

Monroe Elementary School Handbook 2019-2020



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<http://monroe.wyandotte.org>
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Forward

This student handbook was developed to answer many of the common questions parents may have during the school year and to provide specific information about policies and procedures. This handbook contains important information. Become familiar with this information and keep the handbook for future reference. If you have any questions that are not covered in the handbook, please contact the teacher or building principal. All district policies and procedures can be found online at: www.wyandotte.org



School Board Members

Dana Browning, Theresa Crnkovich, Cindy Kinney,
Robert Kirby, Stephanie Miello, Patrick Sutka,
and Michael Swiecki

Superintendent.....Dr. Catherine Cost

Student Pledge

Today, I will do my best
to be my best.
I will practice Responsibility.
I will be Respectful.
I will be Safe.
I will show pride using
Lifeskills.

A Monroe Mustang
shares power with others
making everyone
stronger.

We have Grace.

We have Power.

We have Strength.



PBIS

Providing a safe and productive learning environment for our students is extremely important to the staff at Washington. To accomplish this goal, we have implemented the PBIS Program. This program is designed to teach social and emotional skills, self-awareness, responsibility, and safety at school in a proactive and positive manner.

PBIS is a researched-based program that is a proven school support system that aids in the reduction of problematic behaviors. The key to this program is focusing on relationships and prevention of negative behaviors. Students are taught clearly defined behavioral expectations and will practice those expectations. Along with clearly defined expectations with opportunities to celebrate our progress, problematic behaviors are quickly and constructively addressed. Discipline data is collected and shared with staff in order to understand the most common problem behaviors and locations so adjustments can be made.

We believe this program inspires students to do their best, making school a great place for every student!

Parent Organizations

Monroe Parent Club MVPS

(Monroe Valuable Parents and Staff)
Meeting dates will be shared to all parents at the beginning of the year.
All parents are welcome!

Parent Coordinator : Mrs. Sarah Schlorman
LIKE Monroe Mustangs Parent Group on Facebook

Watch DOGS

(Dads of Great Students)
Dads and Father Figures of Monroe Students

Top Dog : Mr. Dan Sabo and Mr. John Hajnos
LIKE Watch DOGS of Monroe Elementary on Facebook

Current Number of Students: 375
Average Number of Students/class: 25

Special classes: Students attend art, library, computers, gym, and music.

Extra programs/services/opportunities:
Title I, Reading and Math Support, PBIS (Positive Behavior Intervention Support), Safety Squad, and Leadership Buddies, Blessings in a Back Pack.

Welcome to Monroe!

Vision

Our vision is of a school in which every student...

Sets goals and is intrinsically driven to learn.

Has confidence to take risks and use mistakes as learning opportunities—displaying growth mindset.

Is a leader.

Masters collaboration practices and develops positive relationships while working in learning communities

Gains critical thinking skills with enthusiasm in order to be successful in a an ever-changing society.

Mission

The Monroe Elementary School community will take collective responsibility to ensure that students learn and grow with a continual effort toward higher achievements

Commitments

We will work as a PLC (Professional Learning Community) to discuss and apply research about learning.

We will collaborate about student data and essential learning outcomes to drive whole group instruction, small group instruction, and intervention/enrichment opportunities.

We will model, teach, and reinforce a Growth Mindset with our students and ourselves.

We will guide and expect positive interpersonal and leadership skills.

We will challenge students through higher level questioning and deep thinking skills.

Goals

All students will increase their Math proficiency.

All student will increase their Reading proficiency—in Language Arts, Science and Social Studies.

All students will increase their Writing proficiency.

Improve School Climate.

Title I

Our school is school-wide Title I school, which means we receive federal funds due to the percentage of students that receive subsidized meals (free/reduced lunch). Title I funds are used at the school level to best meet the needs of ALL students and is divided up into several large categories, including staff development, to help improve instruction of teachers, parenting to help meet the needs of our communities through collaboration and support, and necessary supplies to be successful.

In order to make sure that the educational needs of our children are met, we feel it is very important that our teachers, parents, and community members participate in the children's learning process. Our school offers many events and activities that involve parents so you can become active in your child's education and assist them at home. All parents and community members are encouraged to participate in these activities and also by attending parents meetings or even just sharing your opinions and concerns. We want ALL parents to have a voice.

Please feel free to visit our school website and view our Title I Parent Plan along with other communication letters and newsletters that will get you better acquainted and involved with our school.

School Hours

- First bell rings at 8:00am
- Students are expected to be in class at 8:00am
- Students should arrive no earlier than 7:30 am unless attending before school care or breakfast.
- Half Day dismissal 11:43am
- Dismissal 3:00pm
- Students must be picked up by 3:05pm

Student Progress

Our school will be issuing standard based report cards for grades K-5. The standard based report card is designed to provide parents specific information in the most critical standards that their child will learn throughout the school year. The report cards will be sent home three times during the school year.

Communication

Communication between the school and parents and guardians will be done by emails, phone calls, monthly newsletters, and parent calendars, parent/teacher conferences, notices, flyers, and the marquee in front of the school.

