

# MACGREGOR ELEMENTARY PARENT INFORMATION FOLDER



It is our mission, in partnership with families and the community, to provide a safe and caring school where all students are viewed and respected as capable learners who will become successful, contributing members of society.

MACGREGOR ELEMENTARY SCHOOL  
1012 FREMONT, BAY CITY, MI 48708  
PHONE: 989-892-1558 FAX: 989-892-8651

## PARENT INFORMATION FOLDER

MacGregor Elementary School is part of the Bay City Public Schools. The goal of our school is to work with our parents to help MacGregor students grow and develop into positive, constructive, and contributing members of our community. The MacGregor staff takes pride in helping our children grow academically, socially, and emotionally.

The policies and procedures identified here are written for the purpose of helping parents understand and be aware of the school's normal operations and expectations. Please note that these policies are not all inclusive of the school program, but represent only those, which may be most meaningful for families.

### HOURS OF OPERATION

Office	7:30 a.m. – 4:00 p.m.
Universal Breakfast	8:10 a.m. – 8:20 a.m.
Students Day	8:20 a.m. – 3:19 p.m.

### GENERAL NOTES & POLICIES

#### Student Appearance

Children are expected to come to school neat and dressed in an appropriate manner. Pants, jeans, shirts, and blouses are considered appropriate dress. All shorts or skirts must be longer than your finger tips.

Clothing promoting alcohol, cigarettes, crude language, and violence are not acceptable.

#### Visitors

Parents and all other visitors are asked to enter through the front doors by the office and **report to the office before** visiting classrooms. All other entrance doors will be locked to provide a safe and secure environment for our students. Parents will be asked to exit the building by the start of school. This will allow our students and teachers to begin their instructional day promptly at 8:20 a.m.

#### Emergency Information

Children sometimes become ill or have accidents during school hours. The office **MUST** have on file an emergency form, which gives parental direction on procedures to follow. It is imperative that **two current telephone numbers** are kept on file. In case of phone number changes, please notify the school office immediately.

#### Medication

The school will **NOT** administer medication unless a medication form is completed, signed and on file in the school office each year. These forms are available in the Nurse's office. Please do not send your child to school with his/her medication. All medication **MUST** be in prescribed bottles and **brought to school by a parent**. Any questions should be directed to the school nurse.

#### Report Cards

Report cards will be issued in December, March, and June. There will also be three mid-term reports sent to parents in October, January, and April.

#### Absenteeism

When your child is absent from school, the parent should inform the school of the absence. Please call 892-1558. Excessive absences will be reported to the District Attendance Officer. *(see Student Code of Conduct booklet for more info.)*

#### Cancellation of School

At times during the year, it may be necessary to cancel or delay school due to weather conditions or other emergencies. The local television and radio stations will broadcast this information beginning between 6:30-7:00 a.m. each day. Also, the school district will post information to the district website. Please listen or visit the district website each morning, especially when weather conditions are questionable.

#### Arrival at School

Children are to arrive at school **no earlier** than 8:00 a.m. **Universal Breakfast** will be served from 8:10-8:20 a.m. in the classroom. Breakfast will not be provided after 8:20 a.m. The instructional school day will start promptly each morning at 8:20 a.m. **Students who are tardy need to be escorted into school by a parent for a tardy slip.** Students, who are chronically tardy, will be reported to the District Attendance Officer.

#### Sickness

Frequently, children develop illnesses, which are of a communicable nature, i.e., measles, chickenpox, fifth disease, etc. Children are to remain home and may return to school with a doctor's statement. Any child leaving the building during school hours for illness, doctor/dental, appointments, family emergencies....**MUST** be signed out in the school office.

#### Classroom Supplies

Teachers will notify parents relative to the supplies the children will need. It is encouraged that each child have a book bag with their name on it to carry to and from school.

#### Conferences

Parents may call school to schedule individual conferences with teachers for before or after school. Conferences with the principal may be scheduled in the same way. Parents are encouraged to meet with teachers about classroom concerns before meeting with the principal. School wide "Parent-teacher Conferences" are scheduled for the end of December and February.

