

Fox Elementary School

17500 Millstone
Macomb, Michigan 48044

Mrs. Darlene Wade, Principal
Mrs. Kathy Ahonen, Secretary
Mrs. Mary Casango, Clerk
Mrs. Ellen Scibilia, Clerk
(586) 723-5600 Office
(586) 723-5601 Fax



FOX FACTS



September/October 2012

Students will develop the strategies and skills necessary to **become life-long learners** in a **safe, respectful, and responsible environment.**

Chippewa Valley Schools Board of Education

Mr. George Sobah –President
Ms. Denise Aquino –Vice President
Ms. Tammy Reynolds – Secretary
Ms. Julie Fitzgerald – Treasurer
Mr. Frank Bednard - Trustee
Mr. Euel Kinsey – Trustee
Mr. Andrew Patzert – Trustee
Mr. Ron Roberts – Superintendent

Dear Fox Families:

Welcome back to another exciting year at Fox School. Over ninety percent of our students and their families attended the beginning of the year Ice Cream Social and Sneak Peek. Thanks to Fox PTO, students and their families enjoyed ice cream and then were able to come into the building for a peek at their new classroom.

New faces in new places! Fox welcomes Ms Dietz, as she joins our 1st grade staff, and Mrs. Skorupski has moved to 3rd grade.. Mrs. O’Keefe has joined the Fox staff as our school Physiologist. Mrs. Mlynarek has moved to Kindergarten with Mrs. Harris and Mrs. Buckley. We are all excited to welcome our Kindergarten students to the first year of ALL DAY Kindergarten. In additions, Mr. Ray has joined our custodian staff in the evening. Please help me in welcoming everyone to Fox!

Curriculum Nights will be held Thursday, September 6th. PARENTS ONLY. Classroom Teachers, Art, Gym, Music, and Science teachers will discuss curriculum and expectations for the school year.

- At each of the 3 scheduled times; all teachers will give the same presentation.
- At the end of each session; parents will move to a different classroom to hear that presentation.

PARENTS ARE FREE TO SELECT THE TIME AND CLASSROOM(S) TO VISIT

5:00-5:30 p.m. 5:35 – 5:55 p.m. 6:00 – 6:20 p.m.

All Support staff will be available in the media center.

ECSE Open House September 4th at 10:00-11:00 a.m. for morning students and 1:00-2:00 p.m. for afternoon parents. Also, ECSE Parent Night is also September 6th at 5:30.

Please continue to visit the district and school website. Remember it is easy to communicate with all staff members through the email. Make sure you sign up for MAILOUT to receive school information directly to your email. We look forward to a wonderful school year!

Welcome back! ☺ Mrs. D. Wade, Principal

School Day Times

First Bell 8:24 a.m.

Tardy Bell: 8:30 a.m.

Full Day 8:30 – 3:18 p.m.

Half Day 8:30 a.m. – 11:42 a.m.

Breakfast: 8:15 – 8:25 a.m.

Childcare 6:30 a.m & 6:00 p.m.

ECSE 8:30 – 11:06 a.m. 12:36 – 3:15 p.m.



Students should not arrive prior to 8:24 a.m.

Breakfast students may arrive at 8:15 a.m.

Student Code of Conduct Handbook

Please make sure you have received The Student code of Conduct Handbook. This easy to read handbook was developed to answer many commonly asked questions that parents may have during the course of the school year. The handbook also contains information about student rights and responsibilities including the district's AUP (Acceptable Use Policy). Please take time to become familiar with it and sign the accompanying letter. Return letter to your child's teacher. You can access the handbook on the web @

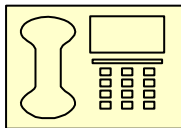
<http://www.chippewavalleyschools.org/parents.asp> Click on: Elementary Student Handbook

ATTENDANCE GUIDELINES

Regular attendance in school is necessary for children to learn. Often stress and anxiety from missing instruction is evident and makes it impossible for a student to grasp new concepts. Research indicates that for every day a student is not in class they miss two days of learning and instruction. These problems cause gaps in an individual's education that could be the source of difficulties in years to come. Please review this important information that affects a student's attendance record:

- **Tardy:** Less than one hour late. Tardy notations are a cause for concern.
- **Sign Out Early:** Leaving within 45 minutes of dismissal is noted in students' attendance record.

Kindergarten One hour late is an absence.



