



DEAN A. NALDRETT ELEMENTARY

Home of the Naldrett Stars

Student / Parent Handbook

2022/2023

Dean A. Naldrett Elementary

47800 Sugarbush Road

Chesterfield, MI 48047

PH: 586-949-1212

FAX: 586-598-7666

Anchor Bay School District Vision

Educational Excellence Together.

Anchor Bay School District Mission

Empowering all students to succeed in an ever changing world.

Naldrett Elementary School Mission

Naldrett Staff, in partnership with parents and community, will provide a nurturing learning environment in which students can achieve their full potential.

Star Council

The mission of the Star Council is to support the education of children at Naldrett Elementary by fostering relationships among the school, parents and teachers.

The Council will help provide our students with experiences that will enhance their learning and improve their quality of life.

We believe in a close working relationship between home and school, where parents and teachers work together to provide our students with the best possible educational experience.

All parents are welcome to join us for our Star Council meetings and participate in school events.

Naldrett Staff Directory
2022-2023
School Phone: 586-949-1212

<u>Staff Member</u>	<u>Position</u>	<u>Phone Extension</u>
Davis, Sandra	Kindergarten Teacher	1513
Drexler, Deb	Kindergarten Teacher	3501
Latosz, Melissa	Kindergarten Teacher	3502
Hansen, Rachel	1st Grade Teacher	3527
Smith, Leanne	1st Grade Teacher	3529
Heather Figlan	2nd Grade Teacher	3528
Emily Flint	2nd Grade Teacher	3509
Erin Tack	2nd Grade Teacher	3526
Jarzombek, Shelby	3rd Grade Teacher	3508
Lawrence, Deb	3rd Grade Teacher	3507
Bates, Mary Jo	4th Grade Teacher	3514
Sinadinowski, Silvana	4th Grade Teacher	3515
Gorham, Jennifer	5th Grade Teacher	3517
Kingman, Jaclyn	5th Grade Teacher	3516
Moore, Kelly	5th Grade Teacher	3518
Bowman, Cindy	Resource Room Teacher	3505
Moorton, Noelle	Resource Room Teacher	3519
Baumgarten, Bridget	Reading Specialist	3513
Aprea, Suzanne	Literacy Tutor	3506
McEvoy, Christina	Literacy Tutor	3510
Diaz, Michelle	Math Tutor	3510
Fettue, Deb	Media Paraprofessional	1520
Fortune, Libby	Art Teacher	3504
Brandal, Wendy	PLTW/Technology Teacher	1525/3511
Hann, Christy	PLTW/Technology Teacher	1525/3511
Greenwold, Mike	P.E. Teacher	3524
Schorman, Bryan	P.E. Teacher	3524
Fergin, Bradley	Music Teacher	3520
Stephenson, Heidi	Principal	1510
Hamm, Diane	Office Manager	1500
Shaffer, Jennifer	Data Paraprofessional	1501
Bertrand, Sue	Cafeteria	1530
Hudgins, Leah	Cafeteria	1530
Ruhlman, John	Head Custodian	1522
Walinske, John	Evening Custodian	1522
Palazzolo, Toni	Speech Therapist	1506
Bloom, Remi	Psychologist	1508
Sobel, Jenna	Social Worker	3521
Bradford, Tam	Literacy Para	3502
Hardy, Angela	Literacy Para	3501
Parenteau, Donna	Literacy Para	1513
Ferney, Kim	Building Para	3500
Baumgarten, Danielle	Lunch Para	
DeHenau-Luna, Lindsay	Lunch Para	
Elias, Kathy	SAC	1505
Raymond, Jessica	SAC	1505
School Age Childcare	Main Office Number	586-716-7862
Student Services	Main Office Number	586-949-4513
Transportation	Main Office Number	586-725-4220

In addition to the Elementary Handbook for Anchor Bay Schools, there are a few items that are specific to each school. We hope this section will help familiarize you with some of Naldrett Elementary's traditions and practices.

ARRIVAL PROCEDURES

School doors will open 5 minutes (8:55 AM) before the start of school. **Students in grades K-5 will enter the building when directed, go directly to classroom and sit at their desk.** Bus students will remain on the bus until 8:55 AM and then enter the building at that time, **going to their classroom and sit at their desk.** Supervisors will be in the hallways to monitor student behavior. There will be staff members monitoring our doors both in the morning and the afternoon.

