



**KINDERGARTEN**  
*Here We Come !*

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# Mrs. Janette Moore

**Metro North Elementary Principal**

# Welcome to METRO NORTH

I am beyond thrilled to serve as the Principal of Metro North Elementary School. I am honored and truly blessed to work along side such amazing children, families, teachers, and staff. Thank you for your patience and flexibility as I continue to learn the names of our 305 students and their families.

I was fortunate to grow up living on my family's farm between Royal Center and Buffalo, Indiana. I attended Pioneer Elementary School, and I am a graduate of Pioneer Jr/Sr High School in Royal Center. Most of my summers were spent preparing 4-H projects, swimming, and fishing on our family vacation in Northern Wisconsin. Although now retired, my parents still live on the family farm but spend most of their time relaxing at the lake in Wisconsin.

After graduating from high school, I attended Louisiana State University in Baton Rouge, Louisiana. At LSU, I completed my Bachelors of Science Degree in Elementary Education as well as my Masters of Education Degree. I taught first grade at Audubon Elementary School for five years before my husband and I relocated to Fort Wayne with our oldest daughter, Liz. I spent the next six years teaching a variety of grade levels at Andrews Elementary School, and prior to accepting the position of principal at Metro North I served as the Professional Development Coordinator of Elementary Grades in the Huntington County Community School Corporation.

My husband, Chris, and I have three children – Liz, Madeline, and Preston. Chris works at Parkview Hospital in the Emergency Room.

I am elated to call Metro North Elementary School my home. Please feel free to email me or call the school at 260-563-8050. I look forward to a partnership with our students, families, teachers, staff, and community to continue striving to make Metro North Elementary School an amazing place for students to dream big and work hard!

# Kindergarten Teachers



Mrs. Jennifer Cox

Classroom assignments are made over the summer months. When you complete your student's online registration through Skyward in July, you will be able to see the name of your child's teacher. Prior to the first day of school, we will host a Back-to-School event. At this time, your child will be able to see their classroom and connect with their teacher.

Mrs. Cox has been teaching since 1997.

**"I teach because I want all students to feel safe, loved, and important. I have a strong desire to provide students with a learning environment where differences are valued and students support each other when taking the necessary risks to learn and grow. I teach because I love kids!"**



Mrs. Angela Herring

Mrs. Herring has been teaching since 1996, with all of those years spent with kindergarten.

**"Ever since I was a young girl, I have felt called by God to be a teacher. I have always loved learning and wanted to share this joy with others. I became a teacher to impact students' lives the way my teachers impacted mine. I believe that every child deserves to feel valued, encouraged, inspired, and capable in my classroom. My "why" is to make sure that every student feels that they can succeed and grow every day."**



Miss Ashley Hunt

Miss Hunt has been teaching since 2019.

**"I have always wanted to be a teacher because it allows me to create a safe, inclusive, and engaging environment where children can explore, discover, and grow. Each child brings their own strengths and personalities into the classroom that we get to celebrate and enrich through academic learning and a strong classroom community! I get excited each year to see each child's growth and potential blossom as they become their own unique person in our world."**



Miss Liza Lippe

Miss Lippe has been teaching since 2024.

**"I teach because of the love I have for my students and the passion I have for teaching! I come from a family of many educators, who instilled that passion in me from a very young age. I am so thankful for their influence and encouragement to follow what I believe to be my God-given talent and dream. Growing up, I had several teachers who made an impact on me and helped to shape me into the teacher I am today. I truly believe that the future leaders of the world are in my classroom! I love being able to create a classroom community, that becomes a class family of leaders!"**



# Specials

Every day your student will have a Special Class built into their school day. These classes include Art, Music, Physical Education, and Library. Our Specials Teachers are additional educators and supporters of your child's education.



