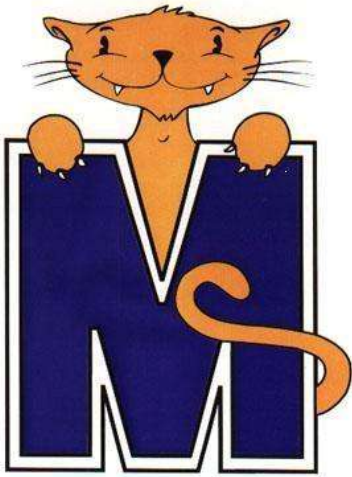


McGregor Elementary School

2023-24 Parent and Student Handbook



**“Positively influencing the trajectory of students’
lives”**

Be here, be you, belong

1101 1st Street

Rochester, Michigan 48307

(248) 726-4000

FAX (248) 726-4005

Attendance Line: 248-726-4010

www.rochesterk12.mi.us/mcgregor

Dear McGregor Parents and Students,

It is with warmest wishes that I welcome you to the 2023-24 school year. When educators, parents, and students work together success is inevitable. This year we will put a priority on continuing to grow a culture for learning for all students. We want every person who enters McGregor to feel that this is a safe and welcoming place that ensures success for all students.

Please take the time to read our school handbook. Although not inclusive of all policies, it gives a thumbnail sketch of some important procedures and information. Remember, our home is your home. Please do not hesitate to contact us if there is anyway that we can help. I can be reached by email at dpontzious@rochester.k12.mi.us, by phone at 248-726-4000, or just stop in!

Little Eyes Upon You

There are little eyes upon you and they're watching night and day. There are little ears that quickly take in every word you say. There are little hands all eager to do anything you do; And a little child who's dreaming of the day he'll be like you. You're that little child's idol you're the wisest of the wise. In her little mind about you no suspicions every rise. She believes in you devoutly, holds all you say and do; She will say and do in your way when she's grown up like you. There's wide-eyed little fellow who believes you're always right; and his eyes are always opened and he watches day and night. You are setting an example every day in all you do; For the little child who's waiting to grow up just like you.

-Unknown

2023-24 School Statistics

Hours

First Bell Rings: 8:50 a.m. (doors open)

Transitional Kindergarten through Fifth Grade, 8:55 a.m. – 3:58 p.m.

Half-days, 8:55 a.m. – 12:10 p.m.



Lunch/Breakfast – Through Chartwells Dining Service

Student Hot Lunch or Salad Bar, \$3.00

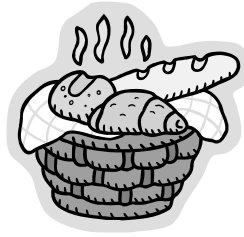
Reduced Lunch, 40 cents

Milk/juice, 50 cents

Adult Lunch, \$3.90

Student Breakfast, \$1.50

Reduced Breakfast, 30 cents



RCS uses what is called a point of sales (POS) system. Your child has a debit card that is kept at school. Cards are distributed prior to lunch. The account is charged every time he/she purchases something from the cafeteria (lunch, snacks, breakfast). Money can be added to the account by sending it in to the cafeteria or by using the pre-pay system on line, www.cafeprepay.com

Elementary School Breakfast Program

The Rochester Community Schools Food Service Department offers school breakfast to all students during the 2023-24 school year. The cost is \$1.30 (subject to change). A typical breakfast may consist of a bagel (muffin or other nutritious item) a piece of fruit, a fruit cup, or 100% juice, and chilled milk.

Who can receive school breakfast and when will it be eaten?

Anyone may purchase a healthy breakfast for only \$1.30 (subject to change). Students who qualify for free, or reduced price lunch will automatically be qualified to receive a free or reduced price breakfast. Breakfast will be served from 8:40 to 8:55 am.



McGregor's Healthy Snack Guidelines



In order to comply with the District's policy on *Wellness and Nutrition* and to promote a healthier learning environment, McGregor has established guidelines for snacks that are consumed at school. It has been shown that proper nutrition not only enhances academic ability, it improves overall school performance and decreases absenteeism. It impacts behavior and emotional functioning and leads to higher achievement. It lowers anxiety, hyperactivity, depression and psychological dysfunction (Action for Healthy Kids, 2004).

