

MAIRE ELEMENTARY SCHOOL

Parent Handbook

740 CADIEUX ROAD

GROSSE POINTE, MI 48230

(313) 432-4300

<http://gpschools.schoolwires.net/gpmaire/site/default.asp>



QUICK REFERENCE INFORMATION

PRINCIPAL: Mrs. Sonja Franchett

MAIRE SCHOOL WEBSITE: <http://gpschools.schoolwires.net/gpmaire/site/default.asp>

MAIRE SCHOOL OFFICE PHONE: (313) 432-4300

MAIRE SCHOOL OFFICE HOURS:

Monday - Thursday 8:00 AM to 4:30 PM

Friday 8:00 AM to 4:00 PM

School Hours

<u>Monday Bell Schedule</u> *	<u>Tuesday - Friday Bell Schedule</u>
9:05 a.m. Entry Bell	8:20 a.m. Entry Bell
9:10 a.m. AM Instruction	8:25 a.m. AM Instruction
11:56 a.m. Lunch Bell	11:36 a.m. Lunch Bell
12:46 p.m. PM Instruction	12:26 p.m. PM Instruction
3:38 p.m. Dismissal Bell	3:38 p.m. Dismissal Bell

* Mondays in June will be the same hours as Tuesday-Friday.

REPORTING ABSENCES:

(illness/vacation/late arrivals)

Please call the school to report the absence of your child

Attendance Line (24 hour) (313) 432-4301

When your child has a communicable illness, report it to the office immediately so that we can alert other parents and teachers.