Parent Connect

Parent Connect will be available to our Elementary families again this year. This program will allow parents the ability to view their child's attendance and meal account totals electronically.

Before/After School Care

Please contact the following organizations if you are in need of before or afterschool care:

- YMCA of Southgate: (734) 282-9622 (onsite)
- Salvation Army: (734) 282-0930 (bussing provided)

Entrance Procedure

Main Entrance on Grove _____ Grades 3-5
14th Street East facing Entrance (near Grove) _____ Grade 2

14th Street Entrance near Playground _____ Young 5s and Grade 1

Kindergarten Door—back of school by courtyard _____ Kindergarten

Students line up as a class at their designated entrance door. This is unsupervised time, parents of young children, please stay with your child.

Classroom teachers will come outside to greet parents and students and then walk the students into class together.

Dismissal Procedure

At DISMISSAL each day the classroom teachers will walk their students to the following doors.

Students will dismiss from the same door as their entrance door.

Teachers will walk the students outside together everyday. Siblings may walk outside to their siblings dismissal door. There will be staff presence outside during dismissal time to ensure the safety of our children.

Monroe Staff

Young Fives

Jennifer Thurman..... Teacher

Kindergarten

Dana Mayhew..... Teacher

Jessica Pettit..... Teacher

First Grade

Devin Ezell (Sura) Teacher

Morgan Goff..... Teacher

Courtney Potter..... Teacher

Second Grade

Kristin Bain..... Teacher

Tiffany Dean Teacher

Darlene Wisniewski Teacher

Third Grade

Holly Jenkin..... Teacher

Julie MacKenzie..... Teacher

Fourth Grade

Karen Golema..... Teacher

Megan Rakoczy..... Teacher

Fifth Grade

Karen Cullen..... Teacher

Bethany Yancura..... Teacher

Outdoor Recess and Line-up

We know that fresh air and active movement is good for the brain therefore the students will be outside at each morning and lunchtime opportunity within these guidelines. Please send your child to school each day dressed warmly: winter coat, hat, mittens/gloves, and boots throughout the winter months.

Morning line up will be outside when the temperature is 32 degrees or above.

Lunch recess will be outside when the temperature is 20 degrees or above.

Bikes

Students riding bikes to school are to follow the basic local ordinances governing their use. All bicycles should be parked in the bicycle rack. The school is not responsible for lost, stolen, or damaged bikes. Bikes should be properly parked and locked, and can never be brought into the building. Bicycle helmets are encouraged.

Emergency Drills

The school complies with all safety laws and will conduct fire drills in accordance with State Laws. Tornado Drills will be conducted during the tornado season using the procedures provided by the State of Michigan. Lock-down Drills and AED Drills will be conducted during the school year in accordance with State Laws. Drills may occur without prior notification given to parents, staff, and/or students.

Use of telephones

Please feel free to call the office any time during the day to leave a message for a staff member, who will make every attempt to return your call as promptly as possible.

Calling the office to send messages to your child should be kept to a minimum (near emergency situations only). Please make every effort to remind your children of any special after-school arrangements - before they leave home. It is best in these cases to write a note to your child and/or teacher.

Office telephones are not to be used for personal calls.

Cell phones are not recommended; however, if students need to bring a cell phone to school, it **MUST BE TURNED OFF**. It may not be seen or heard or it will be taken away until a parent comes and picks it up from the office.

Lost and Found

Coats, sweaters, boots, lunch boxes, and other assorted items that are left at school by students will be placed in the Lost and Found.

Please put your child's name on all personal property. Encourage your son or daughter to check the Lost and Found to look for misplaced items.

Unclaimed items will be given to charity.

Special Education Resource Room

Nichole Payne.....Teacher Consultant
Courtney Jerrell.....Resource Teacher
Jamie Klein.....Instructional Aide

Special Area Teachers

Brandon Ursing.....Art
Justin Keyes.....Gym
Mike Noble/Mary Day/Neva Kirksey.....Band
Connie Norton.....Music
Kristi Pascarella.....Library

Family Services

Melissa Mohlman.....Social Worker
Leah Followell.....School Psychologist

Instructional Aides

Sue Inks.....Reading Support
Heather Brown.....Reading Support
Tammy ValladeStudent Support
Kelly Runt.....Kindergarten Support
Ben ZilkaYoung Fives Support

Maintenance

Veronica Harris.....Building Engineer

Lunch and Recess Coaches

Jenny Anderson	Laura Bogart
Mary Nevin	Rochelle Quillen
Sarah Schlorman	Beth Simmons
Nicole Snell	Barb Younglove

Drop and Drive

You will find one Drop and Drive zone painted on Grove Street and two zones on 14th street at each entrance area. The Drop and Drive Zone will be strictly enforced from 7:35-8:15am. **Please do not park or wait in those zones. You will be ticketed.**

For your child's safety, we have adult patrollers at the Drop and Drive Zones, as well as our student safeties stationed at each of the entrance doors. Street parking will be allowed outside of the painted zones should you need to enter the building or wait in your vehicle with your child. When using the Drop and Drive, please instruct your child to walk to the student entrance area and wait in their designated line until the 8:05am bell. Classroom teachers will meet the students and walk them to the classroom at 8:05am.