(Snack Guidelines) – Snacks to be eaten in the classroom that are brought from home should consist of:

- Fruits
- Vegetables
- Protein
- Water or 100% Fruit Juice drinks

Please use this chart as a guide:

Do's (allowed)	Don'ts (not allowed)
Whole fruit, Fruit cups	Candy/yogurt covered fruit
Small box of raisins	Potato chips, cheese puffs, fried tortilla chips
Dried fruit	Fruit roll-ups with added sugar, dye, preservatives
Natural fruit roll-ups w/o dye or added sugar	Candy, cake, cookies, cupcakes
Cut-up vegetables, dip	Processed cheese with saltines
Cheese sticks, cubes, or slices	Foods with artificial flavoring
Yogurt	Foods laden with preservatives
Hardboiled eggs	Nuts in classrooms with allergy restrictions
Nuts (only in classrooms without restrictions)	Breakfast bars with high sugar/fat
Popcorn (low-fat, non-buttered), whole grain low-fat crackers	Crackers or pretzels with white flour or high fats

Classroom/School Parties

- Healthy Foods will be encouraged at school parties. Home baked goods are not allowed due to possible cross contamination that might present health risks to students.
- Food Allergies must be considered at all times and alternative items provided if a food allergy exists.
- Food must meet nutritional guidelines.

Birthday Treats and Celebrations – Food is no longer allowed to be served for birthday celebrations to comply with the RCS food policy.

- Pencils, paperback books, treasure box choices, stickers, small novelty erasers, activity books, bookmarks, and other school supply items are examples of food alternatives.

Lunches

- The Cafeteria menu meets meal patterns and nutrition standards established by the U.S. Department of Agriculture (USDA).
- Snacks sold and served by the cafeteria meet the Michigan Action for Healthy Kids Criteria.
- Parents/Guardians are encouraged to pack healthy lunches and avoid overly sweet foods (soda, candy, etc.). Compliance with allergy restrictions in certain classrooms is mandatory.

Grade level lunch times (*subject to change*)

Kindergarten/TK recess: 11:45 -12:05 pm Lunch: 12:05-12:25 pm

First Grade recess: 12:10 - 12:30 pm Lunch: 12:30-12:50 pm

Fourth Grade recess: 12: 30- 12:50 pm Lunch: 12:50- 1:10 pm

Third Grade recess: 12:45-1:05 pm Lunch: 1:05- 1:25 pm

Second Grade recess: 1:00- 1:20 pm Lunch: 1:20- 1:40 pm

Fifth Grade recess: 1:15- 1:35 pm Lunch: 1:35- 1:55 pm

Attendance Information



Absences: If your child will be absent, please call the **McGregor Attendance Line** at 726-4010 to report the absence by 8:45 a.m. Please give the child's name, teacher's name, date and reason for the absence. Excessive absences as well as tardiness have a negative effect on learning. Truancy and tardy procedures will include notification and intervention process for the McGregor staff to implement in collaboration with parents.

Late Arrival: If your child arrives late to school (anytime after 8:55 a.m.), please accompany him/her to the office to sign them in and receive a late slip **prior to reporting to the classroom.**

Appointments / Early Dismissal: If you need to take your child out of school early, please send a note to advise the teacher of your plans. All students leaving school early **MUST** be signed out and dismissed through the office and **NOT** the classroom. Upon returning to school, please sign in at the office. The office will not permit parents to remove **other** children from school early unless there is expressed, written permission from the child's parent.

