

# MONROE ELEMENTARY FAMILY HANDBOOK



**2024-2025**

Principal: Whitney Schenavar  
Secretary: Jamie Rose  
1501 Grove Street  
Wyandotte, MI 48192  
(734) 759-5800



## Welcome

This handbook was developed to answer many of the common questions parents may have during the school year and to provide specific information about policies and procedures. This handbook contains important information. Become familiar with this information and keep the handbook for future reference. If you have any questions that are not covered in the handbook, please contact the teacher or building principal.



All district policies and procedures can be found online at:  
[www.wyandotte.org](http://www.wyandotte.org)

### School Board Members

Nick Beaven-Parshall, Theresa Crnkovich, Kathy Kane, Cindy Kinney, Wendy LoCicero, Carrie Martinez, and Kelly Webber

Superintendent.....Dr. James Anderson

## Parent Organizations

### Monroe Parent Club MVPS

(Monroe Valuable Parents and Staff)  
Meeting dates will be shared to all parents monthly. Meetings will be held in person with an option to join virtually..  
All parents are welcome!

Parent Coordinator : Mrs. Liz Rose  
LIKE [Monroe Mustangs Parent Group](#) on Facebook

### Watch DOGS

(Dads of Great Students)  
Dads and Father Figures of Monroe Students

Top Dog : Mr. John Hajnos  
LIKE [Watch DOGS of Monroe Elementary](#) on Facebook

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Current Number of Students: 365  
Average Number of Students/class: 22

Special classes: Art, computers, library, gym, and music.

Extra programs/services/opportunities:  
Title I, Reading and Math Intervention, PBIS (Positive Behavior Intervention Support), Safety Squad, Leadership Buddies, and Blessings in a Backpack.

## Vision

Our vision is of a school in which every student . . .

- ◆ Sets goals and is intrinsically driven to learn.
- ◆ Has confidence to take risks and use mistakes as learning opportunities—displaying a growth mindset.
- ◆ Is a leader.
- ◆ Masters collaboration practices and develops positive relationships while working in learning communities.
- ◆ Gains critical thinking skills with enthusiasm in order to be successful in a an ever-changing society.
- ◆ Develops and shows empathy—seeks to understand peers, staff, and guests for the greater good.

## Mission

The Monroe Elementary School community will take the collective responsibility to ensure that students learn and grow with a continual effort toward higher achievements.

## Commitments

- ◆ We will work as a PLC (Professional Learning Community) to discuss and apply research about learning.
- ◆ We will collaborate about student data and essential learning outcomes to drive whole group instruction, small group instruction, and intervention/enrichment opportunities.
- ◆ We will model, teach, and reinforce a Growth Mindset with our students and ourselves.
- ◆ We will guide and expect positive interpersonal and leadership skills.
- ◆ We will challenge students through higher level questioning and deep thinking skills.

## Goals

- ◆ All students will increase their Math proficiency.
- ◆ All student will increase their Reading proficiency (in Language Arts, Science, and Social Studies).
- ◆ All students will increase their Writing proficiency.
- ◆ All students will work on building relationships to help improve School Climate.

## School Hours

- Doors open at 8:00am, school begins at 8:05am.
- Students are marked tardy if they arrive after 8:15am
- Dismissal is at 3:00pm
- Half Day dismissal is at 11:43am
- Students must be picked up by 3:15pm

## Before/After School Care

Please contact the following organizations directly if you are in need of before or afterschool care:

- YMCA of Southgate: (734) 282-9622 (onsite)
- Salvation Army: (734) 282-0930 (bussing provided)

## Entrance Procedure

Teachers will greet students at their designated entrance doors at 8:00am and walk them to class.

Before 8:00am is unsupervised time. Parents of young children, please stay with your child.

## Dismissal Procedure

Each day at dismissal, the classroom teachers will walk their students to their dismissal doors.

Teachers will walk the students outside together every day. Siblings may walk outside to their siblings dismissal door. There will be staff presence outside during dismissal time to ensure the safety of our children.