## Art



**Mrs. Katy Gray**

grayk@msdwc.k12.in.us

## Music



**Mrs. Shelby Gibson**

gibsonshelby@msdwc.k12.in.us

## Library



**Mrs. Jennifer Nesler**

neslerj@msdwc.k12.in.us

## P.E.

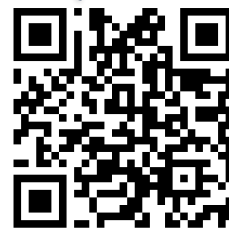


**Ms. Jessica France**

francej@msdwc.k12.in.us



Follow our  
Art Room  
on Facebook



@MNArtRoom

# People to Know

You and your child will meet many staff members during their years in our school. Here are just a few that may be helpful to know from the start. Feel free to use this page to introduce your child to them before their first day.

Get to know the entire MNE staff by reading their staff profiles on the MNE website.



Principal



**Mrs. Janette Moore**  
moorej@msdwc.k12.in.us

Secretary/Bookkeeper



**Mrs. Jessica Fishback**  
fishbackj@msdwc.k12.in.us

Social Worker



**Mrs. Chloe Plyler**  
plylerc@msdwc.k12.in.us

School Nurse



**Mrs. Nikki Holmes**  
holmesn@msdwc.k12.in.us

Special Education Teacher



**Mrs. Bailey Trump**  
trumpb@msdwc.k12.in.us

School Resource Officer



**Deputy Eric Kirtlan**  
kirtlane@msdwc.k12.in.us

School Resource Officer



**Deputy Cody Gibson**  
gibsonc@msdwc.k12.in.us

Food Service Manager



**Mrs. Ashley Shafer**  
shafera@msdwc.k12.in.us



# Preparation Skills



The transition to kindergarten is respected as a major milestone not only for the child, but for their family as well. The attitude towards school and learning that the child carries with them for life is often determined by this very first experience with school. A smooth transition to kindergarten can help make sure your child is successful in school.

This list of skills is meant to help you prepare your child for their Kindergarten experience.

## Personal Needs

Without help, can they...

- Put on and take off a coat
- Tie their own shoes
- Wash their hands
- Snap, button, zip, and buckle

## Social Skills

Can they...

- Listen to an adult and follow simple instructions
- Cooperate with other children
- Sit for short periods of time
- Follow simple two-step directions

## Intellectual Skills

Can they...

- Sit and listen to a story
- Hold a book upright and turn the pages
- Know their first and last name
- Tell and retell familiar stories
- Know colors, shapes, and sizes
- Count 0-10
- Say the ABC's
- Hold scissors and pencils appropriately
- Recognize and write their first name
  - Use capital letters for the first letter only
- Recognize the letters within their name

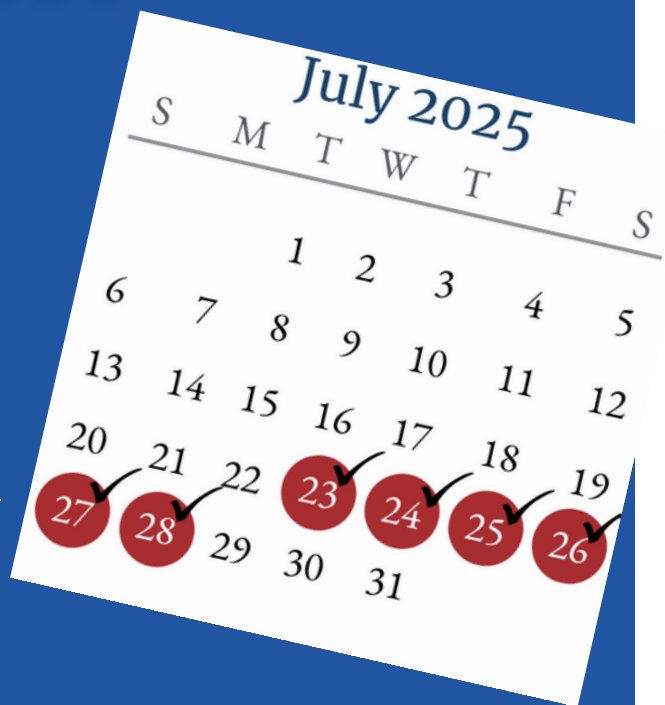


# Online Registration

Each summer, all families complete online registration for each enrolling child. This ensures we have updated information, allows parents to complete all annual forms, and provides access to meal and registration payments from the comfort of home.