Since Drop and Drive is not utilized in the afternoon, you may park in the Drop and Drive zones on 14th street and wait in your vehicle for your child to exit the building without concern for being ticketed. **We need the Grove street bus zone to remain clear for dismissal. Parking in the bus zone will result in a ticket.** If you need to leave your vehicle, however, you should park on the street outside of the marked Drop and Drive zone area.

Playground

The school playground is closed to all students and the public from 7:45-8:15 am and 2:30—3:30 pm. This will allow the children to be arrive dismissed safely. We do not have any adult supervision during this time.

Emergency Closings

- If the school must be closed because of inclement weather, or other conditions, the school will notify the major radio and television stations (channels 2, 4, and 7), post the closing on the school's Facebook page, through a Remind text, and district automated calls will go out.
- Parents and students are responsible for knowing about emergency closings.

Student Dress

- While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.
- Apparel should be appropriate for the daily school routine.
- The following factors should be considered in determining a student's dress and grooming:
 - *Cleanliness and other aspects of personal hygiene
 - *Make-up is strongly discouraged

Weapons / Toy Weapons

Weapons, including look-alike or toy weapons, are not allowed on school property at any time. Students in possession of any kind of a weapon including a pocket knife of any length, B-B guns, look-alike guns, toy weapons, etc. will be subject to serious discipline that may include Suspension or Expulsion.

Student Early Release

- Students will only be released to those persons listed on emergency form in the office.
- If you are picking up your child during the school day, you must sign him or her out in the office. The secretary will call the classroom for your child. Your child must meet you in the school office where he or she will be released.
- Identification is mandatory.

Visits

- Visitors, particularly parents, are welcome at the school. Please plan your visit with you child's teacher ahead of time. There are many opportunities to volunteer throughout the year. Please help us protect learning time for the children by scheduling these visits ahead of time at a time the teacher can support.
- In order to properly monitor the safety of the students and staff, each visitor must report to the office upon entering the building to sign in and receive a pass.
- Any visitor found in the building without a pass shall be asked to return to the office.
- If a person wishes to speak with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Student Fines and Fees

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage.

Attendance

Regular attendance and punctuality in school gives students the best chance of benefiting from the instructional program. Experiences missed because of absences cannot be made up adequately. It is the intent of the school to enforce the following rules and regulations for attendance:

- Parents are asked to call the school when their child is absent: (759-5801)
- If your child is going to be late and needs a hot lunch, you must call the office by 8:30 to have one ordered. If not done, a parent must bring a bag lunch back to the school for the child.
- Attendance is reviewed regularly by staff. Parents will be notified by the classroom teacher and/or principal when the student has reached an excessive amount of tardies or absences. In the case excessive tardies and/or absences does not improve and there are greater than 15 absences and/or tardies, the district attendance officer will be notified and the parent/guardian may be prosecuted.
- Please bring medical documentation for all sick absences to the office.
- Please try to plan family vacations during school breaks to avoid excess absences.
- Student absences are reported to parents on Parent Connect, report cards, and by request.

Important Documents

- **Emergency Card:**

The emergency card is provided at the beginning of each school year and both sides must be filled in completely. Failure to return the completed form to the school could jeopardize a student's safety. Therefore, students are not permitted to participate in gym or recess until the emergency card is turned in.

At least two emergency contacts should be listed

It is the parent's responsibility to immediately notify the school office of any changes during the school year.

- **Medication Form:**

The school staff cannot dispense medication (including, cough drops, etc.) without a doctor signed medication form on file.

A parent must bring in the medication in its original container to the office where it will be administered by a staff member.

- **Free/Reduced Meal Application (Online):**

If your child received free or reduced lunch last year and attended Wyandotte Public Schools, you must complete a new form for this year or you child will be charged full menu prices. Any new students completing an application must wait until approval is given before free or reduced prices are given.

- **Volunteer Consent Background Check (Online)**

Parents must complete this form online two weeks prior to scheduled event to volunteer in any capacity.

School Meals

- Breakfast: Cost \$1.50 from 7:30–8:00
- Lunch: Cost \$2.70 Milk only \$0.40
- Extra pizza slice \$1.50
- Students may not bring pop/soda.
- If a parent visits their child during lunch times they must stop in the office to receive a pass and a designated area in the lobby will be available for parents to visit and eat with their individual child.
- School meals can be paid on a daily basis or parents may pay in advance. Money paid in advance will be put on the child's lunch account and will remain there until used or until the student leaves the district. Checks may be written payable to RHS Cafeteria. Parents may pay online and check their child's account balance through Parent Connect.

Personal Deliveries

- Parents may leave items for their son/daughter in the main office.
- Personal deliveries are not to be made to individual classrooms.

The purpose of this is to minimize class interruption and ensure the safety of our students.