## Monroe Staff

### Office

Whitney Schenavar.....Principal  
Jamie Rose.....Administrative Assistant  
Jamie Rossman.....Dean of Students

### Young Fives

Jennifer Thurman.....Teacher

### Kindergarten

Tiffany Dean.....Teacher  
Jessica Pettit/Tonia Meier.....Teacher

### First Grade

Dana Mayhew.....Teacher  
Nicole Sadlak.....Teacher  
Devin Wilde.....Teacher

### Second Grade

Kristin Bain.....Teacher  
Darlene Wisniewski .....Teacher  
Alicia Wurmlinger .....Teacher

### Third Grade

Holly Jenkin.....Teacher  
Megan Willer.....Teacher

### Fourth Grade

Francesca Cruciani.....Teacher  
Morgan Goff.....Teacher

### Fifth Grade

Karen Cullen.....Teacher  
Tia Mitchell .....Teacher  
Bethany Yancura.....Teacher

### Literacy

Christy Mason.....Reading Interventionist  
Krissy Kobiljak.....Literacy Coach

### Special Education Resource Room

Colleen Walter.....Teacher Consultant  
Tricia Lohman.....Speech Therapist  
Sabrina Ponder.....Resource Teacher  
Jodi Carson.....Instructional Aide  
Kaila Hounshell.....Instructional Aide  
Victoria Figueroa.....Instructional Aide

### Special Area Teachers

Brandon Ursing.....Art  
Allison Bell.....Gym  
Justin Keyes.....Gym  
Mike Noble.....Pre-Band  
Connie Norton.....Music  
Beth Botts.....Library

### Family Services

Hannah Stawkey.....Social Worker  
Mara Carrabino.....School Psychologist  
Elizabeth Rose.....Parent Coordinator

### Instructional Aides

Heather Brown.....Reading Support  
Elizabeth Rose.....Reading Support  
Kelly Runt.....Kindergarten Support  
Taylore Hernandez.....Kindergarten Support  
Sarah Krogol.....Young Fives Support  
Nicole Snell.....Behavior Support

### Building Subs

Kristi Pascarella & Danielle Stevens

### Maintenance

Ms. Ronnie.....Building Engineer

### Lunch and Recess Coaches

Mary Nevin    Rochelle Quillen    Jenny Baker  
Sue Lee    Melanie Brown    Alexis Dillard  
Janet Denny    Kendra Sheaffer

## Drop and Drive

You will find one Drop and Drive zone painted on Grove Street and two zones on 14<sup>th</sup> street at each entrance area. The Drop and Drive Zone will be strictly enforced from 7:45-8:10am. **Please do not park or wait in those zones. You will be ticketed.**

Street parking will be allowed outside of the painted zones should you need to enter the building or wait in your vehicle with your child. When using the Drop and Drive, please instruct your child to walk to the student entrance area and wait in their designated line until the 8:00am bell. Classroom teachers will meet the students and walk them to the classroom at 8:00am.

Since Drop and Drive is not utilized in the afternoon, you may park in the Drop and Drive zones on 14<sup>th</sup> street and wait in your vehicle for your child to exit the building without concern for being ticketed. **We need the Grove street bus zone to remain clear for dismissal. Parking in the bus zone will result in a ticket.** If you need to leave your vehicle, however, you should park on the street outside of the marked Drop and Drive zone area.

## Playground

The school playground is closed to all students and the public from 7:45-8:15 am and 2:45-3:15 pm. This will allow the children to arrive/dismiss safely. We do not have any adult supervision during this time. During the school day, nearby residents are not permitted to use the school playground. This is for the safety of our students and staff.

## Attendance

Regular attendance and punctuality in school gives students the best chance of benefiting from the instructional program. Experiences missed because of absences cannot be made up adequately. It is the intent of the school to enforce the following rules and regulations for attendance:

- Parents are asked to call the school when their child is absent: (759-580). You can also report an absence online in the ParentPortal.
- If your child is going to be late and needs a hot lunch, you must call the office by 8:30 to have one ordered. If not done, a parent must bring a bag lunch back to the school for the child.
- Attendance is reviewed regularly by staff. Parents will be notified by the Dean of Students and/or principal when the student has reached an excessive amount of tardies or absences. In the case excessive tardies and/or absences does not improve and there are greater than 15 absences and/or tardies, the district attendance officer will be notified and the parent/guardian may be ticketed, fined, and/or prosecuted (when there are repeat offenses).
- Please bring medical documentation for student absences due to illness to the office.
- Please try to plan family vacations during school breaks to avoid excess absences.
- Student attendance records are available to parents on Parent Connect, report cards, and by request.

