

Plumbrook Elementary School

Utica Community Schools

39660 Spalding Drive

Sterling Heights, MI 48313

Plumbrook Elementary will create a positive working relationship with students, staff, and community focusing on respect, diversity, and teamwork. Our mission is to provide every student with a quality educational experience in a safe, challenging, and engaging environment.

MELISSA LABADIE

Principal

Main Office: 586-797-6000

Absence Line: 586-797-6099


August 25, 2017

Dear Plumbrook Families:

On behalf of the entire Plumbrook staff, I am excited to welcome you to the 2017-2018 school year! The staff and I look forward to working together to help our students meet the challenges they will tackle as they live and work as a 21st century student. Construction is almost complete, technology is ready, books and supplies are being unpacked and organized, classrooms are being prepared, and the floors are being waxed! All we need now is your children and we are off to another adventurous year of learning, making friends, and enjoying the many activities of school.

Welcome Back Newsletter

Please take time to read and review the enclosed information regarding the start of school, as you will find many of your questions answered. **One very effective means to communicate with our families is through email. Please be certain that your email address is up to date, so that you can receive valuable and timely school information.**

 **School begins on Tuesday, September 5th for grades K-6. All students will be dismissed at 11:32 p.m. on that day. Wednesday, Thursday, and Friday will be full days, with school in session from 8:25 a.m. – 3:15 p.m.**

Classroom Assignments

This year, we will communicate grade level classroom assignments for your child in a convenient and secure manner. We will be emailing the classroom assignments to you directly using the email addresses on file in PowerSchool on Wednesday, August 30, 2017. Your child's assignment can also be viewed via the PowerSchool Parent Portal that will be available beginning August 30, 2017. If you do not receive an email or are unable to access the information through the Parent Portal by the end of the day on Wednesday, August 30th, please contact our school office after August 30th.

PowerSchool Access

Parents and students with existing PowerSchool IDs and passwords can continue to use those IDs and passwords from last school year. Parents/students new to the district will need the access ID and access password for each student. If you do not have a PowerSchool ID/Password, Utica Community Schools requires parents to come to the office, show picture ID, and sign for the personal information. Our office is open from 8:00 a.m. - 4:00 p.m. to assist you.

The Plumbrook staff put a great deal of thought and planning into class assignments to make the best match for each student within the broader classroom mix. Thank you for supporting the professional decisions that went into each child's best fit placement for the 2017-18 school year.

You can access the Parent Portal by navigating to the URL below...

<http://uticak12.org/parentportalinfo>

Look for the Parent Portal link at the bottom of the web page (if you already have an account and password), or the Parent Portal Account Set-up Quick Reference link (if you need to set up an account/password).

SACC

If you have not yet registered, open registration will take place on August 29th at Plumbrook from 6:00 pm – 8:00 pm. You can also register at Community Education building, for more information call 586-797-6980. Pre-registration is required for your child to attend this program. Our Plumbrook School Age Child Care program (SACC) will be in session before school on Tuesday morning, September 5th, from 7:00 a.m. until 8:25 a.m. and after school from 11:32 p.m. until 6:00 p.m. SACC regular hours for a full school day are 7:00 a.m. until 8:15 a.m. and 3:15 p.m. until 6:00 p.m. More information as well as the registration packet can be found at...

http://uticacommunityeducation.ss9.sharpschool.com/school_age_child_care

Student Breakfast

Breakfast will be available to all students starting at 8:05 a.m. until 8:25 a.m. The cost is \$1.75 and .30 for students who qualify for the reduced program.

Student Lunch

Students will have 45 minutes for lunch/recess. Students may either bring their own lunch to school or purchase a lunch. The cost is \$2.75 and .40 for students who qualify for the reduced program. Milk is also available for .45.

It is very important that students who wish to purchase hot lunch order the day before. All lunches are ordered from the kitchen at the High School. They prepare enough lunches based on the count taken the day before. Please discuss the menu with your child and make sure he/she will eat it before they order. The menu is posted online for your convenience for the entire month. Students not ordering the day before will have to wait until all preorders are served. More information for lunch as well as the menus can be found at...


<http://utica.ss9.sharpschool.com/cms/One.aspx?portalId=578321&pageId=2242935>

Lunch Pre-Pay

A computerized register system eliminates the need for students to bring money to school to purchase lunch. The system allows parents to deposit funds into their child's lunch account and will automatically deduct fund when the child purchases a meal. Parents can pre-pay with cash, check or online at www.lunchapp.com

Lunchroom Expectations

The Plumbrook school lunch room is supervised by adults.

 **We are currently looking for a few adults to help out in the lunch room. This is a paid position and for more information or if you are interested in this position please contact the Plumbrook office staff.**

The children are expected to...

 Eat quietly and use good table manner



- Remain seated until dismissed by an adult supervisor
- Place all trash and recyclable items in proper containers
- Leave the table in a clean condition for other children
- Show respect for others

***Please note...** Children are not permitted to take food or beverages outside the lunch room, and glass containers and knives are not allowed.