**Even if your child participated in Kindergarten Round-Up, you must register them during online registration.**

Online registration is completed through Skyward, our student management system. **Online registration will be open July 23–28, 2025.** Families who need help completing the registration process may visit Metro North Elementary on Monday, July 28 between 10:00 AM – 6:00 PM.



## Skyward

Get to know our online student management system, known as Skyward. You will use Skyward for annual registrations and adding money to your student's meal account. Access Skyward through the Metro North Current Families Page at [metronorth.msdlwc.org/family](https://metronorth.msdlwc.org/family).



# School Supplies

Here are the supplies your child will need to begin their school year. Supplies can be brought to the Back-to-School event, which is typically scheduled a couple of days before the start of the school year. This ensures that students have everything they need from the very start!

- 5 boxes of 8 ct. REGULAR SIZE crayons (classic colors)
- 1 box of 24 crayons (classic colors)
- 1 package of Dixie (3 oz) cups
- 6 LARGE glue sticks
- 1 box (8 count) Crayola Thin Markers (classic colors)
- 24 Sharpened #2 Pencils (not mechanical, recommend Ticonderoga)
- 1 set of watercolor paints
- 2 containers of Play-Doh
- 1 pointed scissors – child size
- 1 large box of tissues
- 1 package of Clorox wipes
- 1 package of baby wipes
- 1 box of gallon Ziploc (or generic brand) baggies
- 1 box of quart Ziploc (or generic brand) baggies
- 2 pairs of headphones with USB-C adapter (no earbuds)
- 1 old adult-sized t-shirt for painting
- 1 pair of gym shoes (non-marking soles)
- 1 change of clothes (including underwear & socks)
- 1 full-size backpack
- 1 water bottle/thermos with lid
- Snacks to share with the class (crackers, cereal, pretzels)

Donatable Items: white cardstock, sticky tack, Velcro dots, napkins, plastic forks and spoons

Please do not send folders, pencil grips, rulers, or an art box.



## 1st Day School Supplies

This year, we will again partner with 1st Day School Supplies and offer online, one-stop school supply shopping for our families. This is offered as a convenience for our families. The online orders are shipped directly to Metro North before the start of the school year, saving you time and money. Look for additional information in May.

## Student iPads

Our school district is a one-to-one district, which means each student is provided with an electronic device to assist their learning. Our students currently have iPads, which will be distributed during the first weeks of school. It is very important to help your child take care of their iPad and fully charge it each evening at home.

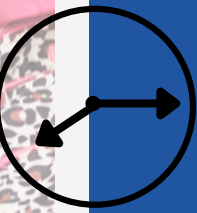


# School Days

## Traveling to School

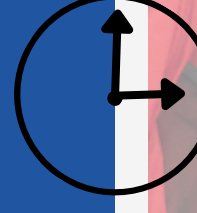
Families may choose to have their children ride the school bus to and from school, or they can bring and pick them up.

## Official Start Time – 8:15 AM



Students may begin arriving to school as early as 7:30 AM. The majority of students are present by 8:15 AM. Students who arrive at these earlier times are able to eat breakfast before class begins.

## Official End Time – 3:00 PM



Students are dismissed from class at 3:00 PM. Buses typically leave the parking lot by 3:05 PM.

## What to Wear

Students should wear clothing that is appropriate for the current weather. Closed-toe shoes are encouraged for recess play, and tennis shoes are required for P.E. class.

Be sure to view the full Dress Code on page 26 of the Student Handbook.



