

## The 7 Habits

What are the 7 Habits?

Habit One:

*Be Proactive*

Habit Two:

*Begin with the End in Mind*

Habit Three:

*Put First Things First*

Habit Four:

*Think Win-Win*

Habit Five:

*Seek First To Listen, Then to Be Understood*

Habit Six:

*Synergize*

Habit Seven:

*Sharpen the Saw*

One Habit will be covered each month and information will be sent home.

# Garfield Elementary School Handbook 2020-2021



Principal: Krizia E. Totty  
Secretary: Kathleen Elden  
340 Superior Blvd.  
Wyandotte, MI 48192  
734-759-55001

<http://garfield.wyandotte.org>

<https://www.facebook.com/wpsGarfield/>

## Garfield Elementary

### Our Mission:

- ◆ Educate
- ◆ Inspire
- ◆ Empower

### Our Vision:

Garfield Elementary School is a high achieving learning community, where confident leaders are developed in our creative and nurturing environment

### Goals:

1. All students will improve in understanding mathematical concepts
2. All students will improve in reading comprehension
3. All students will improve in written ideas through the use of details

This handbook was created to answer many of the common questions parents may have during the school year and to provide specific information about policies and procedures.

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.

## Wyandotte Public School's Philosophy for Education

### Our Mission:

Educate—Inspire—Empower

### Our Vision:

Developing Character  
Strengthening Community  
Achieving Success

### Beliefs:

1. Maximize student achievement
2. Provide opportunities for enriching experiences for students and families
3. Provide a caring, and orderly school community
4. Maintain and strengthen the financial status of the District
5. Maintain policies that govern how the District

## Board of Education

Dr. Catherine Cost .....Superintendent  
Becky Eyster... .....Human Resources  
Sandy White.....Business Manager  
Bernie Bowers.....Director of Engineering

## School Board Members

Changes yearly

Patrick Sutka..... President  
Dana Browning.....Vice President  
Robert Kirby.....Secretary  
Michael Swiecki..... Treasurer  
Kathy Bedikian.....Trustee  
Stephanie Miello.....Trustee  
Michael Swiecki .....Trustee

### LOST AND FOUND

- ⇒ Coats, sweaters, books, lunch boxes and other assorted items that are left at school by students will be placed in the lost and found.
- ⇒ Please encourage your son or daughter to check the Lost and Found Lockers, located across from the Main Entrance, for Misplaced items.
- ⇒ Unclaimed items will be periodically given to charity.

### PERSONAL DELIVERIES

- ◆ Items may be dropped off in the office for students
- ◆ Personal Deliveries are not to be made to classrooms.
- ◆ Balloons or cupcakes are not permitted due to allergies and interruption of class time

### BIKES, SKOOTERS, ROLLER BLADES, SKATE-BOARDS, ECT.

- \* Students riding the above mentioned items are to follow the basic local ordinances governing their use
- \* **None of these are to be ridden on school grounds**
- \* All bicycles should be parked and locked at the bicycle rack and may never be brought into the building
- \* The school is not responsible for lost, stolen or damaged items.

### PLAYGROUND

- The school playground is open to the public after school with supervision by parent/guardian only.

### ANIMALS

- ◇ Due to allergies and student safety concerns, animals **ARE NOT** permitted on school property during arrival and/or dismissal.

## School Hours

- First bell rings at 8:00
- Students are expected to be in class at 8:05
- Students should **NOT** arrive earlier than 7:50 unless attending breakfast or before school care. Breakfast arrival 7:30-7:45
- Half Day dismissal 11:43 AM
- Full Day dismissal 3:00 PM
- Students must be picked up by 3:10 PM or you **must** make arrangements for child care.

### Principal

Krizia E Totty  
734-759-5510  
tottyk@wy.k12.mi.us

### Secretary

Kathleen Elden  
734-759-5501  
eldenk@wy.k12.mi.us

## Communication

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

Please look for updates on Facebook and Twitter.

