

**SCHOFIELD**  
**EARLY CHILDHOOD CENTER**

**21555 Warner, Warren, MI 48091**



**Student / Parent Handbook**  
**2023-2024**

*Updated August 2023*

# Fitzgerald Public Schools

## Vision Statement



## Mission Statement



## ADMINISTRATION AND OFFICE STAFF

LeaAnna Whitfield, ED.S.

Principal

Jamie Parsons

School Secretary

Katrina Davis

School Clerk

## OFFICE DIRECTORIES

Schofield Main Office	(586) 757-5150
Schofield Attendance Line	(586) 825-2153
Schofield School Psychologist	(586) 757-5150 ext. 2406
Schofield School Social Worker	(586) 757-5150 ext. 2408
Fitzgerald Technology Support	(586) 413-7089
Fitzgerald Food Service	(586) 758-0886
Fitzgerald Transportation	(586) 758-0965

## **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 have any questions about any information found in this document, please do not hesitate to contact your child's building administrator.

Sincerely,

LeaAnna Whitfield

Schofield Early Childhood Center Principal

Rebecca Akins

Westview Lower Elementary School Principal

Andrew Semanson

Westview Lower Elementary School Assistant Principal

Denye Griessel

Mound Park Upper 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 PowerSchool account to update emergency information, please contact your building office secretary.

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

# Welcome to Schofield Early Childhood Center!

Welcome to Schofield Early Childhood Center, proud home of the Schofield Spartans!

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

## 1. Office Staff

- **Principal:** LeaAnna Whitfield
- **Office Secretary:** Jamie Parsons
- **Office Clerk:** Katrina Davis

## 2. School Day Hours

- **Entry Bell:** 8:55am
- **Full Day Schedule:** 9:00am – 4:01pm
- **Half Day AM Schedule:** 9:00am – 12:15pm
- **Half Day PM Schedule:** 12:50pm – 4:01pm
- **PLC Day Schedule:** 9:00am – 2:31pm

## 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) 825-2153. 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 at school after 9:00am you will need to walk your child to the main entrance doors to sign your child into school.
- 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 get 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.

# Schofield Early Childhood Center Policies

## 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 as a skirt or dress which is of reasonable length. 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.
- Elementary students will not use their personal electronic device(s) at any time during school hours. Students will not be permitted to use their electronic device during passing time between classes, at lunch time, or during any other time while out of their classroom.
- All personal electronic devices, carried by students, must be turned "off" during school hours. Placing the device on silent alert, vibrate or other settings are not acceptable.
- Any personal electronic device, carried by a student, that creates a distraction or disturbance at any time during the school hours will be immediately confiscated and returned only to a parent/guardian. Repeated offenses may result in further disciplinary measures.

# Schofield Early Childhood Center Policies

## 7. Birthday / Holiday Treats

- With prior teacher approval, students may bring a pre-packaged treat to share with the class. The packaging must have allergen information in order to keep all children safe. Homemade treats/snacks will not be permitted.

## 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.
- At this time, we are unable to allow items such as homework, books, lunches, etc to be dropped off during school hours.
  - 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 may bring a water bottle to school. All schools are equipped with refilling stations for students to use throughout the school day.
- Juice, soda, hot chocolate, Slurpee, 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 placed into the Lost and Found for a short period of time. They will be discarded if not picked up. We appreciate your help in ensuring that all of your students' items are labeled with their first and last name in permanent marker.
- Lost and Found is located in the school's main office vestibule. Parents are encouraged to check it often for missing items.

## 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.

# Schofield Early Childhood Center 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.

# Schofield Early Childhood Center Policies

## 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 voice mailbox 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 including email, text messaging, school newsletter, classroom newsletters and district/school Facebook pages.
- Ensure you have provided an updated email address to the school office, as most communication is shared electronically.
- 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.
- Fitzgerald Public Schools and Schofield Early Childhood Center's Facebook page shares important district and building information periodically. Please take a moment to like and follow 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 core subject areas receive a numerical score on the report card. Letter grades are utilized in grades 3-5 in core subject areas. Numerical scores are utilized in grades K-2 for core subject areas and Specials classes.
- 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 prescribed medication during the school day will do so in the office under the supervision of office staff.
- Parents must provide a completed School Medication Form completed by the student's doctor including the nature of the student's illness, the name and dosage of the medication prescribed, and a statement that the medication must be administered during school hours. A letter from the parent/guardian requesting that school personnel administer the medication during school hours is also required.
- 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.



# Schofield Early Childhood Center Policies

## 19. Student Medications Continued

- 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 as outlined in the Fitzgerald Public Schools Board Policy accessible on the Fitzgerald Public Schools website.