GROSSE POINTE BOARD OF EDUCATION: (313) 432-3000

SUPERINTENDENT

Mr. Thomas Harwood (313) 432-3004

GROSSE POINTE KIDS CLUB (Latch Key) (313) 432-3009

GROSSE POINTE BOARD OF EDUCATION

PRESIDENT

Joan Dindoffer

VICE PRESIDENT

Daniel Roeske

SECRETARY

Lois Valente

TREASURER

Judy Gafa

TRUSTEES

Tom Jakubiec
Brian Summerfield
Cindy Pangborn

STUDENT DROP-OFF AND PICK-UP

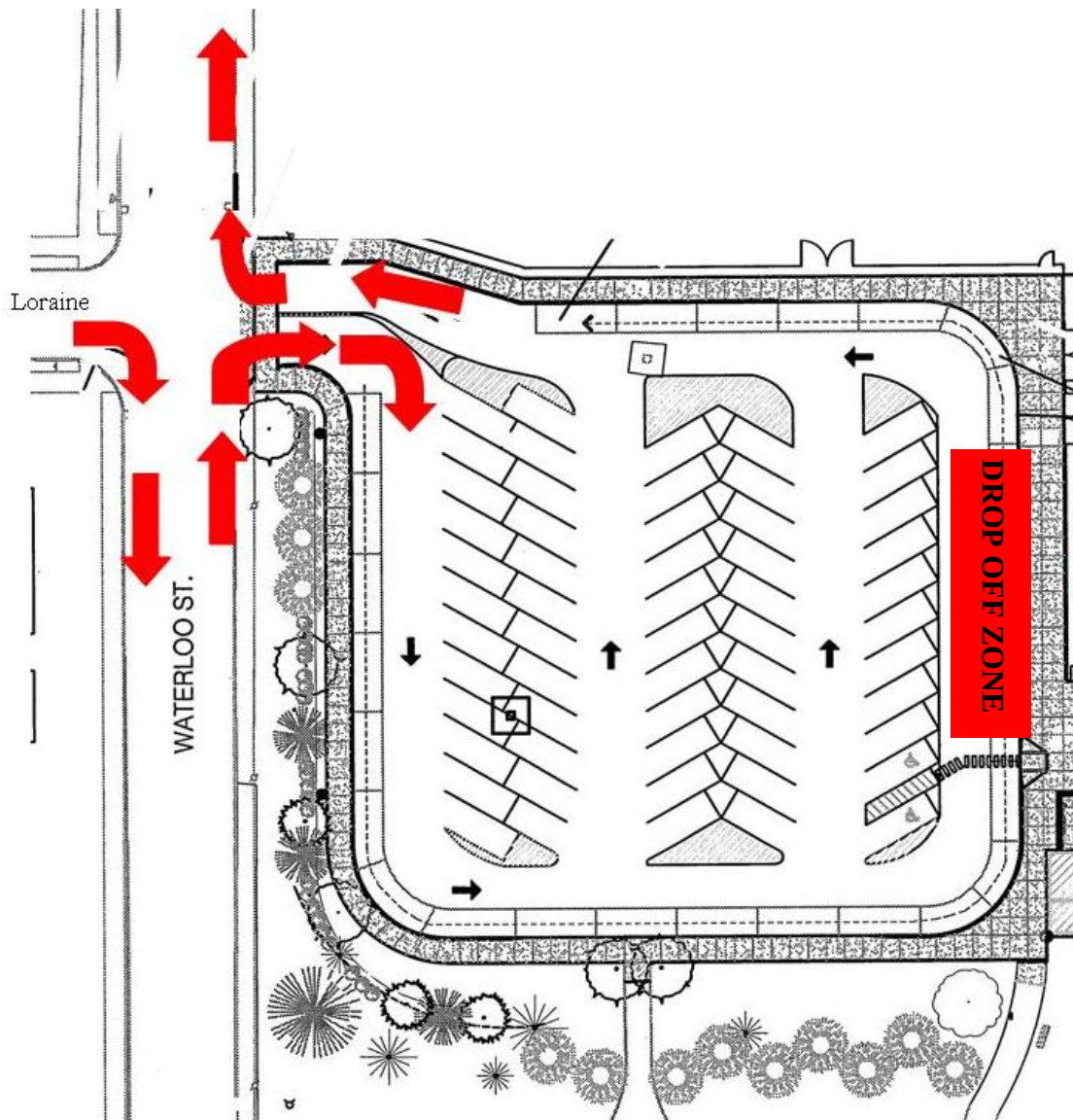
When children **must be driven** to school, they should be dropped off using the drop off/pick up zone in the parking lot.

To promote student safety:

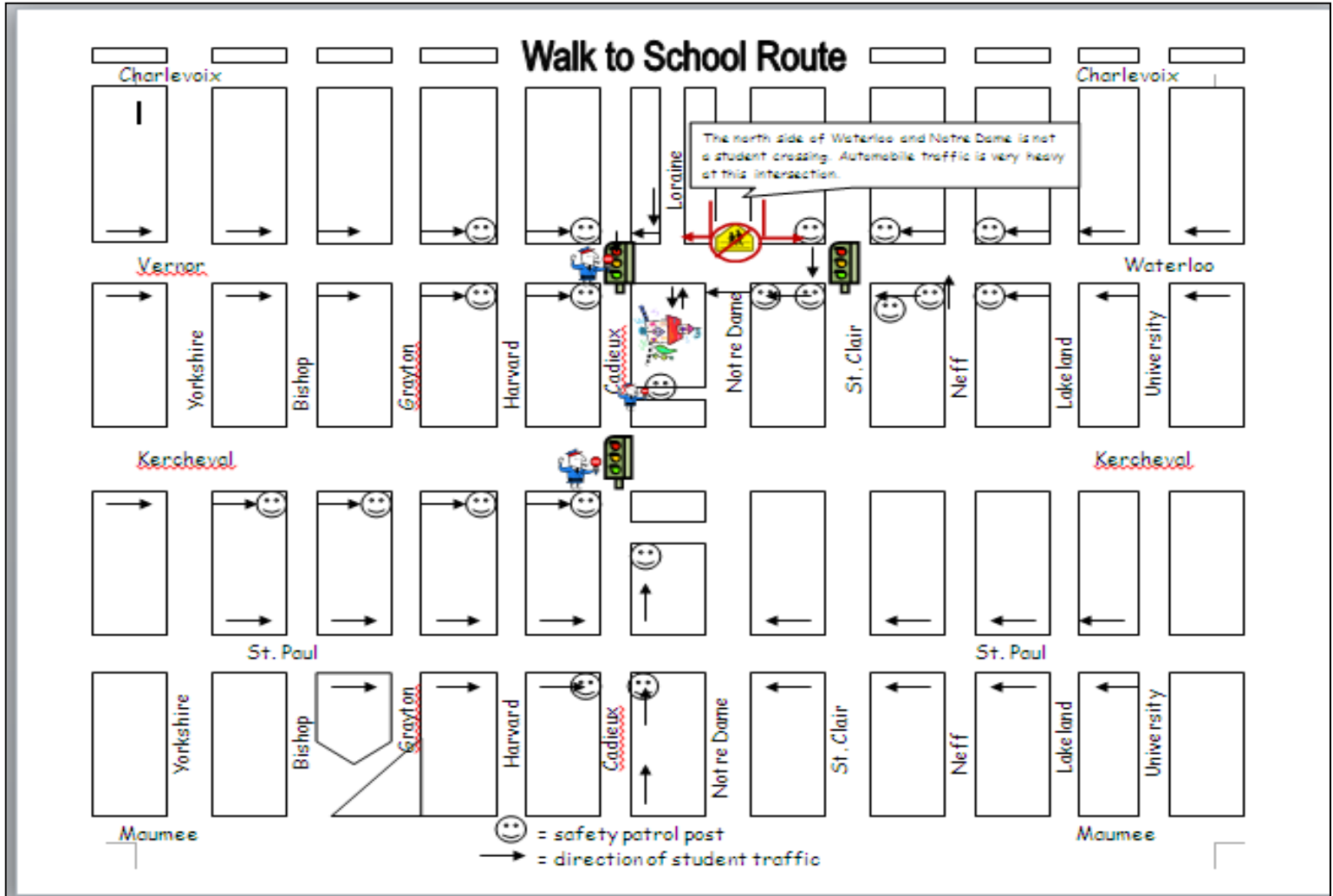
- Drop-off or pick-up children using the drop off/pick up zone in our new parking lot on Waterloo. Stay in vehicles only. **DO NOT PARK AND LEAVE YOUR VEHICLE UNNATTENDED.**
- Cars left unattended on Waterloo will be ticketed by GP police.
- Park cars on nearby streets, if necessary.
- Remind students to cross at the crossing guard corners.
- **The parking spots at the alley are reserved for staff and handicapped use.**

PLEASE NOTE:

- **DO NOT** drop children in the alley or on Cadieux
- **NO PARKING** in the drop off/pick up
- **Right turn ONLY** in and out of parking lot
- **DO NOT USE** Loraine to enter or exit parking lot
- **Keep it moving**



MAP OF THE MAIRE SCHOOL COMMUNITY AND RECOMMENDED WALKING TO SCHOOL ROUTES



WALKING RULES

Students walking to and from school are expected to follow the rules listed below:

- Follow and respond immediately to the requests of the crossing guard and/or safety member.
- Respect the position of the crossing guard and safety patrol person.
- Walk on the prescribed sidewalk. Cross streets only at corners.
- Do not fight with or harass other students.
- Do not throw things at vehicles or people.
- Walk, **DO NOT RUN OR RIDE YOUR BIKE**, when crossing the street.
- Do not climb fenced areas.
- Do not accept rides or talk to strangers. **REPORT ANY INCIDENT TO PARENTS AND SCHOOL OFFICIALS IMMEDIATELY.**
- Do not ride skateboards, roller blades, scooters or heeled shoes to school.
- **ALL students to cross at the crossing guard corners ONLY**
- **DO NOT drop children off in the alley or on Cadieux Road**

These rules are designed to reduce unnecessary problems and better guarantee the safety of all walkers. Please share with your child the consequences of unsafe or uncooperative behavior while walking to and from school. Your support and cooperation is appreciated.