Birthday Treats

Teachers and staff recognize the importance of celebrating each child's birthday. At school, on their special day each child's birthday is celebrated in the same way (for example: by singing the Happy Birthday Song, receiving a birthday crown, a special birthday sticker). With an increased focus on keeping the children safe and healthy, and the goal of promoting healthier choices, we will continue our food free birthday treat practice. If you would like to send in a non-food birthday treat on your child's special day, please talk with the classroom teacher for suggestions on non-food items.

Plumbrook Students' Entrance and Exit Procedures

Our line-up procedures will be similar to last year with a few tweaks...

K-1 classrooms line up outside of entrance door 2. Grades 2-3-4 students will line up outside of door 4, except for Ms. Hall's students. Ms. Hall's students and grade 5-6 students will line up outside door 5. Students will exit via the same doors as they enter.

Every morning before school, staff will be outside to help with the drop-off procedure. This procedure includes parents driving into the parking lot near the school, remaining in their driver's seat, and stopping to let their student exit the car. Staff will be there to help students swiftly and safely exit the vehicle and line up at their door while parents exit the lot.

At the end of the school day, we ask that parents park their vehicles in the school lot, or the neighboring church lot, and walk up to their child's exit door to safely walk their child to their vehicle. **Please drive with extreme caution** at the end of the day as students with their parents walk between their parked vehicles and the school.

Should your child need to be dismissed early, please let their teacher know in advance if possible. It will be necessary for you to report to the school office and sign your child out. Should your child return to school the same day it will be necessary to come into the office and sign them back in.

Absences

To report your child's absence, please call our absence line at 586-797-6099 and leave a message. Please clearly state your child's name, teacher, date, and reason for the absence. The answering machine will take absence calls between 3:30 p.m. and 8:30 a.m. You may use the office line during regular school hours.

Visitors

In accordance with school district policy, everyone entering Plumbrook must report directly to the main office. Our office staff will be happy to help you. If you are volunteering, or have a prearranged visit planned with your child's teacher, you will need to sign in. All visitors will be given a visitor sticker to wear. For student safety purposes, your cooperation in this matter is greatly appreciated

Volunteers

To protect students' health, safety and welfare, every volunteer must have a Volunteer Request form on file well in advance of volunteering their assistance at school or school related events. UCS conducts criminal background checks on volunteers through the Michigan State Police. The form,

which asks for basic information such as a driver's license number, is available through the school office.

Meeting with Teachers

Our teachers at Plumbrook are always happy to meet with you! Please make an appointment with your child's teacher before or after school to avoid any interruptions to the students' instructional time.

Proper Dress

We ask that you keep in mind that what children wear to school affects how they act during the school day. Please encourage your child to dress appropriately. Students can wear shorts of appropriate length when the weather cooperates. We discourage cut-offs, spandex, and gym shorts. Also, flip-flops, tank tops, halter tops, and cropped tops are not to be worn to school. During cooler months, it may be necessary to dress in layers so students can regulate their comfort level.

Student Emergency Cards

For the safety of all students, it is important that we have an emergency card on file in the office for each student. These cards go home with the students on the first day of school. Please return them to your child's teacher on the second day of school. If there is any information that changes during the school year, please contact the office.

Administration of Medicine

Parents should administer medication to their children at home. If it is not possible, the school may administer their prescription or non-prescription medicine only when authorized by the student's parent/guardian. Requests must be made by completing an Authorization for Medication form available in the office.

Bus Procedures

K-1 students will receive a bus tag to attach to their backpacks. This will help our staff make certain that our youngest students get on the correct bus at the end of the school day. You can help us by making certain that the tag remains attached to the backpack. When students exit the bus in the morning, they will walk to their entrance door and line up with their classmates.

I hope you find this information useful as we begin the 2017-2018 school year.

As a part of the Utica Community Schools, we hold high expectations regarding the success and achievement of all our students. Our staff strives to provide the most positive learning environment possible for social and academic growth. We value a strong partnership between home and school based on communication, cooperation, and trust. Don't hesitate to stop in or call if you have a question, concern, or would like to support any of the activities planned for this year. By working together as a team, we will make this school year a very successful one for your child. We are all looking forward to another FANTASTIC year at Plumbrook!

Your New Principal,

Mrs. Melissa Labadie

Plumbrook Knights Dates to Know

August 29	12:00 p.m.	Popsicles with the Principal on the Playground
August 30	5:30 p.m.	Kindergarten Meet and Greet
August 30	6:30 p.m.	Popsicles with the Principal on the Playground
August 30	8:00 p.m.	Parent Portal Opens
September 5	8:25 a.m.	Student First Day of School (11:32 a.m. dismissal)
September 5	8:30 a.m.	Tissues and Tears
September 6		Full Day for Students (8:25 a.m. -3:15 p.m.)
September 13	3:30 p.m.	First PEP meeting – Budget approval
September 13	6:30 p.m.-8:30 p.m.	Plumbrook Open House
September 15	5:30 p.m.-8:00 p.m.	Welcome Back Carnival
September 17		Constitution Day
September 20		Picture Day
September 29		FunD Run (during school day)
October 2		FunD Run (Make-up day for rain)
October 4	7:00 p.m.	PEP Meeting
October 13		Bagel Day
October 27	6:00 p.m.-8:00 p.m.	Halloween Party
October 31		Half-Day 11:32 dismissal
November 2		Make-up Picture Day
November 4		End of Marking Period
November 7		No School – Teacher Professional Development