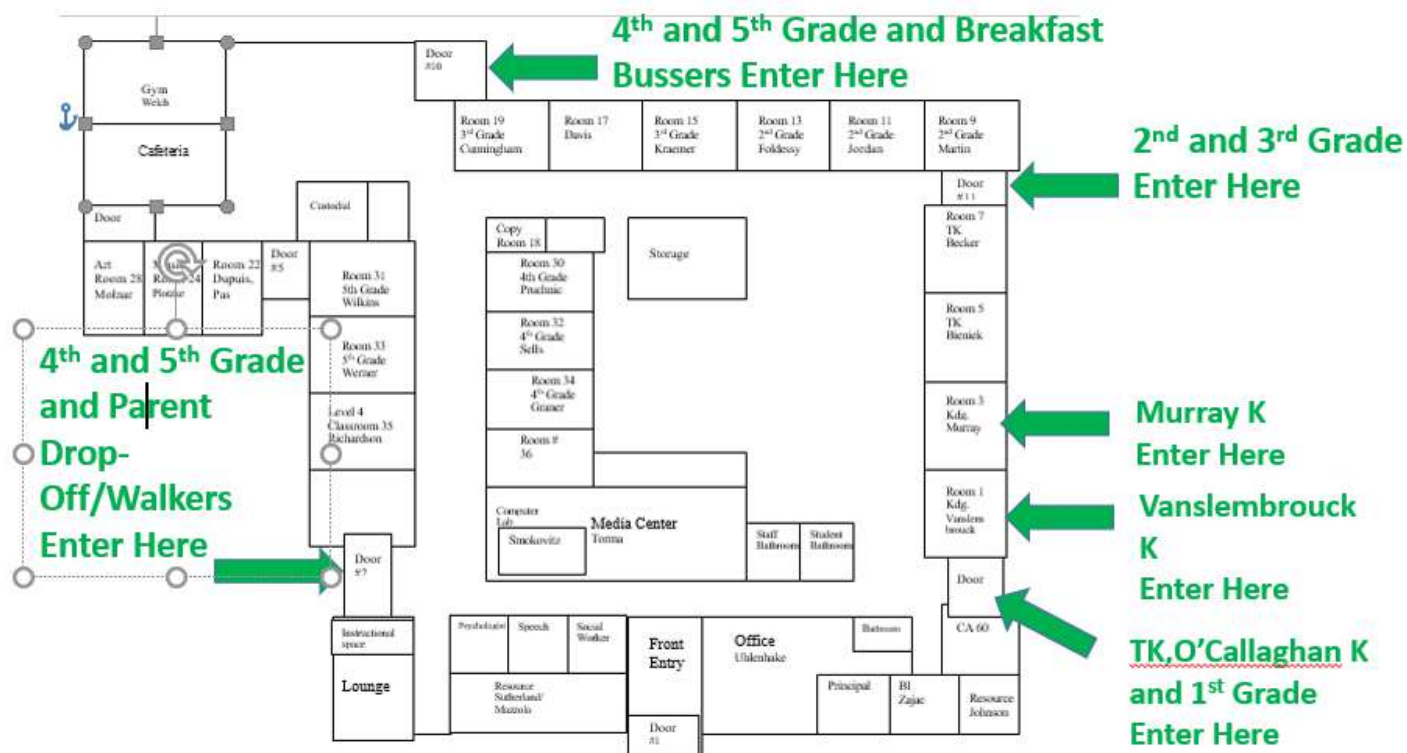
Arrival Procedures



Walkers and students arriving by car: Students should not arrive prior to 8:45 a.m. When they arrive, they should line up at their respective assigned entry doors

Bus Riders: Students who arrive by bus should report to their assigned entry doors. Staff will assist students and line them up by grade levels. When the bell rings at 8:50 a.m., Students will transition to their classroom in an orderly fashion. During inclement weather or wind chill below 0°F, students will be permitted to wait inside the building by the doors. Any student arriving after 8:55 a.m. must go to the office to get a late slip prior to going to the classroom. Paraprofessionals and Safety Patrol members will supervise all doors.

Students Arriving By Car: Cars must use the designated drop off loop. Cars are **NOT** permitted in the bus loop. Drivers are permitted to pull up close to the building and drop off students along the sidewalk. Drivers should **NEVER** park in the drop off loop and leave their car! All students arriving by car are to line up at their respective grade level doors properly wearing their masks. Any student arriving after 8:55 a.m. must go with an adult to the office to get a late slip. In these cases, please park in the lot and bring your child inside.





Dismissal Procedures

Bus Riders: Students riding buses will be dismissed through the same doors as arrival. Staff and Safety Patrol members will supervise and assist at dismissal.

Walkers: Students who walk home from school will go out their regular doors wearing masks. Parents who want to escort their walkers should establish a regular meeting place outside (flagpole, playground, etc.).

Car Riders (pick up loop): Students being picked up by parents will be waiting outside by the car loop and will be dismissed from the building by school staff when the parents pull up close to the building. Drivers should place a large sign on the dashboard with their child's name. Cars should wait for their turn in line and after picking up their child at the door, they should continue around the circle to keep the line moving. Students will not be released to walk to parked cars.

Note: It is imperative that if a child's dismissal plans deviate from what the typical mode of dismissal is, we must have a signed note from a parent stating the change.

Important:

- If dismissal plans change, call the office by 2 PM to notify us of the change! For example, if plans change where a student routinely takes the bus and the parent decides to pick up the child by car. We **MUST** be notified by the parent/guardian of this as we will put the student on the bus as previously indicated.
- Do not come into the building to pick up your child at dismissal time. We suggest that you make a meeting place outside of the building (flagpole, playground, etc.) if you want to meet your child immediately after school.
- Do not pick your child up directly from the classroom. If parents need to pick up their children prior to the 3:58 p.m. bell, they should report to the main office to sign their children out. Office personnel will call the children down to the office.
- You must have written permission from a child's parent to sign another child out.
- It is the office policy to ask for identification (ID) of people we do not recognize if they come to sign a child out. Please do not be offended.