E-ALERTS

The Grosse Pointe Public Schools utilize an automated broadcast system. Broadcasts are sent via phone and e-mail. It is very important that you keep your e-mail and telephone number current throughout the school year.

BEHAVIOR OF STUDENTS WALKING HOME

Maire School provides assistance for the students who walk to and from school regularly. We have adult crossing guards at the Cadieux/Waterloo, Cadieux/Kercheval and Notre Dame/Waterloo intersections, plus several safety patrol representatives to help students. If Maire students disregard good safety and refuse to listen to the crossing guards or safeties, the crossing guard will contact the principal, who will then contact the parents so that appropriate action may be taken. It is important to cooperate with all safety patrols.

BIKE RIDING

All Maire students are permitted to ride their bikes to school although we recommend those students younger than second grade walk only. Kindergarten students may ride bicycles only if a parent accompanies them. Students **MUST HAVE THEIR OWN BIKE CHAINS AND LOCKS**. No two bikes should be locked together. Bikes must be locked in the forward slot position and not sideways. It is required that all students riding a bike to school wear a helmet. Students must **walk** their bikes across cross-walks and to and from the bike racks on school property.

ABSENCES, VACATIONS AND MISSED WORK

Student Illness or Family Emergency:

When illness or a family emergency keeps a student away from school, parents are encouraged to communicate with the teacher. Working together, plans will be made to ensure that schoolwork is planned and completed in a timely manner. It is important for parents to remember that many school activities involve group work, class discussions, and shared learning experiences which cannot be directly translated into assignments for a student to do at home.

Vacation Absences:

Parents should minimize the time a child is taken out of school for any reason, particularly for a vacation. Make up work may be provided in advance when a set of materials for the units being studied already exists. In addition, make up work may be provided in meaningful amounts by the teacher after the vacation. Please be aware that vacation absences are unexcused. Ten unexcused absences may result in a referral to the Wayne County Prosecutor's Office as required by law.

EARLY PICK-UP FROM SCHOOL

Parents should come to the school office to await pick-up of their child from school. **PARENTS SHOULD NOT GO TO THE CLASSROOM**. Teachers are instructed not to release a child to a parent, but to send the child to the main office upon request from office personnel, during which time the parent is requested to sign the student out. This procedure will guarantee the safety and well-being of all students.

Unless the parent has contacted us by telephone or note - **A CHILD WILL ONLY BE RELEASED DURING THE SCHOOL DAY TO THE PEOPLE LISTED ON HIS/HER EMERGENCY CARD.**

EMERGENCY SCHOOL CLOSINGS

Announcements of the status of the Grosse Pointe Schools will be broadcast over WJR (760 AM), WWJ (950AM), and other major metropolitan Detroit area radio stations. School closing information will also be broadcast on TV stations including Grosse Pointe Cable Channel 20/902 as well as Channels 2, 4 and 7.

The Maire School home page, <http://gpschools.schoolwires.net/gpmaire/site/default.asp> will link you to school closing information. Our automated calling system is used whenever school is dismissed early and in some cases when school is canceled for the day. Even in emergency situations, students will only be sent home after contact is made with the parent and an authorized adult is available to receive them. Every effort is made to insure prompt notification of school closings.

"KIDS CLUB" LATCH KEY PROGRAM

Grosse Pointe Public Schools offer before and after school child care at all elementary schools from 7:15 - 8:25 AM and 3:30 - 6:15 PM. Qualified staff provide a safe and nurturing environment, rich with a variety of age appropriate activities.

Registration forms are available online at <http://gpschools.schoolwires.net/gpmaire/site/default.asp>.

For additional information and registration, please call the Kids Club Director at (313) 432-3802. The Kids Club contact number at Maire School is (313) 432-4309.

PARKING LOT/BUILDING VISITORS

The staff parking lot is for staff and traveling teachers ONLY. There is no entry for other persons through the Garden Door. You will be asked to walk around the building to the Main Door, NO EXCEPTIONS. Students will not be allowed to enter through these doors after classes have started. All student pick ups/drop offs must be made in the main parking lot.