#### Volunteers

MacGregor School has an active parent involvement program. Parents and volunteers are involved with tutoring students, chaperoning field trips, library volunteers, fundraising, and many other types of activities. A letter from our volunteer coordinators will be sent home in September listing the many opportunities available for you to share an hour a week or an hour a year to help out at school. Your time is greatly appreciated.

All Volunteers **MUST** have a form filled out and **approved** through the district before volunteering for any field trips or classroom activities. *Please note this is a two-week process.*

## Remain on Site

Children should not leave the school grounds during the school day (including lunch time) unless a parent/guardian is picking them up at the office. Students who are leaving school early or going out to lunch must be signed out and picked up at the office. **Adults who are not part of the school staff are not allowed in the classroom or hallways during the instructional day.** This is part of our effort to ensure a safe environment for our students.

## Discipline

Each year the Bay City Public Schools send home the pamphlet "Student Code of Conduct". This booklet details the disciplinary policies of the School District. These policies apply at school, noon hour, and on the bus. Please review this booklet when you receive it and talk with your child(ren) about your expectations of them.

Parents will be informed of behavior problems and school personnel will counsel with children.

## Vandalism and Property Damage

The taxpayers of the Bay City Public School District own our school building. They have every right to demand that the building not be vandalized or damaged. Children who vandalize or damage school property (including furniture and books) will be required to pay for the losses or damages they are responsible for. Willful destruction of school property will result in disciplinary action.

## Parking

Parents picking up or dropping off students in the parking lot are asked to make note of the enter and exit signs. For safety reasons, busses will drop off and pick up students on Fremont Street.

## Bus Regulation

Bus transportation is provided as a service to all eligible students. Bus drivers will review the behavioral expectations for students on the busses at the beginning of the year. (refer to the "Student Code of Conduct" booklet). Please review these expectations with your children if they ride the bus. Safety is a critical issue on the school bus. **Students who do not cooperate with the bus rules will lose the privilege of riding the bus.**

## Breakfast and Lunch Programs

Universal Breakfast is available to all students K-5 beginning at 8:10 a.m. each school day in the classroom.

Lunch is available to all students Young 5's – 5<sup>th</sup> each day. They will have a staggered 40-minute lunch period between 11:00-12:40. Both the breakfast and lunch costs may be paid in advance; weekly, monthly, or yearly. Please check with the school office if you would like to pay in advance.

Menus will be sent home with students at the beginning of each month. Students may also bring their own lunch from home. **NO pop please.**

Applications for free or reduced lunch/breakfast will be available during Curriculum Night, or sent home with your child the first day of school. Please fill out and return to MacGregor. A new application form must be completed every year. All information received is treated as highly confidential.

## Items Students Should NOT Bring to School

In the interest of safety and to help students stay focused on learning, we are asking that students not bring cell phones, MP3 players, toys, glass items, sharp objects, skateboards, bikes, or battery powered items to school. The school will not be responsible for loss or damage of such items. The only exception to this policy would be show and tell activities approved by the teacher and special activities like "Read-Ins."

**NO pets** are allowed at school at any time to insure the safety of all students.

Weapons of any kind (including pocket knives) are not allowed on school grounds. State Law requires severe penalties (expulsion) for students who bring weapons to school.

## Special Services

Special programs are offered to the children in need and who qualify for specialized services. Among these programs are: Speech and Language Therapy, Social Work, Special Education, Psychological Evaluation, Physical Therapy, Bilingual Education, Indian Education, Nursing Services, and Counseling Services.

## School Safety

In 2006 Governor Jennifer Granholm signed into law two pieces of legislation amending the Fire Prevention Code and requiring school buildings to practice a minimum of two tornado drills, six fire drills each year and two newly required lockdown drills. Act No. 187, (House Bill 4460), and Act No. 337 (Senate Bill 1108) both amending Act 207, PA 1941, the Fire Prevention Code.

