



## Mio AuSable Elementary

1110 W 8th Street Mio, MI 48647

(989)826-2430

[www.miosk12.net](http://www.miosk12.net)



This is intended to offer a brief overview of important information. Please refer to the school handbook on our website to review in full or ask for a printed copy.

## Arrival and Dismissal

### When Students Arrive

- Buses will arrive at school between 7:45-7:55 am. Parents who are transporting students should try to arrive during that same window of time. Doors will be open from 7:45-8:05 am for student arrival. Parents may park and say good-bye at the entry doors or they may drop off in the moving drop off lane.
- Kindergarten to the library. Grades 1 & 2 to the auditorium. Grade 3 to the elementary cafeteria. Grades 4 & 5 to the multipurpose room (elementary gym).
- Breakfast is provided to all students at no charge, and we encourage all students to take advantage of this. Breakfast will be served in the classrooms beginning at 8:05 am.
- Students are asked not to go to their classroom or lockers first but rather directly to their designated location.
- All students arriving after 8:05 a.m. will be marked as tardy or absent depending on the time of arrival and must be signed in by a parent/guardian.

### When Students Are Dismissed

- The end of the school day is 3:15 pm.
- If you are picking your student up at the end of the school day, you'll park in a designated zone and meet under the porch near the third grade doors. Adults picking up will be greeted between 3:05-3:15 by a school employee to check out students. Students will be sent to the adult who checked the child out through the exterior doors in the elementary cafeteria.
- We assume that students who regularly ride a bus will be riding the bus each day unless we hear differently. **Changes are expected to be made at the office, in writing, by no later than 12:00 p.m.**
- If a student needs to make special arrangements for taking the bus such as riding a different bus or getting off at a different stop, they will need to receive a **bus pass** in advance. Please see "Transportation Information" to follow.

### Dismissals During the School Day

- Mio AuSable Elementary is a closed campus, meaning that students are not permitted to leave school during the school day without permission.
- During the school day we can only release a student to a parent, guardian or a person designated on the student's emergency card. Changes to those authorized to pick up your student must be in writing.
- The adult who is picking up a student must sign the student out at the elementary office. Students can then be signed out. Teachers have been instructed to not release a student to an adult without receiving prior authorization from the office. We cannot send the student out to a waiting car.

**ADULTS WHO ARE PICKING UP OR SIGNING STUDENTS OUT MUST BE ON THAT STUDENT'S EMERGENCY CARD. STUDENTS WILL NOT BE RELEASED OFF BUSES.**

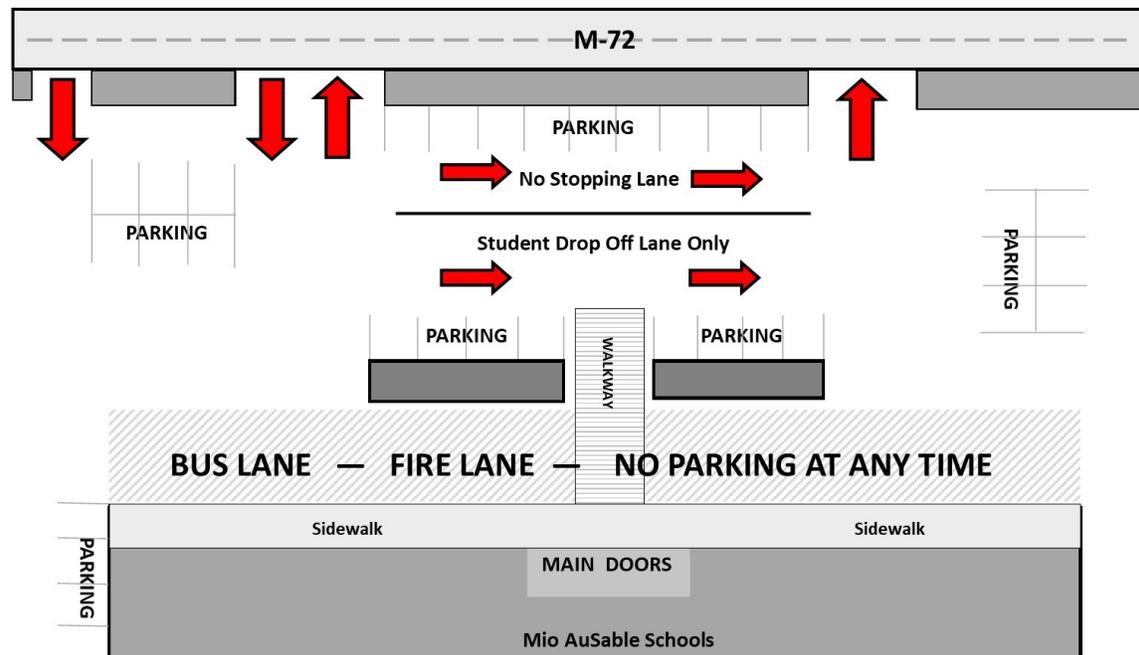
**THE SAFETY OF ALL STUDENTS IS A TOP PRIORITY!**

## Parking Lot Information

During times of pick up and drop off, the parking lot can be quite busy. Of course, our greatest concern is the safety of the students. We ask that drivers review the diagram below to help ensure efficient and safe traffic flow.