McGregor Elementary 2023-2024 Dismissal Procedures

Bus Loop



Staggered Dismissal
3:52- TK – 2nd Bussers
3:55 – 3rd-5th Bussers
3:58 – K-5th Walkers/
Parent Pick-Up

3rd-5th Grade Parent
Pick-Up/Walker Exit

Student Waiting Area for
 Parent Pick-Up

3rd, 4th, 5th Bussers Exit

TK-2nd Bussers Exit

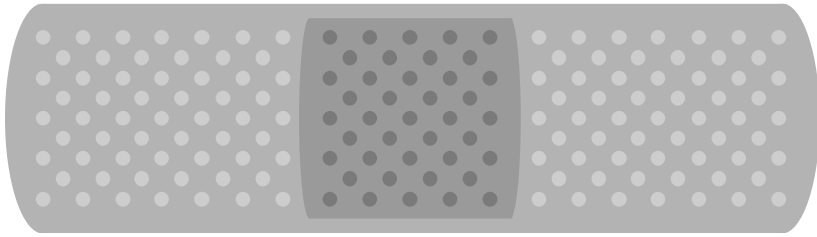
TK-2nd Grade Parent
Pick-Up/Walker Exit

Bicycles

Students in grades 3-5 are permitted to ride bicycles. Students should not arrive to school prior to 8:45 a.m. and should lock their bikes in the bike rack. They should line up at their assigned entry doors. If students in grades K-2 elect to ride bicycles to school, they must be accompanied by an adult. **Students must walk their bikes once on school property!**



Health and Medical Management



Medical Management Plans: If your child requires special medical intervention or plans (i.e. asthma, severe allergies, etc.), it is imperative that the school office knows this. Forms for medical management plans are found on the school website <http://www.rochester.k12.mi.us/pages/140162/2017-18-maps-and-other-health-forms> and in the school office.

Use of Medication at school: If it is necessary for your child to take medication at school, please be advised that you must complete an “Authorization to Administer Medication” form which is available in the main office. All medications (prescription or over-the-counter) must be in the original container and clearly labeled with the child’s name. Medication sent to school in a baggie or envelope cannot be given. Please be advised that there are strict district guidelines regarding the use of medication at school which we are required to follow. Children are not allowed to administer any medication, including over the counter. Please do not send in aspirin, Tylenol, etc. with your child without going through the proper procedure, filling out the necessary forms, and bringing the medication to the office. Cough drops are no longer allowed to be given at school as they present a choking hazard.

Student Safety



Our main priority at McGregor is providing the safest educational environment possible for our children. To that end, the following procedures were developed to ensure that children are safe and secure.

Pet Policy: Pets are not permitted inside McGregor unless pre-approved by the principal or teacher. Exceptions made for educational purposes. Parents are asked to contact their students’ teachers as the first step in obtaining pre-approval. Pets are not permitted on school grounds (property) during school hours (8:40 a.m. – 4:00 p.m.) unless pre-approval has been obtained. Before or after school hours, a pet must be on a leash or cage and under control of an adult at all times.

Visitors: *When arriving to the building please enter through the main doors and press the buzzer. You will be asked the purpose of your visit and you will be asked to show appropriate identification through the buzzer camera. This will take a few extra seconds and thank you for understanding as safety is important.*

Please adhere to the following guidelines:

- All visitors must report to the office upon entering the school. This includes those parents coming to pick up children early, joining their students for lunch, attending field trips, volunteering in the classroom, etc.
- Visitors will be asked to sign in at the office and to wear sticker badges.
- Parents and visitors **ARE NOT** allowed on the playground at recess time for a variety of security reasons.
- For dismissal procedures, we ask that parents meet their children at designated places ***outside*** of the building. Please do not pick up children at their classrooms. Our hallways are very narrow and cannot accommodate many adults.