Also, New communication information will come home later in the school year

## Garfield Staff

### Kindergarten/Young 5's

Ashley Cuzzort ..... cuzzora@wy.k12.mi.us

Aide: Laurie Bodnar

Lois Dwornick

Shelley Turkowski .... turkows@wy.k12.mi.us

Aide: Ranae Bain

Jessica Muliolis ..... muliolj@wy.k12.mi.us

Aide: Beth Botts

### 1st Grade

Maria Lanstra..... lanstrm@wy.k12.mi.us

Jamie Rossman ..... rossmaj@wy.k12.mi.us

### 2nd Grade

Shelly Hayes ..... goldmam@wy.k12.mi.us

Devon Madigan ..... dudashd@wy.k12.mi.us

Stephanie McDowell ... mcdowes@wy.k12.mi.us

### 3rd Grade

Karla Goniwika ..... goniwik@wy.k12.mi.us

Dawn McBride ..... mcbridd@wy.k12.mi.us

### 4th Grade

Thomas DeFeyter..... defeytt@wy.k12.mi.us

Jennifer Miller ..... millerj@wy.k12.mi.us

### 5th Grade

Cathy Auler ..... aulerc@wy.k12.mi.us

Amanda Edwards..... phillia@wy.k12.mi.us

Jessie Osborne ..... osbornj@wy.k12.mi.us

### Social Worker

Zachary Stoner .... stonerz@wy.k12.mi.us

## PBIS

Providing a safe and productive learning environment for our students is extremely important to the staff at Garfield. To accomplish this goal, use the PBIS Program Positive Behavior Instructional Support. The key to this program is focusing on preventing negative behavior.

PBIS is a researched-based program that is a proven school support system that aids in the reduction of problematic behaviors. Students are taught clearly defined behavioral expectations and also recognize that there are specific rewards and consequences of behaviors. Students are recognized for positive behaviors and rewards are given monthly to support their positive behavior effort. We believe this program inspires students to do their best, making school a great place for every student!

Our most common reward for students are "Gator Bucks" which they can "spend" at the "Gator Store" once a month.

Each class uses the following management system:

*Pink* ..... Awesome Day "Super Star Leader"  
*Purple* ..... Great Day... "Super Synergy"  
*Green* ..... Good Day "Ready to Learn Lead"  
*Blue* ..... Warning "Habit Hunter"  
*Yellow* ..... Privilege Loss "Put First Things First"  
*Orange* Privilege Loss "Seek First to Understand"  
*Red* ..... Office Visit "Find the Proactive You"

## Parent Action Committee

Our **Parent Action Committee**, P.A.C, is a comprised of parents and teachers who meet and discuss how to help our school maintain/host fun events for our students. The P.A.C. Group is responsible for fund-raisers, holiday events, family fun nights and more.

Plus it is a way for parents and teachers to discuss happenings around the school. P.A.C meets on the 3rd Thursday of each month.

Without Parent Volunteers, our students will not be able to do the extra activities throughout the year.

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 by attending parents meetings or even just sharing your opinions and concerns. We want ALL parents to have a voice!

Please join our Facebook group:

<https://www.facebook.com/groups/793343154159544/>

## Title I

Garfield is a school-wide Title I school, which means we receive federal funds due to the percentage of students that receive subsidized meals free/reduced lunch .

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.

## Garfield Staff

### Special Education

Abby Caparoatta Teacher..... hanna@wy.k12.mi.us

Rachel Johnson, Speech ... johnsora@wy.k12.mi.us

### Literacy Coach

Marcella Flores .... floresm@wy.k12.mi.us

### Special Area Teachers

Justin Keyes, **Gym** ..... keyesj@wy.k12.mi.us

Connie Norton, **Vocal Music** ..... nortonc@wy.k12.mi.us

Mike Noble, **Band**..... noblem@wy.k12.mi.us

Brandon Ursing, **Art** ..... ursingb@wy.k12.mi.us

Amanda Morin , **Media Aide**..... morina@wy.k12.mi.us

### Instructional Aides

Ranae Bain..... bainr@wy.k12.mi.us

Laurie Bodnar..... bodnarl@wy.k12.mi.us

Beth Botts .....bottsbe@wy.k12.mi.us

Lois Dwornick .....dwornil@wy.k12.mi.us

Regan Kusibab ..... kusibar@wy.k12.mi.us

Abbie McMath ..... mcmatha@wy.k12.mi.us

### Maintenance

Rodney Reamer .....Building Engineer AM

### Parent Coordinator

Mandy Morris .... morrisa@wy.k12.mi.us

## 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.

At least two emergency contacts should be listed in addition to the parent/guardian 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 and parent signed medication form on file.

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

### Volunteer Consent Form:

Parents must complete this form online at

<https://www.wyandotte.org/parents-and-community/vips/>

at least three weeks prior to the scheduled event to volunteer in **any** capacity. Additional direction are available in the school office. **THIS FORM MUST BE FILLED OUT EVERY SCHOOL YEAR!**

## Leader In Me

Garfield Elementary has embraced and implemented The Leader in Me approach in developing a culture of leadership in our school based on **The 7 Habits of Highly Effective People®** by Stephen Covey.

Founded on internationally recognized and universal principles, The Leader in Me model emphasizes skills parents, teachers, and business leaders want and students need to be successful in an ever-changing society - skills of accountability, adaptability, initiative, self-direction, responsibility, problem solving, communication and teamwork - and they are taught and developed in our students.