The Bay City Public School District has a comprehensive emergency plan which is continually updated. Lockdown procedure means all exterior doors are locked and no one is permitted to enter or exit the building. There are basically two types of building lockdowns, depending on the severity of the situation. In one type, we keep the students in their classrooms, but learning continues to take place. An example of this type of lockdown would be if there is a police incident somewhere in the neighboring vicinity of the building. Under a different circumstance in which the event occurring is related specifically to the school, all exterior and interior doors would be locked and all students and staff would take cover.

In any emergency or crisis situation, if students were moved from the building, parents would be instructed to go to an area different from the school, giving us the time needed to account for all students for dismissal. The designated area would be announced via the media and district website. Anytime the district utilizes a crisis plan, all information about the situation is handled through our district office of Student Services and District Safety. The phone number is 671-8121.

## MacGregor Staff 2011-2012

Principal	Mr. Woods	Vol. Coordinator	Mrs. Koziatek
Assistant Principal	Ms. Weiss	Kindergarten	Ms. Kelly
Secretary	Mrs. Keeler	Kindergarten	Mrs. Durocher
Secretary	Mrs. Rule	Kindergarten	Mrs. Durocher
Content Coach	Mrs. Lee	Young 5's	Ms. Owczarzak
School Nurse	TBA	First Grade	Mr. Bastian
Intervention Specialist	Mrs. Bommarito	First Grade	Mrs. Sheets
Head Custodian	Mrs Wilson	First Grade	Mrs. Hartt
Night Custodian	TBA	Second Grade	Mrs. Velasquez
Resource Room	Mrs. Toyzan	Second Grade	Mrs. Mindykowski
Resource Room	Mrs. Carmien	Second/Third Grade	Ms. Welch
Resource Room	Mrs. Kehr	Third Grade	Ms. Lujan
Spanish	TBA	Third Grade	Mrs. Curulla
Art	Ms. Vandemoter	Fourth Grade	Ms. Wagner
Music	Mrs. Moore	Fourth Grade	Mrs. Booms
Media	Ms. Shawl	Fourth Grade	Ms. Krol
Physical Education	Mr. Ricard	Fifth Grade	Mrs. Nowak
Social Worker	Mrs. Richards	Fifth Grade	Mrs. Dine
Psychologist	Mr. Buchalski	Fifth Grade	Mrs. Urso
Speech	Mrs. Gilles	School Service Worker	Mr. White
Speech	Mrs. Leasure		

## School Calendar 2011-2012

### 2011

Classes Begin—All Grades.....Tuesday, September 7  
 Non-School Day (Professional Development)..... Monday, October 3  
 Classes Resume—All grades .....Tuesday, October 4  
 Non-School Days .....Wednesday, Thursday, Friday, November 23, 24, 25  
 Classes Resume—All grades  
 Begin Second High School Trimester ..... Monday, November 28  
 Non-School Days .....  
 Monday, December 19, 2011 through Monday, January 2, 2012

### 2012

Classes Resume—All grades .....Tuesday, January 3  
 Non-School Day (Professional Development) ..... Monday, February 6  
 Classes Resume—All grades .....Tuesday, February 7  
 Non-School Days..... Friday, February 17 and Monday February 20  
 Classes Resume—all grades .....Tuesday, February 21  
 Begin Third High School Trimester ..... Monday, March 5  
 High School 11th Grade MME Test ..... Tuesday, March 6  
 (No school for students in grades 9, 10, and 12 ONLY)  
 Non School Day ..... Friday, March 9  
 Classes Resume—all grades ..... Monday, March 12  
 Non-School Days (Spring Break) ..... Monday, April 2 through Monday, April 9  
 Classes Resume—All grades ..... Tuesday, April 10  
 Non-School Day (Professional Development) ..... Monday, April 30  
 Classes Resume—All grades ..... Tuesday, May 1  
 Non-School Day (Memorial Day) ..... Monday, May 28  
 Classes Resume—All grades .....Tuesday, May 29  
 LAST DAY OF SCHOOL .....Thursday, June 7