Additional Safety Measures

- All outside perimeter doors will be locked.
- Please **DO NOT** prop any doors open for convenience purposes.
- If there is a safety drill (fire drill, tornado drill, lockdown drill, etc.) being conducted, visitors must participate in those drills (follow staff instructions).
- Adhere to confidentiality procedures when volunteering in the classroom.
- Avoid cell phone usage in the school if possible!
- Bring any unusual circumstances or safety hazards to a staff member's attention immediately.
- Please leave student discipline issues to our staff to handle.
- Update any new information of your student's emergency card as needed.
- Each year all school volunteer must fill out an ICHAT form before they can volunteer.

Discipline and Behavior Management



Rochester Community Schools Code of Conduct: All transitional kindergartner, kindergartners and new students will be given a copy at the beginning of the year. Returning students and parents may access any revisions since the previous year by visiting the RCS website. All parents must sign an acknowledgment that they have reviewed the Code. Students with frequent and obvious violations will be placed on the “Step System” of progressive discipline up to and including suspension.

Schoolwide/Classroom Behavior System: All classrooms have behavior management plans that the teachers have developed. Teachers spend time at the beginning of each year to ensure that students learn the plan. The plans are reviewed with students throughout the year. Typically, an office (principal) referral is the last step of a teacher’s classroom behavior plan. This year McGregor Elementary School will continue to use Positive Behavior Intervention Supports (PBIS) Social Emotional Learning (SEL) and the Positivity Project. PBIS and SEL are proactive approaches to establishing the behavioral supports and social culture that are needed for all students in a school to achieve social, emotional and academic success.

Office Principal Referrals: When a student is sent to the principal, a determination is made regarding the course of discipline. The following may occur: conversation with student, warning, informal behavior notice, parent phone call, or placement on the Step System (RCS Code of Conduct). This year staff, students, and parents will be working diligently to create student culture that promotes safety and sense of belonging. We will be using research from Hattie, Dr. William Glasser, Dr. Becky Bailey and many others to implement a Positive culture where all can succeed!!!

Social Emotional Learning (SEL): Social Emotional Learning is a foundational piece of our student culture. This year Mr. Zajac and the School Social Worker will provide emotional, behavioral and social support to students by providing life skills lessons to all grades; provide targeted social skills groups and lunch groups to students in need; provide education and support to teachers and parents to ensure the understanding and best practice of supporting individual child needs. McGregor will be focusing on Conscious Discipline once again this year.

Student Rules: Common sense, Social Emotional units/lessons and the Rochester Community Schools Student Code of Conduct guide student rules at McGregor. Students are expected to behave appropriately in the classroom, hallway, playground, bathroom, school bus, cafeteria, assemblies, bus stop, and before/after school. Student are expected to follow the principles of Conscious Discipline, McGregor PRIDE and the Positivity Project <https://posproject.org/> .

Pride

Respect

Include

Determined

Engaged

Specific school rules include:

- No wearing of hats in the building
- No gum chewing in the building
- No electronic game devices at school
- No electronic listening devices at school (iPod, MP3, etc.)
- Please do not send collectable cards or toys to school. They create distractions and get “lost” rather easily.
- Cell phones are not allowed to be used during the school day and must be turned off and kept in backpacks. School personnel have the right to confiscate cell phones and peruse text messages that have been sent and received.
- There are occasions when we may ask students not to bring specific items for recess time, such as baseballs, bats, footballs, etc. These may cause problems during other times of the day (dismissal, etc.). We will communicate these to parents/guardians as well.



Appropriate Clothing: McGregor adheres to District policy regarding clothing and respects the authority of parents to dictate clothing choices for their children. Students are requested to wear to school or school functions neat, clean, appropriate clothing that meets the standard of an educational environment. Any extreme in appearance or clothing that may disrupt the educational process of the school or is unsafe will not be acceptable. McGregor has established the following guidelines:

- Clothing must be appropriate and cover undergarment wear as well as private areas of the body.
- Clothing articles with inappropriate slogans, pictures, or abusive substances on them will not be permitted.
- Flip-flops and sandals deemed unsafe for outdoor play on woodchips will not be allowed.

Teacher Assignments

In the spring, parents receive placement information for the following year. Input from parents is appreciated, but specific teacher requests will not be granted. Final placement is done in August and parents are notified by ParentVue regarding teacher assignment. Attempts are made to balance classrooms by gender, ability, etc.