Our school doors are locked throughout the school day. Parents/Visitors will be able to utilize the buzzer system to gain entrance to the building for school business. While there are video cameras/buzzers at the Main, Garden and Receiving Doors, parents/visitors will only be able to enter through the Main Door (Waterloo/main parking lot). This allows office personnel to give focused attention to one entrance. Please be sure to state your name, child's name and nature of your visit when at the door.

Adult visitors are always welcome. However, safety regulations require knowing who is in the building at all times. **ALL VISITORS MUST REGISTER IN THE OFFICE.** Visitors will receive a Maire visitor ID badge to be worn and displayed at all times during their visit. The principal or secretary will be happy to help you find the location you wish to visit. Unscheduled conferences with teachers are not to be held while the teacher is responsible for a group of children. Please leave a message in the office, and the teacher will contact you. Students from other schools wishing to visit will not be permitted in the building unless prior arrangements have been made with both the principal and classroom teacher. "Forgotten" items such as lunches, forms, homework or instruments should be dropped off in the office.

CLASSROOM INTERRUPTIONS

Please make every effort to send your child to school with what he or she needs for the day. If your child forgets something urgent, school policy is that it be brought to the office and we will get it to your child. Students may borrow for a school lunch if they have forgotten their lunch or lunch money.

Please also keep in mind that once the bell has rung, your child's teacher has important responsibilities in the classroom. Children should be dropped off outside and parents should not walk into the classroom with the teacher. Important messages can be relayed through the school office or left for the teacher via voicemail. If you have more serious concerns, you can write a note or send an e-mail to set up an appointment. Student play dates should be made before school or after school. Please do not call the office to relay a play date message to your child.

Thank you for observing these guidelines. The purpose is to have clear, safe procedures that are consistent for everyone and to preserve classroom time for instruction.

IF YOU PLAN TO MOVE FROM OUR SCHOOL AREA

1. Notify the school office a few days before moving. We will want to know:
 - The new address
 - The date of the move
 - The name of the new school, if possible.
2. Also, we will want each withdrawing student to:
 - Return all library books, textbooks and magazines.
 - Settle any outstanding debt.
 - Collect all personal items and take them home on their last day at school.

CELL PHONES

Any student who brings a cell phone to school needs to limit its use to before and after school. Cell phones must be turned off and stored in backpacks or lockers during school hours. Misuse of a cell phone during the school day will result in the loss of the phone and call home to parents. Maire School lockers are not locked and the school is not responsible for loss or damage of personal items brought to school.

PETS AND ANIMALS

A parent may bring a pet to school and return it home after a short visit, if satisfactory arrangements are made with the teacher and principal beforehand. **PETS ARE NOT ALLOWED ANYWHERE ON SCHOOL PROPERTY**, due to allergy and other safety concerns.

LUNCH PROGRAM

Hot Lunch - \$2.75 per day and includes milk. The lunch menu is published monthly. Milk may be purchased for \$.50 daily.

Parents are encouraged to pre-pay for lunches using PayPal online through Parent Connect with no processing fees. This is the most secure and recommended form of payment. Pre-paying eliminates long lines (especially on pizza day), lost money and stress (especially in our younger students). Any money sent to the office must be in a sealed, labeled envelope. Please make checks out to G.P. Food Service. Talk with your child about whether he/she is allowed to charge snacks. Students who forget or lose their lunch money will be given the opportunity to borrow money from Sodexo. Please be assured that no child will ever be left hungry and continue the day without lunch.

LUNCH AT HOME

If your child is going home for lunch the classroom teacher must be informed their student is going home for lunch and whether or not they are walking, being picked up or riding their bike. If parents wish to have their child go home/out to lunch with another parent, a note stating this is required. Children are NOT to go to the Village without adult supervision.

DRESS CODE

The school staff encourages parents to choose clothing which is adequate for the weather and supportive of health and safety considerations. Girls may not wear short shorts, tank tops or halter tops (bare midriffs). Shoes and shirts must be worn. Shorts and skirts must be no more than four inches above the knee. ANY WORDS that are on clothing worn by Maire students should be APPROPRIATE for a school environment. Hats are NOT appropriate attire in the building. Flip flop sandals and heeled shoes (shoes with wheels in them) are not allowed.