The Leader in Me is not a program or a curriculum. It is an integrated approach to leadership development that will help Garfield fulfill its mission to prepare each of our students for success in high school, college, and career.

## Student Early Release

- No student will be allowed to leave school prior to dismissal time without written or in person permission from the parents.
- Students injured or ill will only be released to those persons listed on the emergency form in the office.
- If you are picking up your child during the school day, you must sign him/ 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. Students will remain in their classrooms until they are signed out.
- Identification upon request is mandatory.

## Visits

Visitors, particularly parents, are welcome at the school. 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. Students may not bring visitors to the school without prior written permission from the principal.

## 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: 759-5501
- If your child is going to be late and needs a school lunch, you **must call the office by 8:45** to have one ordered. If not done, you **must** bring a bag lunch back to the school for the child.
- Attendance is reviewed regularly by staff.
  - ⇒ 5-10 absences—note home from your student's teacher
  - ⇒ 10-15 absences—Letter from Principal
  - ⇒ 15-20 absences—The District Attendance officer will be notified
- If students are absent beyond this, a parent/guardian may be prosecuted and, if convicted, face up to 90 days in jail, or a fine or both.
- Please try to plan family vacations during school breaks to avoid excess absences.
- Student absences are reported to parents on Parent Portal, report cards, and by a parent/guardian written request, and will be provided within 24 hours.

## Before/After School Child Care

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

- YMCA of Southgate: 734 282-9622
- Salvation Army: 734 282- 0930  
1258 Biddle Ave., Wyandotte

## Drop and Drive

In coordination with the City of Wyandotte and Police Department, we have permanent markings and procedures for a Drop and Drive system at Garfield Elementary School. The Drop and Drive Zone will be **strictly enforced**.

Parking is prohibited in the morning until 8:30. If you wish to accompany your child into the building please park away from these zones to avoid being issued a Ticket.

In the afternoon, you may park in the Drop and Drive zones and wait in your vehicle for your child to exit the building without concern for being ticketed.

For your child's safety, we have our student safeties stationed at each of the entrance doors.

## Student Reports

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

## Students Fines and Fees

Students abusing 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 or replacement. This includes, but not limited to, library materials, technology iPads, Chromebooks , and music instruments.

## Use of Cell Phones

Cell phones usage is not permitted during school hours by students; however, if students need to bring a cell phone to school, it **MUST BE TURNED OFF**. It may not be used, seen or heard in the building or it will be taken away until a parent comes and picks it up from the office.



## Student Dress Code

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.

- Within broad limits, a student's dress and grooming should be considered a matter of choice. However, it must be recognized that an individual's habits of dress and personal grooming are an important part of one's total personality. Dress often determines not only attitudes towards oneself, but also the way an individual is looked on by others.
- Wearing apparel should be appropriate for the daily school routine.
- Cleanliness and other aspects of personal hygiene.

For more detailed information please visit:

<https://www.wyandotte.org/our-district/student-behavior--code-of-conduct-policy--procedures/>

## Parent Portal

Parent Portal is available to our Elementary families. This program allows parents the ability to view their child's attendance.

<https://sisweb.resa.net/ParentPortal/>

## 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 will be conducted during the school year in accordance with State Laws.

Drills may occur without prior notification given to parents, staff/students

## Emergency Closings

If the school must be closed because of inclement weather, or other conditions, the school will notify the local public media. Parents are responsible for knowing about emergency closings and delays.

## Meals

Breakfast.....	\$1.60
Lunch .....	\$2.85
Milk.....	\$ .40
Reduced lunch ..	\$ .50

## Breakfast

At Garfield Elementary School we offer a Breakfast Program from 7:30-7:45 a.m. every morning.

If your child receives free lunch, they will also receive free breakfast. Students may only receive free milk when ordering a complete meal.

## Lunch

- \* Student Lunches are 10:55-1:00
- \* Each lunch is 40 minutes—20 for eating and 20 for recess
- \* Recess is outside, unless the temperature is under 20 F or it is raining. **PLEASE DRESS YOUR STUDENT ACCORDINGLY**

## Free/Reduced Meal Applications

### Free/Reduced Meal Application:

If your child received free or reduced lunch last year and attended Wyandotte Public Schools, you must complete a new form **online** for this year by September 21st or your child will be charged full menu prices. **Any students completing an application must wait until approval is given.** The parents/guardians will be responsible financially for all meals consumed before approval is given.

Online application:

<https://frapps.horizonsolana.com/welcome>

## Student Accounts

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 Food Service. Parents may check and/or pay their child's account balance through

<https://www2.mypaymentsplus.com/welcome>