## 20. School Visitors

- Visitors are described as those individuals that are not enrolled or employed at Schofield Early Childhood Center.
- Visitors must enter through the main doors (#1), 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.
- Students are not allowed to have visitors accompany them to classes.

## 21. 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.

## 22. 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.



# Schofield Spartan “STAR” Student 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 Schofield S.T.A.R. behavior expectation at the beginning of the year and teachers reinforce these behavior expectations daily. All students are expected to display S.T.A.R. 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 S.T.A.R. stand for?

- **S = Be SAFE**
  - Hands and feet to self
  - Use materials appropriately
  - Walk at all time
- **T= Trustworthy**
  - Stay on task
  - Be honest
- **A = Accountable**
  - Participate in learning
  - Complete your work
  - Do your best
- **R = Respectful**
  - Listen to learn
  - Follow Directions
  - Use kind words and actions

## 3. How are students recognized for great S.T.A.R. behavior?

- Classroom Rewards – Each classroom has a jar to collect stars in throughout the month. When staff members observe students making good choices, they award the student with a star that goes into the classroom jar. When the jar is filled, all students in the class will choose a prize from our SPARTY Cart.
- School Reward – When the classroom jar is filled, the class pours their full jar into a larger jar that is kept in the office. When our big school jar is full, the entire school is rewarded with a S.T.A.R. Party!

# Arrival & Dismissal at Schofield

## 1. Arrival time for drop-offs will be between 8:45am - 8:55am.

- Please be mindful and **pull all the way up to the sidewalk** 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 parking lot signs.
- **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 into the school building. Do not let your child exit the car before 8:45am, as there will be no one there to supervise or let them in.

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

- Students may not arrive prior to 8:45am 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.
- All Young 5 and Kindergarten students enter at the north doors (Door C).
- Students are not allowed on the playground equipment before school.
- The first bell rings at 8:55am. The school day begins at 9:00am. Please ensure your child arrives to school on time.
- If your child arrives to school late, after 9:00am, you will need to sign them into the office at the front door.
- **Parents are not permitted into the building during arrival and dismissal.**

## 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 that ride buses will exit and enter the door at the south end of the building. Staff will be there to walk them to their classrooms.

## 4. Students will be dismissed at 4:01pm from designated doors.

- Students will be dismissed from their designated doors as indicated in our information packet.
- Students must wait with a staff member until their parent picks them up from the door. Students are not permitted to leave their teacher to meet parents in the parking lot.
- Students and parents are prohibited from crossing in the bus loops in the front 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 a last minute change is needed, a call to the office should be made by 3:30pm.
- If an emergency arises and you must change your student's transportation home, you must call and notify the office by 3:30pm. **No pick-up changes will be possible after this time.**
- **Please be patient and understanding – our first priority is your student's safety.**

# Arrival & Dismissal at Schofield Continued

## 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 bus at our dismissal time.
- 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 parking lot signs and directions from our parking lot attendants. 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 or during breaks to minimize the time your child is out of the classroom. We appreciate your help!
- 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.



# Schofield Lunch and Recess Procedures

As the school year begins and we look at a variety of procedures and policies that will change 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

- Each class of students is assigned to a 35 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 in the lunchroom.
- Students will be required to wash/sanitize their hands prior to entering the cafeteria.
- Students who forget their lunch at home will be provided a lunch option in the cafeteria as **parent drop off items during the school day are not permitted.**

## 2. Lunch Choices

- All students receive free lunch in Fitzgerald Public Schools.
- Students will be offered multiple lunch options each day. Option A will be a hot lunch option. Option B will be a cold lunch option. Option C will be Halal. One of these options will always be vegetarian.
- Students will make their lunch choice at their morning meeting at 9:00am in their classroom.

## 3. Recess

- Each class will be assigned to a playground area during lunch recess. They are not permitted to leave the fenced area without an adult.
- Teachers may choose to take their classes out to the playground for teacher-led recess during the day.
- Students should wear boots, gloves, hats, scarves, and jackets as recess will be outside unless it is less than 16 degrees. Parents may choose to leave an extra set of items in their child's locker. Please inform the classroom teacher so they can be sent home weekly for washing.

## 4. Student Lunch Boxes

- Students who bring their lunch to school will place their lunchbox into the classroom's lunch bin that is carried down to the lunchroom at the appropriate time.
- After eating, students place the lunchbox back into the bin.
- It is the student's responsibility to remember to take the lunchbox home each day.

# Schofield Lunch and Recess Procedures Continued

## 5. Put Your Name On ALL Of Your Personal Items

- Please 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. You may send a prepackaged snack to school with your child to eat during the class snack time.
- While we do not want students to go hungry, we want to make sure that we are providing safe products.