LOST AND FOUND (label clothing and lunch boxes)

Please write the name of your child and teacher on your child's belongings including: jackets, sweaters, coats, gloves, hats, shoes/boots and lunch boxes – for a quick recovery and return to your child. LUNCH BOXES SHOULD HAVE NAME, PHONE NUMBER AND HOMEROOM TEACHER'S NAME WRITTEN ON THE INSIDE OF THE BOX. Please mark paper lunch bags and student totes in the same manner.

CLINIC

Parent volunteers undergo training to help care for sick and/or injured students during the lunch hour (11:36 AM -12:26 PM). These parent volunteers will staff the clinic. The clinic is located in the main office. Parents WILL NOT administer any medication. Students who need to take medication will do so with the assistance of office staff.

DISTRIBUTION OF MEDICATION

The following procedures **MUST** be complied with at all times whenever a parent requests that the school administer medication to a student:

- Written authorization from the student's parent or guardian is on file in the school office.
- Instructions for administering medication must be supplied by the physician and kept on file in the office. These notes are in addition to the label from the pharmacy and must clearly indicate the quantity of the medication, the time of day it is to be given and duration of time it should be taken.
- The medication itself is left in the school office in a location designated by the administration and is to remain in the original container supplied by the pharmacy. **NO CHILD IS ALLOWED TO KEEP MEDICATION DURING THE SCHOOL DAY.**

The above mentioned parent/doctor permission slip is available through the school office and is required for ALL medication, including over-the-counter items such as cough drops, aspirin, etc. If necessary, at the time of your child's doctor visit, he/she may write any instruction on a prescription pad slip, which will be acceptable.

DRUGS

Every student is taught and is expected to respect the value of medications in treating illness. Children are NOT to bring any medication to school unless prescribed by a physician and school personnel are alerted to the child's needs. **AT NO TIME ARE CHILDREN TO KEEP MEDICATIONS IN THEIR POSSESSION OR SHARE THEIR MEDICATION WITH OTHERS.**

WEAPONS

The Grosse Pointe Public School System policy mandates expulsion for anyone bringing dangerous weapons to school. FIREARMS, KNIVES, WATER PISTOLS AND OTHER POTENTIALLY DANGEROUS OBJECTS ARE NOT TO BE BROUGHT TO SCHOOL. Certain school activities require the use of sharp objects. If necessary, a specific written request will be sent home and the teacher will hold the objects when not in use. Students bringing these objects to school will have them confiscated.

FIGHTING

Students participating in an emotionally involved fight will have a Discipline Form sent home. Fighting may lead to a suspension.

BEHAVIOR AND DISCIPLINE

Maire students and staff utilize the Positive Behavior Support System to ensure school-wide behavior, safety, and responsibility operate at the highest possible level.

Students receive daily direct instruction by teachers and staff for expected behaviors (matrix attached). A system of green, yellow, red and purple cards gives feedback to parents regarding daily behavior. Staff provides monthly celebrations to students who maintain high levels of successful behavior and responsibility. Teachers also analyze behavior data to find ways to pinpoint locations or times in our school where behaviors need more support and intervention. The ultimate goal of the PBS system is to "catch kids being good", support and teach appropriate behaviors in a proactive manner, and to then minimize punitive disciplinary actions for students.

BULLYING AND TEASING

Bullying behaviors, either verbal or physical, are not tolerated at Maire School. All students are encouraged to be watchful for any such behaviors and report them immediately to Maire staff. The teachers and the Principal act swiftly and decisively against teasing and other aggressive behaviors. Parents for all parties involved are contacted as part of the corrective action.

PLAYGROUND RULES

In general, safe play on school grounds is encouraged at all times. Improper or unsafe behavior on any playground equipment will result in disciplinary action and possible loss of playground privileges. To maintain child safety and encourage responsible behavior, please review these rules with your child!