# After School Care

The Wabash County YMCA offers after-school care at Metro North Elementary until 5:30 PM. Students receive healthy snacks and homework help and have the opportunity to participate in STEAM, physical health, and nutrition activities with fun mentors and certified teachers.

*Learn More*

[wabashcountyyymca.org/before-afterschoolcare](http://wabashcountyyymca.org/before-afterschoolcare)



# School Bus

## BUS ARRANGEMENTS

During online registration, parents will complete a transportation survey indicating where their child will need picked up and dropped off. Before the start of the school year, your child's bus driver will contact you to confirm your transportation plans. During this phone call, the bus driver will confirm pick-up and drop-off times. Our drivers must wait until all student registrations have been received before making their route plans, so this phone call might happen just a day or two before the start of school.

## RULES FOR BUS RIDING

- Get to the pick-up location at least 5 minutes before the bus is scheduled to arrive.
- Have a safe place to wait for your bus, away from traffic and the street.
- Stay back at least 10 feet from the road while waiting for the bus. Do not play games or run around at the bus stop.
- Be aware of the street traffic around you. Drivers of other vehicles are required to follow specific road rules concerning school buses; however, not all do.
- When you see the bus coming, form a line — do not rush to the roadway or push others to try to be the first on the bus.
- If you must cross the street in front of the bus, walk on the sidewalk or along the side of the road to a point at least five giant steps (10 feet) ahead of the bus before you cross. Be sure that the bus driver can see you, and you can see the bus driver.
- Wait until the driver motions for you to cross. Wait until the bus stops, the door opens, and the driver says it is okay before stepping onto the bus.
- Use the handrails to avoid falls. When exiting the bus, be careful that clothing with drawstrings and book bags with straps are not caught in the handrails or doors.
- NEVER walk behind the bus!
- Keep items in a backpack or bag. Do not try to pick up something dropped near the bus—the bus driver may not see you. Ask the driver first.
- Respect others' property at the bus stop and on the bus.
- When being dropped off, exit the bus and walk ten giant steps away from the bus before pausing.

# Health Policies



## When to Stay Home

Students should be kept home when they cannot participate in the classroom. Symptoms which would prevent this would be fever, diarrhea, vomiting, eye drainage, communicable illness, etc. **Students should be fever free for 24 hours without the use of fever reducing medication before returning to school.**

## Medicine at School

If it is necessary to give medication at school either daily or as needed, a parent's signature is required. Forms are available at school. All medication must be in the small original bottle with label instructions and transported by an adult.

## Screenings

The Indiana State Department of Health requires vision screening in grades K, 1, 3, 5, & 8. Nurses will also do any vision referrals. Hearing screens are done by Wabash-Miami Area Program staff in grades K, 1, 4, 7, & 10.

Check out more information about our Health Services at [msdwc.org/services/health](https://msdwc.org/services/health).

Scan Here



# Absence

If a student is not physically present in school, they are absent. There are two kinds of absences: excused and unexcused. Excused absences include:

- ✓ Personal Illness
- ✓ Medical Appointment
- ✓ Court Appointment
- ✓ Death in Family
- ✓ Religious Observances
- ✓ Prearranged Absence

## Reporting an Absence

Call the school office at 260-569-6856 by 9:00 AM on the same day as the absence. Be sure to state the reason for the absence. Voicemail is available 24 hours a day. Email will NOT be accepted since we cannot verify the sender. Late arrivals/early dismissals should be called by 9:00 AM. Failure to notify the school or the lack of a legitimate excuse will result in an unexcused absence.

## Appointment Confirmation Statement

When students miss school for an appointment, an official statement from the appointment should be turned in to the school office for the absence to be excused. Please request these from the doctor, dentist, or other provider before returning to school.

## Tardy

Students reporting late to school are tardy. Tardy students must stop in the school office for clearance before proceeding to class.