CONTACTING FOX STAFF



You can contact the school staff one of two ways:

- By e-mail. Type first initial of the staff member's first name and last name coupled with this suffix @cvs.k12.mi.us (dwade@cvs.k12.mi.us)
- Call 723-5600. If you know the extension dial 723 and the extension directly.

Absence Line

If your child will not be in school:

**PLEASE CALL THE SCHOOLS
24 HOUR ABSENCE LINE
(586) 723-5699 by 9:00 a.m.**

in order for their absence to be excused and verified. Please state the students first and last name, grade, teacher, date of absence and reason for absence. It is essential for the welfare of the other children that you do not send your children to school if they are sick.

Safety Procedures for Late Arrival & Early Dismissal

Parents must come into the office to sign students in and out when there is a change in the daily schedule.

Arriving / Leaving early:

- Adult must sign student in & out from office
- Identification must be presented to office staff for all early dismissals.
- Students will be dismissed ONLY to person(s) listed on the student EMERGENCY CARD

NOTICE OF NONDISCRIMINATION It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, genetics, gender, age, disability, height, weight, or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180

Parking Lot and Traffic



- Parking Lot closest to the creek – **BUS AND STAFF ONLY**
- Parking Lot closest to the cat-walk – **VISITOR & STUDENT DROP OFF**
- Please keep all cross walks clear. DO NOT stop your vehicle in the middle of this area.
- **DO NOT LEAVE YOUR CAR** unattended along the sidewalks
- **ALL** pedestrians **MUST** cross at the crosswalk with a Crossing Guard

THANK YOU FOR MAKING SAFETY FIRST

IMMUNIZATION REQUIREMENTS



The State of Michigan requires all students to be properly immunized. Failure to provide the office with proof of proper immunization documentation may result in exclusion from school. If you have any questions, please call the office at 723-5600. During the year the Macomb County Health Department visits the school and tests for vision and hearing.

MEDICATION POLICY



In order to provide your child with needed **prescription medication**, Chippewa Valley Schools provides a form and requires written instructions from the physician before any medication is dispensed. A form is necessary for **over-the-counter medications** that will be dispensed at school.

All medication **MUST** be in the original container or packaging. Containers or packaging **MUST** be labeled with the child's name, medication, dose and time. Prescription medications **MUST** be labeled to include the dose to be given at school. Medications brought to school in other containers will **not** be given to the student.

Information on the use and adverse effects of any medication given in school should be provided to the school by the parent, pharmacist or physician. All medications **MUST** be transported to and from school by **parents only** and include the proper forms. These forms are available in our office and on-line @ www.chippewavalleyschools.org.

VISITORS WELCOME



Please remember that all visitors must report to the office. You will be asked to sign in and pick-up visitors pass. This pass must be worn while you are in the building. At the conclusion of your visit, please stop by the office to sign out. It is important that our visitors restrain from walking around the building once they are done with their volunteer activity.

VISITORS & RESTAURANT FOOD

Visitors and food from outside restaurants are not permitted. Our lunchrooms are not equipped to handle guests, including parents and or family members. In addition, to insure safety and consistency in our lunchroom, we will not deliver food brought in from outside restaurants.



Please send lunch with your child in the morning.

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PICTURE DAY: **September 21, 2012**



Please help us help your child(ren) to learn and remember the Fox Positive Behavior Support Program rules: **BE SAFE, BE RESPECTFUL and BE RESPONSIBLE.** Teachers will talk more to your children about this school-wide effort. We have almost 600 students so it is very important that the children are safe at all times, that they respect one another and are responsible for learning.

FIRE, LOCKDOWN AND TORNADO DRILLS

Fire, lockdown and tornado drills are practiced periodically throughout the year. Children are to leave the building in a quiet, orderly manner during a fire drill. Shelter areas are assigned for tornado and lockdown drills.

In the event of a tornado watch or warning, all of the children will stay at school and we will take cover should conditions warrant such action. Children will not be sent home early from school. Children will be dismissed from school at their regular dismissal time.

STUDENT INFORMATION/EMERGENCY CARD

The office keeps an emergency card on each student at Fox Elementary. This year we will be handing out new emergency cards on Curriculum Night and ask that they be returned as soon as possible. It is important that all contact information is kept current, so that we may reach someone when necessary.

