



# Millside Elementary

## Beginning Of Year Information

### FROM THE PRINCIPAL

Welcome to a new school year. It's always an exciting time for children to meet their teachers, form new relationships and learn new skills. On behalf of the entire staff of Millside Elementary, I'd like to welcome all the new families to our school and extend a warm welcome back to those who have attended Algonac Community School in the past.

The 2020-2021 school year is a year of many new challenges. We have been preparing throughout the summer to bring students and staff back safely, while providing the best school experience possible. Our first day back for both virtual and face to face students is Tuesday, September 8. Enclosed in this mailing is your child's teacher assignment, classroom newsletter as well as beginning of the year school information. Your student's transportation information has been scheduled by the address in this mailing. If you have bussing concerns, please call 810 794-3555 ext. 1803.

I encourage you to keep in close contact with us throughout our time together. Providing support for your child here at school and at home conveys the message that their education is important and we are all in this together. Please do not hesitate to contact me as I look forward to working with you.

-Melissa Hanners

## COVID-19 PREPAREDNESS AND RESPONSE PLAN FOR FACE TO FACE INSTRUCTION

**FACIAL COVERINGS:** In Phase 4 of our state's reopening plan there are requirements for facial coverings. Facial coverings can be homemade, store bought, or disposable. There are different requirements depending on the age of the student and where students are at in the building. If your student can not medically tolerate wearing a mask the district will need a documentation provided by a medical physician stating "can not medically wear a mask". Please see the specifics below.

**BUS:** All Millside students are required to wear a facial covering while on the bus. Students must use the hand sanitizer upon entering the bus. If a student does not have a mask one will be provided for them. Students will sit in an assigned seat facing forward.

**ENTERING THE BUILDING, HALLWAYS, AND SHARED SPACES:** All Millside students will need to wear a face covering when arriving at school, walking in the hallways, or visiting shared areas around the school. Shared areas would include computer lab, hallways, or any other space that may be used by different cohorts of students throughout the day.

**RECESS:** Students in grades K-1 would not have to wear facial coverings outdoors as long as they remain with their class. If students are playing with students from other classrooms they will need to wear a facial covering. During lunch recess students may be with another class within their grade level. However, they will have an opportunity to go outdoors with just their class during the day also.

**MORNING ROUTINE:** The doors to Millside will open for entry by 8:28 am. Please do not drop any students off prior to 8:28 am. Students will report directly to their classrooms, wearing face coverings. During Phase 4, only staff and students are allowed in the building. Parents or caregivers will drop off at the front doors to staff that are available to help bring students to their classrooms. Staff will get students off the buses and assist them to their classrooms.



**BUSSING:** Routes are included in this mailing. All buses are equipped with hand sanitizer. Students will need to put on their masks prior to loading the bus and be required to use the sanitizer provided when boarding. Students will have an assigned seat on the bus. It is important that they adhere to the safety guidelines given. To keep capacity to a minimum we will not be accepting any bus passes this school year.

**DROP-OFF AND PICK-UP:** Millside students are dropped off in the loop in front of Millside Elementary School. Students that are dropped off by family members must part ways at the entrance of the building. Staff members will be present to monitor the transition and will be able to assist students to classrooms if needed.

When picking up a student please go to the appropriate spot for pick up. If you have students at both Algonquin and Millside you may use the front loop at Algonquin (shared car rider loop). Staff members from both buildings will be bringing students outside to meet you. If you have students only at Millside we ask that you use the front loop at Millside. Utilizing these separate areas allows for a much quicker pick up process.

**EMERGENCY INFORMATION AND CONTACTS:** It is more important this year than ever before that we have up to date contact information for every student. The contacts provided must be able to be reached during school hours and have a way to pick up a student if needed. We will provide each student with an Emergency Card. The Emergency Card will include two local numbers to call in case of emergency. You may also let the school know of any medical conditions or treatments that your child needs. Please remember to sign at the Permission Box and at the bottom of the Registration Form.

## IMPORTANT INFORMATION

**SCHOOL HOURS:** School begins at 8:35 am and dismisses at 3:22 pm. Please do not bring your child to school earlier than 8:25 am. Latchkey is available at Millside for families that may need an earlier drop off time.

**STUDENT ABSENCES:** If your student will not be attending school for any reason please call the school office at 810-794-8880 and choose 5 for the attendance line. Please be sure to state your child's name, grade, teacher, and the reason he/she will be absent.



**FOOD SERVICE:** Breakfast will not be served on the first day of school. Every day after breakfast and lunch will be served. Parents are encouraged to send a personal check for deposit into the students lunch account. Checks can be made payable to Algonac Food Service. Please note there will be a \$25 service fee for any returned checks. EfunDS Schools is also available online to deposit funds into your students lunch account. Money must be deposited in the account prior to making any purchases.

Students eligible for free or reduced benefits during the 2019-2020 school year will be eligible for the first (30) days of school. **New applications for the 2020-2021 school year must be completed and returned as soon as possible.** Your child's school meals and balance information will be available for your review within the Skyward Information System. Notices of meal balance will be sent home on a regular basis. If you have any questions, please call Steve Bellante of Chartwells Food Service at 794-8875.

### **2020-2021 STUDENT LUNCH PRICES**

Student Breakfast	\$1.75
Reduced Breakfast	\$.30
Elementary Lunch	\$2.75
Reduced Lunch	\$.40
Milk	\$.60

**STUDENT/PARENT HANDBOOK:** Handbooks are available on the school website. Parents can also request a paper copy be sent home at any time. Please read over the information with your child. Students will also receive a code of conduct booklet in class the first day. If you need additional information, please contact the school office.

**SCHOOL PICTURES:** Millside Elementary's school pictures are tentatively scheduled for Thursday, October 1st. Mark your calendars and look your best!

**MEDICATIONS:** The number of medications dispensed to students increases each year. Some are extremely important and others are for illnesses, such as, cold or flu. We hope you understand our desire to restrict dispensing medications to those that must be taken during the school day.

Before requesting that the school dispense medication, we ask you to follow the district's policy:

1. All medication, including over the counter, *must* be accompanied by the school required medication form.
2. New forms are required to be filled out at the beginning of each school year and are available in the office.
3. **All medication must be delivered to the school office by an adult.** Under no circumstance can medication be brought on the bus.
4. Medication, including over the counter, must be kept in the school office.

**SPECIALS:** Millside students are scheduled to have the following specials year round: Art, Music, PE, and STEM. Students are required, by the State of Michigan, to wear athletic shoes to participate in Physical Education classes.



**OPEN HOUSE:** We are happy to be able to provide a modified schedule for Open House this year! We will stagger times based on the student's last name. Families will be asked to attend during their scheduled slot wearing face coverings and using hand sanitizer as they enter the building. Only 10 people per classroom will be permitted at a time. If your assigned time does not work for you please contact the office to make alternate arrangements.

### September 2, 2020

1:30pm-2:30pm Open House Last Names A-F

2:40pm-3:40pm Open House Last Names G-L

5:30pm-6:30pm Open House Last Names M-S

6:40pm-7:40pm Open House Last Names T-Z

\*\*\*Families can drop in anytime during their hour time slot.

**EMAIL ADDRESSES:** All staff emails have transitioned to the format [firstname.lastname@acsk12.us](mailto:firstname.lastname@acsk12.us) over the summer. Please note that email addresses not following this rule have been disabled. Mrs. Martin, our wonderful school secretary is always available to help if you need it: [jill.martin@acsk12.us](mailto:jill.martin@acsk12.us) or (810) 794-8880.

We look forward to seeing everyone back!