Special Student Programs

- Third/Fourth/Fifth Grade Choir
- McGregor CSI and Student Council
- Stoney Creek Schoolhouse experience for second grade
- Science Fair
- Boys and Books program for fourth/fifth grade boys
- Girls and Books program for fourth/fifth grade girls
- Girls Science Club for fourth/fifth grade girls
- AAA Safety Patrol
- Spirit Days; Field Day

Useful Phone Numbers

RCS Administration Center, 726-3000

Rochester Avon Recreation Authority (RARA), 656-8306

North Oakland YMCA, 651-9622

Rochester Youth Soccer League, 650-0113

Dinosaur Hill Nature Preserve, 656-0999

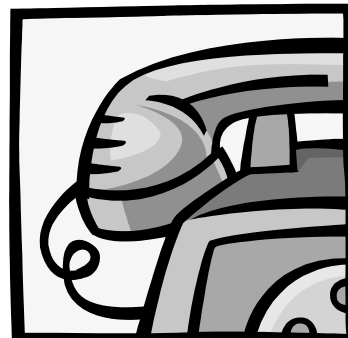
Paint Creek Center for the Arts, 651-4110

Rochester Community House, 651-0622

Rochester Community Education, 726-3165

RCS Children's Programs, 726-3023

Transportation Department, 726-5925



McGregor PTA

It is our hope that you will join the McGregor PTA. There are many fine programs and committees that parents can join to help make our school better for its students. Fundraisers contribute greatly towards programs that enhance and enrich our students' education. The PTA balances its fundraising projects with programs to achieve wonderful goals.



PTA Officers:

President	Melanie Neiderheide	(248) 346-5239	mneiderheide@gmail.com	Any	mcgregorptapresident@gmail.com
Vice President	Samantha Brown	(906) 231-1378	beaslesa@mail.gvsu.edu	Any	mcgregorptavp@gmail.com
Treasurer	Imulde Sullivan	(248) 686-9714	mielie24@live.com	Any	mcgregorptatreasurer@gmail.com
Secretary	Melissa Fulmer	(586) 909-8330	melissaLfulmer@gmail.com	Text	mcgregorptasecretary@gmail.com
VP Committees	OPEN				
VP Communications	Stephanie Spezia	(248) 884-1414	stephspezia@gmail.com	Any	mcgregorptavpcommunications@gmail.com
VP Fundraising	Peggy Bianchini	(248) 202-1226	peggy.bianchini@gmail.com	Any	mcgregorptavpfundraising@gmail.com
VP Membership	Jennifer Hachenski			Any	mcgregorptavpmembership@gmail.com

Home/School Communications

Home/School communication is vital for student success. Parents are urged to communicate regularly with their children's teachers. With technology, this is made easier than ever before. Please do not wait until a little problem becomes a big one! If you have a classroom question or concern, please go to your child's

teacher prior to contacting the principal. If problems cannot be resolved, it is very appropriate to contact the principal.

Suggested Modes of Communication:

TEACHER NEWSLETTERS: Teachers are expected to send home or post classroom newsletters on class website at the minimum of every 3 weeks.

News and Notes/Cougar Chronicle: This school news/event sheet comes home every week – usually on Friday. We post this on our website and send it out through School Messenger program. However, parents/guardians are given the option to have a hard copy sent home.

WEBSITE, EMAIL, AND VOICE MAIL: These technologies have enabled parents and staff to communicate much more efficiently. Most staff prefer email communication as they check it regularly. Please realize that there are occasions when they cannot access voicemail on a frequent basis.

CURRICULUM NIGHT: Curriculum night occurs in September. This is an opportunity for the teacher to provide a synopsis of the units of study, grade level curriculum, classroom procedures, and policies. It is strongly encouraged for all parents/guardians to attend.

REPORT CARDS: Are available through ParentVue online.

PARENT/TEACHER CONFERENCE: While parents are always encouraged to confer with teachers concerning pupil progress, a framework for conferences has been established to ensure a discussion of a child's progress in school. Conferences are conducted each year in Fall (November) and Spring (March/April – only as needed). Morning, evening and afternoon conference times are scheduled by individual teachers.

PROGRESS REPORTS: In addition to conferences, a child's progress may be communicated to parents through the child's class work, emails and notes from staff, phone calls and regularly issued formal report cards.

OTHER SOURCES: Parents can get additional information about the Rochester Community Schools by reading the Information Calendar and Annual Report distributed in the summer and Growing Together, a publication that is sent to all district homes throughout the school year. Local newspapers also cover school news. These newspapers include: Rochester Clarion Eccentric, Oakland Press and Suburban Lifestyles. Cable Channel 15 or 59 also provides parents with upcoming district and school events. The public is welcome to attend the Rochester Board of Education meetings at the Administration Center at 501 West University Drive. The Board meets at 7:30 p.m. on two Mondays of each month.