View the full Attendance Policy in the Student Handbook on Page 23.



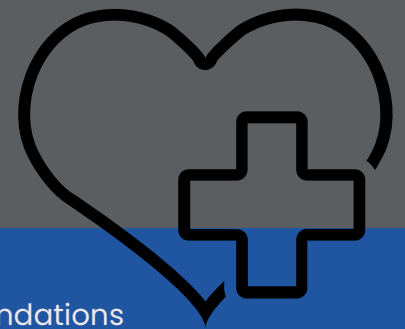
# Immunizations

Students must meet the immunization requirements outlined by the Indiana Department of Health. Parents must provide immunization record documents to the school.

Documentation may include:

- Records from a healthcare provider
- Immunization record from another school or corporation
- Immunization record in CHIRP – Indiana's immunization registry
- Printed record from another state registry

The documentation must include the date (month/day/year) for each dose of vaccine administered. In addition, we recommend students complete a physical and dental exam.



## Immunization Guide

The Indiana Department of Health requirements and recommendations regarding school immunizations are as follows:

GRADES	REQUIRED	RECOMMENDED
Preschool	<ul style="list-style-type: none"><li>• 3 Hepatitis B</li><li>• 4 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li><li>• 3 Polio</li><li>• 1 Varicella (Chickenpox)</li><li>• 1 MMR (Measles, Mumps &amp; Rubella)</li><li>• 2 Hepatitis A</li></ul>	<ul style="list-style-type: none"><li>• Annual influenza</li></ul>
K – Grade 5	<ul style="list-style-type: none"><li>• 3 Hepatitis B</li><li>• 5 DTaP</li><li>• 4 Polio</li><li>• 2 Varicella</li><li>• 2 MMR</li><li>• 2 Hepatitis A</li></ul>	<ul style="list-style-type: none"><li>• Annual influenza</li><li>• COVID-19</li></ul>



# School Meals

Breakfast and lunch are available to all students through our Food Service Department. Families may choose to eat the school lunch or pack their own lunch. Monthly menus are sent home with each student and posted on the website. Students may choose between the main meal option each day or a peanut butter and jelly sandwich. The price for meals is typically established during the summer. Price information will be available at [msdwc.org/services/food](http://msdwc.org/services/food).



Student meal accounts can be managed electronically. Email notifications will be sent to you whenever your student's meal balance is low. To add money to your student's meal account, start by logging into Skyward Family Access.

Once in Skyward:

1. Go to Food Service
2. Make a payment (key is next to name)
3. Select one-time payment or set up auto replenish
4. Put in dollar amount
5. Add to cart
6. Check out

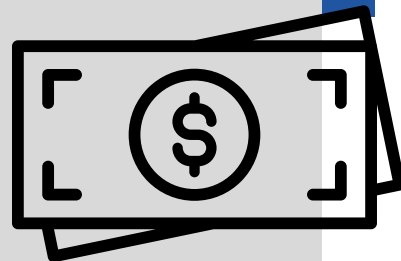
*View Meal Menus*



## Free & Reduced Meals

Families may qualify for free or reduced meal prices based on their income and household size. Be sure to check the current federal eligibility guidelines to see if your family qualifies. If you qualify, it is very important to complete the Free & Reduced Application during student registration. Applying could also help with the cost of textbooks, and it gives the school district important reporting data.

**Please apply if you qualify.**



# Special Education

Metro North Elementary School provides an inclusive learning experience for all students. We strive to meet students at their individual social, academic, and emotional levels and provide instruction and support to meet unique needs. In addition to our classroom teachers, our Metro North staff includes a school social worker, a special education teacher, a Title I teacher, and a team of highly-qualified paraprofessionals to provide additional support to students in their achievement. In partnership with Metro North Elementary School, the Wabash-Miami Area Program provides services that include speech-language therapy, physical therapy, occupational therapy, support for students with blind or low vision and deaf and hard-of-hearing, and school psychologists.