BOARD OF EDUCATION

The Chippewa Valley Board of Education meetings are held on the first and third Monday of each month. The Board encourages you to attend meetings and to be involved. Board members include:

Mr. George Sobah – President
Ms. Denise Aquino – Vice President
Mrs. Tammy Reynolds - Secretary
Ms. Julie Fitzgerald – Treasurer
Mr. Frank Bednard - Trustee
Mr. Euel Kinsey – Trustee
Mr. Andrew Patzert - Trustee
Mr. Ron Roberts – Superintendent

STUDENT INSURANCE

The District will again offer student insurance. Brochures will be sent home in the near future. Parents that would like the insurance should fill this form out and send the application/premium envelope directly to the Markel Insurance Company. Please note that applications and payments for more than one child should be mailed in separate envelopes. Please do not return the application/premium envelopes to the school. Any questions regarding this insurance should be directed to Markel Insurance at (800)431-1270.

Email: www.markelinsurance.com

The district does not provide for payment of medical bills.

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DRESS AND GROOMING

Students' dress and grooming are the responsibility of the student and his/her parent. It is our desire that students come dressed in a manner which would result in an atmosphere conducive to learning. It is our observation that children behave better when they are well dressed. We do not wish to be stern or rigid with our dress code policy. We do, however, want our students to learn what kind of attire is acceptable and in good taste for school.

Following are guidelines regarding personal appearance:

- ❖ Clothing and grooming should be clean and in keeping with health practices.
- ❖ Shoes must be worn at all times. **No flip-flops allowed.** Sandals and shoes must have a back to them.
- ❖ Clothing and grooming must not be hazardous to any educational activity.
- ❖ Clothing and grooming should not disrupt the educational process or be distracting.

SCHOOL CLOSINGS



If weather conditions are such that school will be closed, announcements will be made over local radio stations. This decision is normally made at 6:00 a.m.

Fox Playground Area



Please be reminded that the playground is an extension of the classroom during the school day. To ensure SAFETY and SECURITY these areas are reserved for Fox Students and Staff only. Please refrain from playing between the hours of 8:30 am and 3:35 pm. Please remember SAFETY is first and all children should be with an adult and supervised after school hours. Thank you for your support with this matter.

- ❖ Sagging or extremely baggy pants are not acceptable.
- ❖ No tops that expose any area of the midriff or hang off the shoulder.
- ❖ Halters and tank tops are not acceptable.

During the months of **September, May and June**, shorts that are appropriate in length may be worn. Shorts that are considered "too short" are unacceptable. The same holds true for skirts and skorts (recommended length is midthigh or at least fingertip length). Students will be given a warning the first time they wear unacceptable clothing and after that will be required to contact a parent for a change of clothing should they come to school dressed in anything that is unacceptable. **Also, no sunglasses, hats, or bandanas are permitted in school.**



Childcare Program

Our program will be operated each school day from 6:30 to 8:30 am and from 3:18 to 6:00 pm. Registration is \$20.00 per family. The cost is \$4.25/first child and \$3.75/each additional child per hour. A late fee of \$1.00 per minute will be applied after 6:00 pm. More information is available by calling the childcare office at 586-723-5684.

COUNT DAY

is Wednesday October 3rd. Please try to have your child attend this day.

LOOKING AHEAD

THE MEAP IS HERE

Tuesday, October 9th, students in grades three, four and five will begin their annual MEAP tests. The Michigan Educational Assessment Program (MEAP) assesses students understanding of the State benchmarks in the areas of English, Language Arts and Mathematics. In addition to this, our fifth grade students will also take a test in the area of Science.

In addition to the MEAP results; school performance and report card grades provide parents with valuable information regarding a child's progress. It is important to remember that MEAP results are just one academic indicator of a child's strengths. It is also very important for students not to "stress-out" over taking this one test, nor for them to falsely believe that this one test will impact their grades.




It is important for children to come prepared to do their very best. So please make sure:


- Your child attends school all the days of the MEAP window.
- They get a good night rest & healthy breakfast
- They can bring a water bottle to drink during the test.
- They try their very best and take it seriously
- Testing will begin promptly first thing in the morning for most grades/ classes, so please make sure they are on time each day.