DROP OFF / PICK UP OF STUDENTS:

1. Drivers who are dropping off or picking up students in the drop off lane must enter the drive closest to the building and PULL UP as far as they can. After dropping off or picking up students, stay in **the same lane** and proceed off the premises or park in the main lot.
2. **DRIVERS ARE NOT TO EXIT THEIR VEHICLES WHEN USING THE DROP OFF/PICK UP LANE.** Students should exit the vehicle through the car door closest to the sidewalk. If your student needs assistance with backpacks or other deliveries, please park in the main lot.
3. Have students ready to exit the vehicle when it's your turn in the circle. If they are not ready, please proceed to the main parking lot and walk them in.

ABSENCES

Student Absence Number: 586-949-1212.

For safety reasons, please call the school office if your child will be absent as soon as possible. A 24-hour voicemail system is available. Please state your child's name, their teacher's name, and the reason for their absence.

HOURS OF OPERATION:

Office Hours:	8:00 AM - 4:30 PM	Monday through Friday
Full Day School Hours:	9:00 AM - 3:51 PM	Monday through Friday
½ Day School Hours:	9:00 AM - 12:26 PM	Half Days Only

Doors open at 8:55 AM.

PARKING LOT PROCEDURES

1. Use **one** lane. Pull forward to drop student(s) off. Stay in **same** lane to exit; do not pass other vehicles.
2. Follow the parking lot procedures whether or not there are cones set up!
3. To prevent students from inadvertently chasing objects in the driving and parking areas, please ensure that all balls and other items are tightly secured in backpacks or duffel bags.
4. When coming to school between the hours of 9:30 AM and 3:15 PM, parking is permitted along the drive for a maximum of 10 minutes. For longer visits, please park in the main lot. **There is NO PARKING in the drive from 8:45 AM to 9:15 AM and from 3:30 PM to 3:00 PM.** Buses must be able to access this area during these times.

ANIMALS / PETS

- 1. NO dogs allowed on school property for the safety of our students.**
2. Household pets are **not** allowed in the building at any time. This can cause distractions and can adversely affect students with allergies.
3. NO rabbits, guinea pigs or wild animals of any kind due to the possibility of allergic reactions or zoonotic diseases.

HEALTH

Children attending school should be capable of participating in the regular school program. **Children who have a fever, cold or cough should be kept home for their own well being and the protection of the other children at school.** Exceptions (like asthma) are handled on an individual basis. Children with a fever may return 24 hours after they have a normal temperature **without** taking ibuprofen or other medication.

Any child with head lice must be nit free and checked by the Principal or designee before returning to class. The classroom will be checked to ensure that all students are not infected with live lice or nits.

Children who leave school with a rash may return only with a doctor's note. If your child develops an unidentifiable rash or skin infection, please do not send him/her to school until it has been determined by a doctor that the condition is not contagious or until the condition clears. We are required by law to exclude any child with a rash or condition that may be contagious.

BREAKFAST

Naldrett students are invited to participate in our Breakfast Program each day. Breakfast items are available in the classroom when school begins and are available for the **first 20 minutes of each day.** Students do not need to pre-order breakfast items. Lower elementary students may require a written note to the teacher requesting a breakfast.

SCHOOL RULES AND DISCIPLINE

School Rules:

1. Listen and following directions.
2. Keep your hands and feet to yourself.
3. Respect others.
4. Respect belongings and school property.
5. Be kind.

In accordance with the district handbook and code of conduct, the following disciplinary steps will be followed. A step may be skipped depending on the severity of the infraction.

Disciplinary Steps for a Minor Infraction:

- Verbal Warning
- Time Out/Reflection
- Parent Contact – Phone Call or Written Note
- Behavior Referral

Disciplinary Steps for Severe Behaviors and/or Repeated Offense:

- Sent directly to the Office to meet with the Principal
- Conference with Student/Parent
- Detention – After School/Lunch
- Suspension – In School/Out of School
- Expulsion – Severe and Dangerous Behaviors

In addition, each teacher has a classroom management plan in place that goes along with the PBIS plan. If parents have any questions regarding their child's behavior, they are encouraged to call or email the teacher to arrange either a phone conference or schedule a meeting to discuss the issue.