Whether your student has been identified as having significant learning difficulties or you have concerns regarding your student's achievement, our special education team can meet with you to discuss a plan of action that supports your child in their least restrictive environment. An educational evaluation may be conducted for students suspected to have a disability that impacts their educational performance. To learn more about our program and services, please contact the school office to schedule an appointment.



## Summer Learning

MSDWC believes in the importance of learning outside the classroom. Each summer, the district offers students various travel opportunities. Kindergarteners can join Minds In Action (MIA) Level 1. This three-day experience takes students to places in northeast Indiana such as the Fort Wayne Zoo, a local creek stomp, and even camping at Salamonie State Park. MIA sign up information is typically announced during the winter.

# Delays & Cancellations



When school must be delayed or canceled, you will be notified by an automated call and text message. Your contact information in Skyward will be used for these notifications. It is your responsibility to ensure this information is up-to-date.

- On a normal day, it will be announced by 6:30 AM if we are delaying and/or closing.
- Following a delay, it will be announced by 8:30 AM if schools will be closing.
- Automated phone and email contacts are sent within 15 minutes of a delay and/or cancellation.
- Delays, cancellations, and/or early dismissals will also be communicated via the school and district websites, along with Facebook and Twitter.

View the full Closing & Delay policy by scanning here.



## SCHOOL DISTRICT

Metro North Elementary is a part of the MSD of Wabash County school district. MSDWC, as we often refer to it, educates around 2,300 students throughout six schools and an online credit recovery program. With over 300 employees it is one of the largest employers in Wabash County, and was voted the 2023 & 2024 Best Place to Work in Wabash County. We encourage you to explore our district information and resources at [msdwc.org](http://msdwc.org). As a member of the MSDWC family, you will hear our motto a lot -

**Dream Big. Work Hard.**





# MSD of Wabash County

## 2025-2026 District Calendar

2025

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● Important Date ● School Closed ● School Closed for Students/Teacher Work Day

1st Semester

JULY

23-28..... Online Registration Open  
28..... Onsite Registration Elementary  
Only 10 am-6 pm

AUGUST

11..... First Teacher Day (AM Only)  
12..... Teacher Work Day  
13..... First Student Day

SEPTEMBER

1..... No School - Labor Day  
12..... No School - Staff Professional Dev.

OCTOBER

10..... End of 1st 9 Weeks (41 days)  
16..... No School - Parent/Teacher  
Conferences & Professional Dev.  
20-24..... No School - Fall Break

NOVEMBER

26-28..... No School - Thanksgiving Break

DECEMBER

19..... End of 2nd 9 weeks (41 days) &  
End of semester (82 days)  
22-Jan 2..... No School - Christmas Break

2nd Semester

JANUARY

5..... School Resumes  
19..... No School - MLK Day

FEBRUARY

9..... No School - Staff Professional Dev.  
16..... No School - Presidents' Day

MARCH

13..... End of 3rd 9 Weeks (47 days)  
16..... No School - Staff Professional Dev.  
27- Apr 3..... No School - Spring Break

APRIL

Mar 27-3..... No School - Spring Break

MAY

25..... No School - Memorial Day  
29..... Last Student Day,  
End of 4th 9 weeks (47 days) &  
End of semester (94 days)  
31..... Northfield Commencement 1:30 pm  
31..... Southwood Commencement 4 pm

JUNE

1..... Teacher Record Day

Adopted by the Board of School Trustees  
on November 12, 2024.

Canceled days will become eLearning or synchronous. Professional Development Days and the Parent/Teacher Day will be a no school day with an approved 1003 Flexibility Waiver from the Indiana State Board of Education.

# School Safety

## Locked Doors

All exterior and interior classroom doors are locked at all times at Metro North. This policy ensures an extra layer of security and follows the best practices for school safety.

## Emergency Drills

Metro North conducts monthly fire drills, one severe weather drill, and one lockdown drill per semester. We partner with local first responders, who are often present during these drills.

