

Plumbrook Elementary School

Utica Community Schools

39660 Spalding Drive

Sterling Heights, MI 48313

Mission Statement: 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.

Belief Statements: Every child will learn and achieve. The School, Parents, and Community are a team in the learning process. Excellence is expected and celebrated. Data is used to drive and guide instruction.

DR. MELISSA LABADIE

Principal

Main Office: 586-797-6000

Absence Line: 586-797-6099

October 8, 2018

Dear Plumbrook Families:

Say Goodbye to September and Hello to October!

Thank you to our many families and the PEP group who have donated the gift of time to clean-up the landscape, donated supplies, planned and ran the carnival... And so much more! The Plumbrook family is truly amazing in meeting the needs of our students and staff!

The students, teachers, and staff have settled into the new school year expectations and routines have been established in all areas of learning: academics, social, and positive behaviors. We continue to work with our families in reinforcing the importance of a positive behaviors creating a positive learning environment.

Free and Reduced Lunch!




Last year's free and reduced lunch applications will expire on Monday, October 15, 2018. As required by federal guidelines, students without a 2018-2019 approved Free and Reduced Meal Application on file will pay full price for all breakfast and lunch meals beginning October 16th. Families are strongly encouraged to go to lunchapp.com for quick results or complete a paper application as soon as possible to continue receiving benefits.

Lunch/Recess Supervisors

We are looking for an additional 3 lunch room/playground supervisors to help a few days a week. If you are interested, PLEASE contact the office and we will help you get processed through EDU Staff.

Lunchroom Expectations

The Plumbrook school lunch room and recess are supervised by adults. 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

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, reason for the absence, and if your child will be ordering hot lunch for the next day. 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.

The Elementary School Parent and Student Handbook

Take time to review the handbook with your child. Many of the questions you may have can be answered by referencing the handbook and keep children from breaking the rules. Should you have any questions or need clarification please do not hesitate to contact the office at 586-797-6000.

PowerSchool Parent Portal

If you do not have access to PowerSchool Parent Portal, please stop into the school office to pick up the login information. Parent Portal is the key to receiving student academic updates: progress reports and report cards.

Communication

UCS supports electronic communication as a very effective way to communicate with our families through email news updates, electronic phone calls, and text messages. Please be certain that your email address is up to date and your phone numbers are current, so that you can receive valuable and timely school information.

Plumbrook Parking Lot Procedures

Just a reminder to **park only in designated parking spaces**. Be remember not to park, stand, or wait for students in the bus lane or the yellow striped parking spaces. The orange cones in the yellow stripped bus lane designate the beginning of the drop-off/pick-up lane for easy student drop off/pick up before/after school.

At the end of the school day, we ask that parents park their vehicles in the school lot and walk up to their child's exit door to safely walk their child to their vehicle. If you leave your car for any reason, please remember to turn off the car and take your keys. **Please drive with extreme caution** as students and parents are crossing the parking lot.

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. At that time, your child will be called down to the office for dismissal. Should your child return to school the same day it will be necessary to come into the office and sign them back in.

Visitors

In accordance with school district policy, everyone entering Plumbrook must report directly to the main office through entrance #1. 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

Keep this in mind as we move through the class party season: Halloween and Christmas. 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.

Administration of Medicine

Parents should administer medication to their children at home. If this 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 and signed by a physician.

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 academic, social, and behavioral growth. We value a strong partnership between home and school based on two-way communication, cooperation, and trust.

Please do not 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 this will be a very successful school year for all our children.

Bus Drivers Wanted!



DRIVE THE FUTURE
Become a School Bus Driver



- Earn up to \$19 per hour
- Paid training & holidays
- Part time - potential to earn extra hours
- Retirement benefits
- Enjoy summers off

For more information call 586-797-1130

Apply today at jobs.uticak12.org

Plumbrook Knights Dates to Know

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|-------------|------------|---|
| October 8 | | Columbus Day! |
| | 3:15 | Juniors |
| | 5:45 | Daisies & Brownies |
| October 10 | 10:30 | Fire Drill |
| | 3:20 | Community Education Drawing |
| | 6:00 | Tiger Den |
| October 11 | | Bagel Day |
| October 16 | | Bus Evacuation Drill |
| October 17 | 9:15 | Lockdown Drill |
| | 3:20 | Community Education Drawing |
| October 18 | | Fire Station Miss Pomaville |
| October 19 | 6:00 | Halloween Party - PEP |
| October 22 | | Yankee Candle Holiday Fund Raiser! |
| | 3:15 | Juniors |
| | 5:45 | Daisies & Brownies |
| October 23 | | Fire Station Mrs. Kassab & Mrs. Melling |
| | 6:00 | Wolf Den |
| October 24 | 1:00 | Jonathan Rand Author Visit! |
| | | Fire Station Mrs. Pignanelli |
| | 3:20 | Community Education Drawing |
| | 6:00 | Tiger Den |
| October 25 | | Fire Station Mrs. Mecca |
| October 26 | | Fire Station Mrs. Comps |
| October 31 | | Halloween - Half-Day 11:29 a.m. dismissal |
| November 2 | | End of Marking Period |
| | 6:00 | Cub Scout Parent Meeting |
| November 5 | | Yankee Candle Fundraiser Last Day! |
| | 3:15 | Juniors |
| | 5:45 | Daisies & Brownies |
| November 6 | | No School – Voting Day! |
| November 7 | | Make-up Picture Day |
| | 3:20 | Community Education Drawing |
| | 6:00 | Tiger Den Meeting |
| | 7:00 | Parent Group Meeting – PEP |
| November 8 | | Bagel Day |
| November 12 | | Veteran’s Day |
| November 13 | 4:30-7:30 | Parent-Teacher Conferences |
| | 6:00 | Wolf Den Meeting |
| November 14 | 9:00 | Tornado Drill |
| November 15 | 11:29 | Half-Day 11:29 a.m. dismissal |
| | 12:30-3:30 | Parent Teacher Conferences |
| | 4:30-7:30 | Parent Teacher Conferences |
| November 16 | | Spirit Day! |
| November 21 | | No School – Thanksgiving Break |

*Please note... These dates will be updated weekly/monthly as changes are made to the Plumbrook calendar.