POSITIVE BEHAVIOR SUPPORT (PBS)

Positive behavioral interventions and support (PBIS) is a way for schools to encourage good behavior and teach expectations. With PBIS, kids learn expectations and school rules, just as they learn other subjects like math or science. Students learn how to report dangerous or destructive situations. Here are just a few highlights:

- Every child can learn proper behavior.
- Studies show PBIS can help improve student discipline, behavior and even grades.
- PBIS is for all students in school!
- PBIS promotes showing **kindness** to others by being gentle, helpful and friendly at school and home.
- All staff members including bus drivers, custodial staff, paras, office staff and teachers look for ways to reward positive behavior by using our STAR BUCKS reward money! Students can turn these STAR BUCKS in for prizes.

Our Motto is "**Naldrett Stars are Kind, Responsible, Respectful and Safe!**" To look for more information about PBIS, you can go to our school's webpage and click on the PBIS tab!

We have worked to develop a program of Positive Behavior Support (PBS) to use with our students. The primary goal is to help students be aware of their behavior. We began by establishing expectations:

"STARS FOR SUCCESS!"
Strive to Do Your Best!
Take Responsibility!
Always Work Together!
Respect Everyone and Be Safe!

As a staff, we set our expectations for each of the common areas of school: cafeteria, hallways, playground, and assemblies. We worked to teach students appropriate behaviors through lessons, role modeling, discussion, and by catching them being good! We use our Naldrett Star "Bucks" and reward students with specific compliments about their behavior. Naldrett Star "Bucks" can be redeemed in the office for a prize when a child receives ten of them. Special rewards and recognition will be given throughout the school year for students who follow the STAR Promise!

A Behavior Referral form was developed to help communicate with parents when the usual reminders do not work or when children commit major violations that threaten the safety and well being of our children and staff. The adult who issues the form will mark the problem behavior (minor behavior violation) and a consequence will be given. One copy of the form will be sent home to you to involve you before a major behavior violation occurs. We ask that you sign the form, discuss the better choice for that behavior and return the signed copy. **The form must be returned on the next school day. Returning this form is the responsibility of the student!**

If a Major Behavior Violation is noted, the child will be scheduled for a consequence selected by the school Principal. Children who have received three minor violations in one marking period will receive a major violation and a consequence. These major violations are listed on the same form. It will also be sent home for a signature.

It is our intention to make sure you are kept informed of behavior violations so we can work together. It is also our intention to catch lots of the great behaviors of our Naldrett Stars who are Kind, Responsible, Respectful and Safe!

PLAYGROUND EXPECTATIONS

Students need time to get outside, socialize and exercise. We expect children to participate in outdoor lunch recess. Therefore, students should dress appropriately for the weather conditions. If your child should not go out do to an existing illness, chances are they should have stayed home that day. **Please review the following recess and playground expectations with your child.**

Lunchroom Rules and Expectations:

1. Use good manners.
2. Listen to staff.
3. Stay in your seat and talk quietly with your friends.
4. Raise your hand for help.
5. Clean up trash around your area.
6. Remember to use walking feet and line up with your class when called on by staff.

Playground Rules and Expectations:

1. Be kind to others.
2. Follow game rules and play fair.
3. Invite others to play and take turns.
4. Always use appropriate language.
5. Report any dangerous problems.
6. When you hear the whistle, line up quickly and sit down with your class.
7. Listen to staff for direction.

Equipment Guidelines:

Slide: Slide down feet first, on your bottom, single person only.

Glider: Stand on platform, push yourself. Other students: stand clear of person gliding.

Swings: One person per swing. Do not jump off. Other students: stand clear of person swinging.

Monkey Bars: Use hands only. Other students: stand clear.

Tire Swing:

1. Line up next to tire swing, off of the black area, clear of the tire swing.
2. No more than three students at a time.
3. Take turns. Two swings per turn.
4. If you get out of line to push, you are allowed to have your spot back.
5. One student pushes at a time. Do NOT push high.
6. Back up from the swing when pushing.

General school rules and consequences **do** apply to recess behavior. The following disciplinary steps will be taken if necessary:

- Verbal Warning
- Time Out – (lunch paras will utilize a green card system) during remainder of recess time
- Behavior Referral (Conference with student/parent, Lunch Detention, etc.)
- Meeting with Principal (parent contact will be made and disciplinary steps taken)

HONOR ROLL / PERFECT ATTENDANCE AWARDS

Students in grades 4 and 5 will be awarded Honor Roll status at the end of each marking period upon achieving the following criteria: A/B in all subjects including Citizenship and Work Habits.

Perfect Attendance Awards will be given each marking period to students in grades K-5 with "perfect" attendance: NO absences and NO tardies.