## Safety Specialist

Safety Specialists are school staff members who have yearly training in school safety. They lead emergency drills and provide guidance to other staff in emergency situations. Metro North exceeds state requirements by having two School Safety Specialists.

## Student Pick-Up Policy

During student registration, the guardian will list the adults with permission to pick up the student from school. If someone other than those listed individuals needs to pick up the child, the guardian must notify the school office beforehand. That person must produce a state-issued ID when they pick the student up.

If someone tries to pick up a student without the guardian's permission, the school will not release the child to them, and the guardian will be immediately contacted.

## Visitor & Volunteer Screening

Everyone entering Metro North Elementary is checked in using the Verkada Visitor Management system. Verkada screens all new visitors via their government ID before they can enter. Visitors are then issued a visitor pass that they must return upon their departure.

Volunteers must also submit to and pass a background check through the Verkada system before they can volunteer in our schools.

# PTO Parent/Teacher Organization



Families have the opportunity to participate in our Metro North Parent-Teacher Organization (PTO). The Metro North PTO organizes memory-making events for our students and families, including our beginning of the year Ice Cream Social, our Trick or Treat Night, our Metro North Family Night, our Daddy-Daughter Dance, and our Mother-Son Night of Fun. The Metro North PTO assists our school through fundraising efforts to purchase and update playground equipment and to support events throughout the school year.

## ParentSquare

ParentSquare is the school district's two-way communications platform. It is used for items such as teacher/parent messages, newsletters, school closure notifications, group chats, calendars, volunteer sign-ups, and more.

While it is not required, we highly suggest all guardians: 1) download the ParentSquare app from the Google Play Store or Apple Store, and 2) register your ParentSquare account with the email address that is connected to your student through the Skyward Parent Portal.

Learn More About  
ParentSquare





# Spread the Good



A fantastic culture already exists at Metro North, and that is due to families, staff, and students who contribute in positive ways. It is so important that we all continue to build upon that positive culture through our words and actions.

Additionally, we want to bring more students and parents into our school family. You, our current families, are our best and most essential advertisements.



## Ways to Promote Our School

1

### Leave a Positive Online Review

Parents often do online research before choosing a school for their child. Consider leaving a positive review about Metro North on Facebook, Niche, or Yelp.

2

### Show Off Your School Swag

Whether you wear a Metro North t-shirt to the store, or put an MNE car magnet on your vehicle, you support our schools by displaying our name throughout the community.

3

### Engage With Our Social Media

When you **Like**, **Comment**, or best of all **Share** our social media posts, more people will be able to see the great things happening at our schools.

4

### Tell People About Your Experience

Word-of-mouth is the most trusted and powerful way to spread the positive messages of our school. Telling your friends, family, and neighbors about your positive experiences with Metro North is the best way to support us and spread the good.

# Follow Along!

Metro North and our partners are active on social media. Be sure to 'Like' and 'Follow' these accounts. To see more content, mark these accounts as your favorites. Remember, the more our community engages with our posts (likes, shares, comments), the more people will see the great things happening in our schools.



## Facebook

@MetroNorthMSDWC

@MNArtRoom

@SharpCreek

@NorthfieldNorse

@MSDWabashCounty



## Instagram

@polar\_pride

@northfieldnorse

@MSDWabashCounty

## Family Page

[metronorth.msdlwc.org/family](http://metronorth.msdlwc.org/family)

The Metro North Family webpage is a great informational reference for a variety of information our families need throughout the year. Here you will find the full student handbook. Be sure to check out this page and refer back as need.

## SHOP MNE

[metronorth.msdlwc.org/shop](http://metronorth.msdlwc.org/shop)

Stock up on Metro North apparel through our online store. Purchases help support the school.





# Welcome to



# MINE



260-569-6856



[metronorth.msdlwc.org](http://metronorth.msdlwc.org)