## Important Documents

- **Emergency Card:**  
The emergency card is now done completely online in the Parent Portal. These cards should be checked over and updated at the beginning of each school year and must be filled in completely. Failure to submit the completed form to the school could jeopardize a student's safety. Therefore, students are not permitted to participate in gym or recess until the emergency card is turned in.

**At least two emergency contacts should be listed.**

It is the parent's responsibility to immediately notify the school office of any changes to emergency contact information during the school year.

- **Medication Form:**  
The school staff cannot dispense medication (including cough drops, lotion, sunscreen etc.) without a doctor signed medication form on file.

A parent must bring in the medication in its original container to the office where it will be administered by a staff member.

- **Free/Reduced Meal Application (Online):**  
ALL students are eligible to receive free breakfast and lunch this school year. However, school funding is based on the amount of applications submitted each year. We ask that EVERYONE complete a new form for this year even if you do not think you would normally qualify for meal reductions.

- **Volunteer Consent Background Check (Online)**  
Parents must complete this form online two weeks prior to a scheduled event to volunteer in any capacity. It's a great idea to fill it out before the school year even starts so you know you will be cleared in time for any necessary event!

## School Meals

- Both breakfast and hot lunch will be provided for FREE for ALL students for the 2023-2024 school year.
- If students wish to purchase milk a la cart, they must have money on their account.

## Personal Deliveries

- Parents may leave items for their son/daughter in the main office.
- Personal deliveries are not to be made to individual classrooms.

The purpose of this is to minimize class interruption and ensure the safety of our students.

## Student Birthdays

Food birthday treats are highly discouraged; however if you do send in a birthday treat only individually wrapped items will be accepted. Please check with the teacher before sending in any birthday treats. Each classroom teacher has a special way to recognize students on their birthday. For example, singing a special birthday song, wearing a crown, being "student of the day", etc. Please confirm with the teacher if there are any student food allergies to avoid when sending in treats.

Party invitations should NOT be sent to school to pass out unless the entire class is invited.

## Student Early Release

- Students will only be released to those persons listed as emergency contacts in their student files.
- If you are picking up your child during the school day, you must sign him or her out in the office. The secretary will call the classroom for your child. Your child must meet you in the school office where he or she will be released.
- Identification is mandatory.

## Visits

- Visitors, particularly parents, are welcome at the school. Please plan your visit with your child's teacher ahead of time. There are many opportunities to volunteer throughout the year. Please help us protect learning time for the children by scheduling these visits ahead of time at a time the teacher can support.
- In order to properly monitor the safety of the students and staff, each visitor must report to the office upon entering the building to sign in and receive a pass.
- Any visitor found in the building without a pass shall be asked to return to the office.
- If a person wishes to speak with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

## Student Fines and Fees

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage.

## Emergency Closings

- If the school must be closed because of inclement weather, or other conditions, the school will notify the major radio and television stations (channels 2, 4, and 7), post the closing on the school's Facebook page, in the ParentSquare app, and automated texts and emails will go out.
- Parents are responsible for knowing about emergency closings.

## Student Dress

- While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.
- Apparel should be appropriate for the daily school routine.
- The following factors should be considered in determining a student's dress and grooming:
  - Cleanliness and other aspects of personal hygiene
  - Make-up is strongly discouraged

## Weapons / Toy Weapons

Weapons, including look-alike or toy weapons, are not allowed on school property at any time. Students in possession of any kind of a weapon including a pocket knife of any length, B-B guns, look-alike guns, toy weapons, etc. will be subject to serious discipline that may include suspension or expulsion.

## Use of telephones

Please feel free to call the office any time during the day to leave a message for a staff member, who will make every attempt to return your call as promptly as possible.

Calling the office to send messages to your child should be kept to a minimum (near emergency situations only). Please make every effort to remind your children of any special after school arrangements before they leave home. It is best in these cases to write a note to your child and/or teacher.

Office telephones are not to be used for personal calls.

Cell phones are not recommended at the elementary level. However, if students need to bring a cell phone to school to arrange for arrival and pick-up, it **MUST BE TURNED OFF during the school day**. It may not be seen or heard or it will be taken away until a parent comes and picks it up from the office.