## 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 16 degrees, or when there is rain, indoor recess should 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. **Please make sure your child has appropriate clothing for the weather. They will be going outside if it is dry and above.**

## 8. We Appreciate Your Understanding And Patience!

- As systems and processes begin, I am sure that we will make changes and alter the procedures. At this time, this is our best plan based on the information that we have gathered over years of facilitating student movement in and out of the building and consulting with the Macomb Health Department. We appreciate your understanding, patience, and flexibility as we work to do what is best for our students.

# Schofield Technology Policies



Schofield students will have access to a district provided iPad during the school day. These devices will remain at school at all times.

<b>1. What Type of Technology Will The District Provide?</b>
<ul style="list-style-type: none"><li>• Preschool and Kindergarten students will be provided with iPads to use during the school day. The devices will stay at school.</li></ul>
<b>2. Should My Child Bring Their Device Home At Night?</b>
<ul style="list-style-type: none"><li>• Preschool and Kindergarten students will not take their devices home.</li></ul>
<b>3. Can My Child Use Our Home Computer / Tablet For Homework?</b>
<ul style="list-style-type: none"><li>• Students' login information for our learning apps will be shared with families so students may complete additional practice at home. Any homework assigned will not be required to be completed on a device.</li></ul>
<b>5. How Does My Student Log In To The Chromebook or iPad?</b>
<ul style="list-style-type: none"><li>• Each student must login through <a href="http://www.clever.com">www.clever.com</a> 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.</li><li>• 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.</li></ul>
<b>6. What is Fitzgerald's Technology Acceptable Use Policy?</b>
<ul style="list-style-type: none"><li>• When using the network and district provided devices, students must conduct themselves in a responsible, efficient, ethical, and legal manner.</li><li>• 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.</li><li>• 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.</li></ul>
<b>8. What Help is Available If We Have Technology Problems?</b>
<ul style="list-style-type: none"><li>• 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.</li><li>• In addition, a district technology help email address and phone line has been established for parents to utilize if they are unable to find support on the website. Parents can email <a href="mailto:technology@myfitz.net">technology@myfitz.net</a>.</li></ul>

# Student Illness Procedures

## 1. Monitoring Student Health - Daily At Home Screening

- Families are encouraged to monitor their children daily for symptoms of illness. The presence of symptoms including a temperature of 100.4 or greater, cough or shortness of breath, gastrointestinal symptoms, etc. should prompt the family to keep the student home from school and to follow up with a primary care provider.

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

- Students should tell their teacher or an adult during lunch 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 cooperation 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. What Happens If My Student Shows Symptoms of COVID-19 In School?

- If the student reports symptoms that are consistent with information provided by the Macomb Community Health Department to be consistent with symptoms of COVID-19, students will wait, in the designated quarantined area for their parents to pick them up.
- Our schools are following the guidelines put forth by the Macomb Community Health Department.

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

- To report your child's absence from school please call (586) 825-2153. 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.

## 5. 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.



# Preparing for the 2023-2024 School Year

With school starting in a few weeks, we want to provide some helpful points that you can use to talk with your child as you prepare them for school this Fall.

## 1. Germs Are Everywhere.

- No matter when, if you touch a surface that has germs on it and then touch your face you could get sick.
- Learning proper, 20 second hand washing is important for EVERYONE. Your body is resilient and designed to fight germs, when needed. You will be asked to wash or sanitize your hands often and cover your mouth when you sneeze or cough.

## 2. Eat Well And Be Active.

- Maintain a healthy lifestyle by eating well and getting enough sleep. Your body is ready to learn when it is fed well and well-rested.
- Also, participate in activities each day that get you up and moving. This will help get your blood flowing and your brain energized.
- When you need to, take some time to yourself. Take deep breaths, close your eyes and focus in, or find a quiet place to relax.

## 3. When You Are Stressed, Nervous, Or Anxious; Your Teacher Is There For You.

- Our staff members are always here to talk to you when you need a comforting ear.
- Reach out early and often when you are feeling stressed or nervous. Those feelings are completely reasonable and a normal part of any change. Whether you are learning from home or at school, everyone is here to support you.

## 4. It's Always "OK" To Talk About Your Feelings.

- In class, we will be discussing how we feel often and sharing strategies to attend to and cope with those feelings.
- School mental health professionals will be available as needed.
- Please feel free to share your thoughts and feelings with us so that we can create stronger connections.

## 5. When You Don't Know Something, Please Ask!

- If you don't understand why we are doing something, please ask.
- Staff are always here to answer any questions that you have.