PARTIES

We have class parties during the year in the Fall, at Christmas and at Valentine's Day. Balloons, floral arrangements and gifts to individual students are discouraged and **will not be delivered to classrooms**. Balloons and large items also cannot be transported on the bus, as they cause distractions for the driver. Please share these special gifts at home with your child.

Birthdays: Please follow classroom teachers' information about celebrating birthdays. It is a special day; however, we do want to respect classroom instructional time. Please contact your child's teacher to arrange for birthday treats in the classroom. A small prepackaged/store bought treat is allowed to recognize your child's birthday. Special attention must be given to special diets and food allergies. To ensure the happiness of all students, party invitations may be sent to school to pass out to students only if **every** child in the class is to receive one. If only a few students are to be invited to a party, arrangements must be made at home.

SAFETY PATROL

A student Safety Patrol is organized in the school. Mrs. Fettue and Mrs. Stephenson recruit fifth grade students and they are stationed on sidewalks by the bus loop and parking lot to assist in loading and unloading your child safely from cars and busses. During severe weather, student Safety Patrol members may not be on duty.

SCHOOL AGED CHILD CARE

Working parents can be assured their child is in a safe, comfortable environment before and/or after school by taking advantage of our School Aged Child Care (SACC) Program. A daily program here at Naldrett provides a variety of activities and experiences. The morning program begins at 6:00 AM and continues until the start of school. The afternoon program is from school dismissal until 6:00 PM. To register, please visit our school's main webpage at anchorbay.misd.net, look under Departments and click on ECC & School Age Child Care, or contact the SACC office at (586) 716-7862.

PARENT INVOLVEMENT IN THE ANCHOR BAY SCHOOL DISTRICT

The following policy was adopted by the Anchor Bay Board of Education to address at a district level our commitment to parent involvement:

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents / guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan with the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

1. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes.
2. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board, through this policy, directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan encompasses parent participation through meetings and other forms of communication. It shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Anchor Bay Parent Involvement Plan includes the following strategies:

1. Provide the student's individual assessment results, reading results, progress reports, report cards and parent conferences.
2. Provide a description and explanation of the curriculum in use by the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan along with a tardy plan.
3. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
4. PTO meetings and parent involvement meetings are posted on the District website and sent via email.
5. Publish District and school newsletters informing parents about opportunities for parent involvement and other events at the schools. Newsletters will send a positive invitation to parents to participate in various activities while providing parents with information about scheduled District and school meetings and activities.
6. Schedule periodic meetings in school buildings where parents can share concerns and desires to better improve the school environment and student achievement.
7. Schedule at least two parent/teacher conferences annually to inform parents of the student's progress.
8. Provide an annual report to parents informing them of the school's and District's progress in areas indicated by Public Act 25.
9. Distribute information about courses and classes informing parents about expectations and the curriculum being taught.
10. Provide weekly reports of student progress to parents who request them.

11. Make phone calls, use email and letters as needed, for parents and administrators to communicate with parents.
12. Encourage continued positive involvement throughout the community by staff and administrators.
13. Provide information and understanding of school programs and activities through regularly scheduled meetings of the Bay Community Council.
14. Provide tutorial programs throughout the school year and summer encouraging parent involvement.
15. Provide tutoring to students through the National Honor Society and/or certified support staff.
16. Encourage active faculty participation in the PTO, parent/teacher conferences, open houses and curriculum information nights.
17. Have students perform at various functions during the school day, after school and throughout the community where parents can view their talents.
18. Encourage parents to serve as chaperones for class field trips and other school activities.
19. Have school administrators and staff provide test data and interpretation meetings and answer parent questions.
20. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academic or social.
21. Provide to parents information about the appeal process in the disciplinary matters and conduct necessary meetings to insure student due process.

The Board needs parents to assume and exercise responsibility for their children's behavior. For the benefit of the student, the Board encourages parents to support their child in school by:

1. Participating in school functions, organizations and committees.
2. Supporting teachers, administrators and the schools in maintaining discipline and a safe and orderly learning environment.
3. Requiring their student to observe all school rules, regulations and school-wide expectations.
4. Supporting or enforcing consequences for their child's misbehavior in school.
5. Sending their student to school with proper attention to his/her health, personal cleanliness and dress.
6. Maintaining an active interest in their student's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study.
7. Cooperating with the school in attending conferences set up for the exchange of information about their student's progress in school.