoor recess will be considered.
 - Playground conditions, weather advisories, precipitation, age of students, and length of time outside may impact outdoor activity decisions.
- A doctor's note is required to excuse a student from recess.
- Students should come to school appropriately dressed for outdoor play, even in the winter months. Please note that playgrounds are a combination of grass and wood chip ground coverings and that dirt, small puddles, and light mud may exist in some areas. Adult supervisors do their best to block these areas and/or instruct students to stay out of mud/puddles.

Mound Park Technology Policies

All Mound Park students will be given a district provided technology device to assist students in completing their classwork, homework, and assessment items. These devices require that students are responsible with caring for them and utilizing them for academic work.

1. What Type of Technology Will The District Provide?

- Students will be assigned two district-provided Chromebooks (1 to keep at home, 1 will stay in school) and 1 charging cord to use during the school year.
- Chromebooks and charger cords will be digitally checked out to students and recorded on their student account.
- Chromebooks and charger cords must be returned to the school if the student enrolls in a different district. Devices will not work outside of the Fitzgerald Public Schools network.

2. Should My Child Bring Their Chromebook To School?

- Beginning in the 2023-2024 school year, Mound Park students will not need to bring their Chromebook to school with them. All Mound Park students will have access to a Chromebook computer in their classroom during the school day allowing them to keep the Chromebook that is checked out to them at home for homework purposes.
- There will be specified days in which students will bring in their Chromebook that is to be kept at home. This is for accounting purposes, students are expected to keep both devices in good condition.

3. Can My Child Use Our Home Computer / Tablet For Homework?

- Students are encouraged to use their district provided Chromebook to complete all homework assignments.
- District devices are configured to work with Clever programs to alleviate as many problems as possible for students working in several online programs. In order to minimize problems for your student we highly recommend that students use their district provided Chromebook for all classwork and homework items.

4. How Does My Student Log In To The Chromebook?

- Each student must login through www.clever.com to access their assignments and complete their work. The Clever platform uses a single sign-on platform that remembers the student's usernames and password for all of the different web-based learning programs students use in the classroom and at home.
- Your child's teacher will provide you with your student's username and password to log into the Chromebook and access the curriculum materials through Clever.

5. What is Fitzgerald's Technology Acceptable Use Policy?

- When using the network and district provided devices, students must conduct themselves in a responsible, efficient, ethical, and legal manner.
- Unauthorized or inappropriate use of the network or district provided devices, including any violation of these procedures, may result in cancellation of the device usage, disciplinary action consistent with the student handbook, and/or civil or criminal liability.
- All students will by default have internet access unless the Individual Internet Access Denial Form is signed. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Internet that is in accord with their personal and family values, in addition to the Board's standards.

6. What Happens If My Child Breaks or Loses Their Technology?

- Students are expected to treat district technology and classroom materials with respect and care.
- Students who lose or break their Chromebook, charger, or other materials checked out to the student will be financially responsible for repairing or replacing the item.

7. What Help is Available If We Have Technology Problems?

- An extensive list of helpful videos and documents are available on the Fitzgerald website to support students and parents in using their district Chromebook for classwork and homework purposes.
- In addition, a district technology help email address has been established for parents to utilize if they are unable to find support on the website. Parents can email technology@myfitz.net.



Student Illness Procedures

1. Monitoring Student Health – Daily At Home Screening

- Students with a temperature of 100.4 or greater should stay home and consult with their primary care doctor.
- Families are encouraged to monitor their children daily for symptoms of illness.

2. What Happens If My Student Doesn't Feel Well During School Hours?

- Students should tell their teacher or an adult during lunch immediately if they are not feeling well.
- Students will be sent to the school clinic. Office staff will ask students what their symptoms are to try and understand what is ailing the student.
- If the student does not report symptoms that are consistent with information provided by the Macomb Community Health Department to be consistent with symptoms of COVID-19, the student will be allowed to rest in the office for a few moments if the student is not in distress (ie: headache only).
- Parents will be called to pick their child up from school if the student is unable to return to class. We appreciate your help in picking your student up from school promptly when they are ill.
- The office has band-aids and ice on hand for minor student concerns that may arise while playing on the playground.

3. My Student Is Ill, How Do I Let The School Know?

- To report your child's absence from school please call (586) 825-2146. You can leave a voicemail with your students first and last name, their grade, and a return phone number in case we have questions.
- A doctor's note should be sent to the office within 48 hours of the students return to school so that their absence may be medically excused.

4. Can I Get Homework Sent Home For My Student While They Are Ill?

- Parents/guardians can contact the school office or your child's teacher to request homework for your student if they are ill.
- 24 hours advance notice is required so that the teacher can gather the student's necessary materials and have it ready for parent pick-up in the office.