

# 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**

September 2019


Dear Plumbrook Families:


On behalf of the entire Plumbrook staff, we welcome you to the 2019-2020 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.

Technology is updated, books and supplies are unpacked and organized, classrooms are prepared, and the floors are 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 and programming the school community has to offer.

## 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 and phone**. Please be certain that your **email address and phone (home and cell) are up to date**, so that you can receive valuable and timely school information through our messaging system.

 **School begins on Tuesday, September 3rd for grades K-6. All students will be dismissed at 11:30 a.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

Classroom assignments for your child were shared in a secure manner through your email last week. If you did not receive an email – please check **PowerSchool/Parent Portal** - child's class assignment can also be viewed via the *PowerSchool* Parent Portal.

If you do not receive an email by the end of the day on Thursday, August 29th or are unable to access the information through the **PowerSchool/Parent Portal** by Friday, August 30th, please contact the school office staff.

### **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 staff are available from 9:00-2:00 to assist you with PowerSchool access.

The Plumbrook staff and I put a great deal of thought and planning into move-up student class assignments, creating a 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 2019-20 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).

### **Visitors**

In accordance with school district safety and security policy, all parents, visitors, and adults must enter Plumbrook at the main office entrance and report directly to the main office (Door #1). At the front door you will be asked to show picture identification, such as a state id or driver's license. 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.

### **SACC (School-Aged Child Care: before or after school care for children)**

If you have not yet registered, 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 6:30 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 6:30 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](http://uticacommunityeducation.ss9.sharpschool.com/school_age_child_care)

### **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](http://www.lunchapp.com)






## Lunchroom Expectations

The Plumbrook school lunchroom is supervised by adults.

### **HELP is NEEDED!**

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

### Plumbrook Student Lunchroom Expectations....

-  Eat quietly and use good table manners
-  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 by actions and words

## Student Lunch

Students will have 40 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>

**\*Please note... All children eat in the lunchroom** – children are not permitted to take food or beverages outside the lunchroom, **glass containers and knives are not allowed.**

## Birthday Treats – Food Free

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

The school day is from 8:25 a.m. to 3:15 p.m., if you arrive early please plan to stay with your child until the first bell at 8:15 a.m. We also have SACC available before and after school.

## New and Improved Line-Up Procedures

K-1 classrooms line up outside of entrance door 2.

Grades 2-3-4 students will line up outside of door 5.

Grades 5-6 students will line up outside door 4. Students will exit via the same doors as they enter.

Every morning at 8:15 a.m. staff will be at the doors and at the Drop Off Line 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 vehicle on the sidewalk**

**side of the vehicle.** Staff will be there to help students swiftly and safely exit the vehicle and enter the school at their door while parents exit the lot. Please do not park in the drop-off pick-up lane.

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. **Please drive with extreme caution** at the end of the day as students with their parents walk between the 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 for you to come into the office and sign your child back in to school.

### **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.

### **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 2019-2020 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 FABULOUS year at Plumbrook. Go Knights!

With thanks,  
*Dr. Melissa Labadie*

## Plumbrook Knights Dates to Know

August 28	4:00 p.m.	Parent Portal Opens
September 3	8:25 a.m.	Student First Day of School (11:29 a.m. dismissal)
September 3	8:30 a.m.	Tissues and Tears (kindergarten/preschool)
September 4		Full Day for Students (8:25 a.m. -3:15 p.m.)
September 12	7:00 p.m.	Plumbrook Open House
September 17		Constitution Day
September 20		Welcome Back Carnival – PEP Group
October 18		Halloween Party – PEP Group
October 31		Halloween Party -Half-Day 11:29 dismissal
November 5		Voting Day - No School for Students