## Lost and Found

Coats, sweaters, boots, lunch boxes, and other assorted items that are left at school by students will be placed in the Lost and Found.

Please put your child's name on all personal property. Encourage your son or daughter to check the Lost and Found to look for misplaced items.

Unclaimed items (that start to pile up and have been left for weeks) will be given to charity.

## Outdoor Line-up & Play

Students may not enter the building prior to 8:00 am. Students arriving earlier will wait outside unsupervised.

Lunch recess will be outside when the temperature is 20 degrees or above. Please be sure to send the appropriate clothing and accessories for the given weather situations. We love snow play in the winter. Please send boots, and winter gear so we can take advantage of snowy weather. Consider leaving extra gear/boots in your child locker for the winter months.

## Bikes

Students riding bikes to school are to follow the basic local ordinances governing their use. All bicycles should be parked in the bicycle rack. The school is not responsible for lost, stolen, or damaged bikes. Bikes should be properly parked and locked, and may not be brought into the building.

Bicycle helmets are encouraged.

## Emergency Drills

The school complies with all safety laws and will conduct fire drills in accordance with State Laws. Tornado Drills will be conducted during tornado season using the procedures provided by the state of Michigan. ALICE, Lock-down Drills, and AED Drills will be conducted during the school year in accordance with State Laws. Drills may occur without prior notification given to parents, staff, and/or students.

## Student Progress

Our school will be issuing standard based report cards for grades K-5. The standard based report card is designed to provide parents specific information in the most critical standards that their child will learn throughout the school year. The report cards will be sent home three times during the school year.

## Communication

Communication between the school and parents/guardians is crucial for student success. The home to school partnership plays such an important role in the lives of our students. We are a TEAM :)

Some type of communication that can occur include: posts on Parent Square, emails, phone calls, monthly newsletters, parent calendars, parent/teacher conferences, notices, flyers, and the marquee in front of the school.

## Parent Portal

Parent Portal (through MiStar) will be available to our Elementary families again this year. This program will allow parents the ability to view their child's attendance and meal account totals electronically.



## Title I

Our school is school-wide Title I school, which means we receive federal funds due to the percentage of students that receive subsidized meals (free/reduced lunch). Title I funds are used at the school level to best meet the needs of ALL students and is divided up into several large categories, including staff development to help improve instruction of teachers, partnering to help meet the needs of our communities through collaboration and support, and necessary academic supplies to be successful.

In order to make sure that the educational needs of our children are met, we feel it is very important that our teachers, parents, and community members participate in the children's learning process. Our school offers many events and activities that involve parents so you can become active in your child's education and assist them at home. All parents and community members are encouraged to participate in these activities and also attend parents meetings when possible. Even just sharing your opinions and concerns is extremely valuable in the home-school partnership. We want ALL parents to have a voice.

Please feel free to visit our school website and view our Title I Parent Plan along with other communication letters and newsletters that will get you better acquainted and involved with our school.

## PBIS

Providing a safe and productive learning environment for our students is extremely important to the staff at Monroe. To accomplish this goal, we have implemented the PBIS Program. This program is designed to teach social and emotional skills, self-awareness, responsibility, and safety at school in a proactive and positive manner.

PBIS is a researched-based program that is a proven school support system that aids in the reduction of problematic behaviors. The key to this program is focusing on relationships and prevention of negative behaviors. Students are taught clearly defined behavioral expectations and will practice those expectations. Along, with clearly defined expectations with opportunities to celebrate our progress, problematic behaviors are quickly and constructively addressed. Discipline data is collected and shared with staff in order to understand the most common problem behaviors and locations so adjustments can be made.

We believe this program inspires students to do their best, making school a great place for every student!

Monroe staff and students will strive to:

Be Respectful  
Be Responsible  
Be Safe  
And ALWAYS Be Kind

## Student Pledge

Today, I will do my best to  
be my best.

I will practice  
Responsibility.

I will be Respectful.

I will be Safe.

I will show pride using  
Lifeskills.

A Monroe Mustang shares  
power with others making  
everyone stronger.

We have Grace.

We have Power.

We have Strength.

**Monroe**  
**MUSTANGS** ELEMENTARY SCHOOL