- Only one person is allowed on a swing at any time.
- Swing front to back only, remaining seated.
- Slide down slides feet first, seated forwards.
- Climb only on designated playground equipment. Fences, poles on swings or slides are not for climbing.
- Wood chips remain on the ground. Throwing them or any other objects is a major breach of safety.
- Plants and trees need to be left undisturbed to maintain their health.
- Students should be instructed to go down the slides one at a time and move away from the bottom immediately. (Standing tricks or sliding backwards are definitely a NO!)
- Students should not jump from the bars.
- No hardballs allowed at school.
- Students must wear jackets if the temperature is less than 60 degrees.
- Tag and Red Rover are not allowed due to safety concerns.
- Use the Debug system to solve problems.
- Aggressive or repeated teasing behaviors are to be reported immediately to an adult.

INDOOR/OUTDOOR RECESS POLICY

In wet or very cold weather, children will have indoor supervision during lunchtime recess. Otherwise children who stay at school during the lunch period are required to go outside. Unfortunately, we are not staffed at lunchtime to accommodate children both inside and outside at the same time.

Notes for remaining indoors will be honored for three days only, and there must be a note signed by the doctor for any additional time inside. Students must wear jackets unless the temperature is above 60 degrees. The school hopes you will understand, and will send notes requesting children stay in for recess only when it is absolutely necessary.

PLEASE DRESS CHILDREN APPROPRIATELY FOR CURRENT WEATHER CONDITIONS!

Maire Elementary School Behavior Expectations Matrix

	Casrooms	Bathrooms	Office	Lunchroom	Arrival/Dismissal	Hallways/Stairways	Recess/Playground	Technology
Be Respectful	- Use appropriate and positive language - Listen when others are speaking. - Speak when you are called upon - Respect others, yourself and property	- Respect the privacy of others - Keep bathrooms clean - Use indoor voice	- Greet staff politely - Wait quietly - Use "please", "thank you", and "excuse me."	- Use appropriate and positive language - Use good manners - Follow all staff directions the first time given - Use indoor voice	- Remove all hats and hoods upon arrival - Use appropriate and positive language - Follow all staff directions the first time given - Use indoor voice	- Walk quietly - Use indoor voice and appropriate language - Work quietly in hallways	- Follow all staff directions the first time given - Use appropriate and positive language - Be kind to others - Use DeBug system	- Take care of laptops, Netbooks, keyboards, and all computer equipment - Only use your own login - Do not make changes to the computer desktop or display screen
Be Responsible	- Be prepared - Follow directions the first time they are given - Take care of your personal belongings and clean up after yourself - Stay on task - Complete and turn in your work - Exit and enter in orderly lines	- Report problems to a staff member - Flush the toilet - Clean up after yourself - Return to class promptly	- Complete your task - Return to class	- Sit at your assigned table - Raise your hand for assistance - Clean up after yourself - Keep all food in the cafeteria - Recycle when possible	- Arrive on time - Follow established procedures - Store items in locker - Line up when bell rings at designated place	Go directly to destination	- Report problems to staff members - Follow playground rules - Put away equipment after use	- Shutdown/Logoff as instructed - Return and put equipment away correctly - Report any misuse of equipment
Be Safe	- Keep hands, feet and object to yourself - Walk - Push in chairs	Wash hands with soap and warm water	Wait patiently while sitting or standing in one place	- Keep hands, feet and objects to yourself - Get permission to leave your table - Walk at a safe pace - Do not share food	- Cross at designated corners - Stay on sidewalks - Keep hands, feet and objects to yourself - Walk bikes on school property - Go directly home (departure)	- Walk at a safe pace in a single file - Keep hands, feet and object to yourself - Do not open outside doors for anyone - Stay to the right	- Enter and exit in an orderly line - Keep hands, feet and objects to yourself - Use games, equipment and materials properly	- Only work on a school computer when an adult is present - Only enter approved websites - Report any inappropriate files, words, or images.