There is to be absolutely no parking in the fire lane located in front of the building at any time. When dropping off or picking up your children, please follow directions on the signs posted in the parking lot.

If you are dropping a child off who needs to be unbuckled from a car seat please park so as not to cause a backup in traffic.



## School Breakfast and Lunch

- Mio AuSable Schools has “Universal Free Breakfast and Lunch” which means that all students are provided breakfast and lunch each day without charge.
  - Breakfast will be served every day in the classroom at 8:05 am.
  - On the rare occasion that school has a late start due to a weather delay, breakfast will not be served.
  - Lunch is served each day including early release days with the exception of the last two days of school in June.
- Please contact the kitchen at 826-2407 for more information.

## Snacks and Special Treats

Any snack and/or special treat that will be shared with fellow classmates must have **teacher permission** and must be **prepackaged**. We have many students with allergies and food sensitivities and knowing ahead of time and having nutrition information on the package allows us to ensure everyone can safely enjoy the treat.

## Transportation Information

Students should remember that transportation is provided for their convenience and that **it is a privilege to ride the bus, not a right**. Students are expected to exercise proper conduct at all times and follow all rules and expectations for the safety of everyone.

Drivers WILL NOT release students from the bus during school dismissal periods. Students must be checked out as described in dismissal procedures.

The driver of a bus has a great responsibility. A mistake by the driver might mean injury or death to students on the bus. Because of safety factors, misconduct will not be tolerated. The driver is in charge of your conduct from the time you enter the bus to the time you leave it.

Students who misbehave or in any way jeopardize the safety of others may lose their bus privileges.

**Kindergarten students** must have an adult with them at the bus stop. For the safety of the students, if no adult is present at the bus stop, the kindergarten student will not be allowed to exit the bus and the parent will be responsible for picking up the student at the end of the bus route.

Due to safety concerns, **there will no longer be BUS PASSES**. Students will be permitted **one registered pick up address** and **one registered drop off address** for the school year.

## Student Bicycles

- Bicycles must be parked in the space provided upon arrival at school and left until time to return home.
- We ask that the parents send a note giving permission for the student to go home on his/her bicycle due to our sign out safety procedures.
- Bike riding is a privilege and can be withdrawn if problems occur.

## Media Consent

If you wish for your child **NOT** to be photographed and published on our website or in social media you must sign a media consent form. This must be done each year, names are not held over year to year.

## Notes Sent to School

When sending any written note into the school regarding your student, please be sure the note includes the date, the student's full name and student's teacher name.

During the school year there may be times when you child's teacher asks for volunteers for an event or special activity. In order to do this, you must have the required volunteer paperwork completely filled out and have been cleared at least week prior to the event. This paper work can be found on our school website .

# Attendance

## When Absent from School

- We recognize that there are justifiable reasons for absenteeism, such as illness, death, doctor or dentist appointments, and other emergency conditions.
- **Please remember that just because there is a good reason for a child to be absent, does not mean that they won't be negatively impacted by it. Important things go on every day at school and we want your student here as much as possible.**
- Parents are required to send a written excuse to the teacher stating the reason for their child's absence the day of return. Calls can also be made to the office with the reason for the absence. Written notes may include doctor excuses.
- Remember, **absent is absent** so reserve those times for when it is absolutely necessary. If absences or tardies are becoming problematic, you may be contacted to discuss the matter.
- It is the responsibility of the student to get missing assignments from the teacher for any days absent. As a general guideline, students will be allowed two days to make up work for each day missed.
- Students are expected to have regular daily attendance and active engagement in content. Failure to do so may result in attendance action.

## Tardy/Leaving Early

- A student will be tardy if he/she arrives between 8:06 a.m. and 9:00 a.m. and/or leaves between 2:30 p.m. and 3:15 p.m. (or the staggered release times between 3:05 and 3:15). Excessive tardiness will be reported to the principal who, in turn, may refer to the truancy officer.
- If your student arrives after 9:00 am, or leaves before 2:30pm they will be marked absent for half a day.

# Report Cards

- Report cards will be issued four times during the school year at the completion of each marking period.
- Report cards will be sent home in student folders.
- Report cards will look different this year. We are moving to less of a "points" system and more of a "learning target" system. Your child will receive a 1-4 indicating where he or she is in relation to learning the expected grade level material (4 is exceeding the expectations and are usually rare as many of the targets are year long). With a year long learning target it will be completely reasonable to see a 1 or 2 in the first couple marking periods as children acquire and practice needed skills to show proficiency. **A three is the goal and indicates meeting the target!** We have changed to this format to best communicate where a student is in relation to the standard. It is not about points or a grade, but rather about the learning!

## Emergency Information

Please remember to keep the school informed of ANY changes to your student's emergency information. This includes home phone numbers, cell phones numbers, work numbers and individuals that can be contacted in case of any emergency or individuals that pick your student up.

## Available on the School Website

**School Calendar**  
**Elementary Handbook**  
**Breakfast and Lunch Menus**

**Athletic Schedules**  
**Elementary Newsletters**  
**Volunteer Forms**