HALLOWEEN

The students will parade outside around the building with their class and teacher at 2:20 p.m. Parents are invited to observe the parade outside the building. The best photo spot will be outside of your child's classroom and wait for the parade to pass. Cheering is most welcome! Following the parade, students will enjoy refreshments in their classroom prior to dismissal. With Halloween only weeks away, we know that families are planning their costumes for the big event. We do want this day to be a calm and enjoyable day for everyone. To accomplish this goal we ask each family to adhere to the following guidelines:

 **Select costume from positive role models. Keep in mind that costumes imitating and/or promoting violence in any way are not appropriate.** The Fox staff works diligently to promote nonviolence. Costumes that promote, model and support violent characters or perpetrators of violence, are contradictory to our efforts and to the ideals we support and teach.

 **Costume accessories such as spears, play- guns, knives, axes, or weapons of any kind are not to be part of the school costume.** It explicitly states in the School Code of Conduct that weapons are not allowed on school property at any time. If a child brings a weapon it will be taken away.

 **Please plan a costume that is simple to change into.** Portions of the school costume may be worn to school in the morning leaving only a final piece or two for your child to put on to complete the costume.

 **Masks of any kind are not allowed.** Thank you for cooperating with our plan to make Halloween a safe and enjoyable day for all!

Thank you for your support and helping us to ensure security and safety first.

Helpful reminders of things that do not change throughout the year.

SCHOOL DAY TIMES

First Bell 8:24 a.m.
Full Day: 8:30 – 3:18 p.m.
Childcare: 6:30 a.m. – 6:00 p.m.



ECSE a.m. 8:30 a.m. – 11:06 p.m.
ECSE p.m. 12:39 p.m. – 3:15 p.m.
Half Days: 8:30 a.m. – 11:42 a.m.
Breakfast: 8:15-8:25 a.m.

Students are not to arrive before 8:24 a.m. unless attending Childcare or purchasing breakfast

Absence Line (586) 723-5699

If your child will not be in school, please call the schools 24 hour absence line (not only the teacher)

- State the student's first and last name, grade, teacher,
- Date of absence and reason for absence.

Arrival - Late Arrival & Early Dismissal

Parents must come into the office to sign students in and out when there is a change in the daily schedule.

- Adult must sign student in & out from office
- Identification necessary for all early dismissals.
- Students will be dismissed ONLY to person(s) listed on the student EMERGENCY CARD.

Emergency Cards

- In case of an emergency at school, please make sure that current work numbers and emergency numbers are available to the school office.

Contacting Fox Staff

You can contact the school staff one of two ways:
E-mail. Type first initial of the staff member's first name and full last name coupled with this suffix @cvs.k12.mi.us (dwade@cvs.k12.mi.us)

Call 723-5600. If you know the extension dial 723 and the extension directly.

Food Service Program

- Lunch must be ordered the day before. Ex: Lunch on Tuesday is ordered on Monday
- Fox Pizza Day is Thursday!
- Menus and or nutrition information @:
<http://www.chippewavalleyschools.org/lunch.asp> or
<http://www.chippewavalleyschools.org/LUNCH%20MENU/pdf/Nutrition%20Info.pdf>
- **FAST FOOD IS NOT PERMITTED** in our lunchroom
- Our food service offers lunch options for all students. If your student does not choose to order a hot lunch, they may bring a bag lunch from home. **Outside restaurant food** will not be allowed or delivered to your student during the day.

Visitors

Our lunchrooms are not equipped to handle guests, including parents and or family members.

- Please send lunch with your child in the morning.

FOXPOLICIES & PROCEDURES

Immunization Requirements

The State of Michigan requires all students to be properly immunized. Failure to provide the office with proof of proper immunization documentation may result in exclusion from school. If you have any questions, please call the office at 723-5600. During the year the Macomb County Health Department visits the school and tests for vision and hearing.

Medication Policy (forms are available in our office and on-line @ www.chippewavalleyschools.org)

- Chippewa Valley Schools provides a form and requires written instructions from the physician before any **Prescription medication**, is dispensed.
- A form is necessary for **over-the-counter medications** that will be dispensed at school.
- All medication **MUST** be in the original container or packaging.
- Containers or packaging **MUST** be labeled with the child's name, medication, dose and time.
- Medications brought to school in other containers will **not** be given to the student.
- Information on the use and adverse effects of any medication given in school should be provided to the school by the parent, pharmacist or physician.
- All medications **MUST** be transported to and from school by **parents only** and include the proper forms.

Visitors Welcome

- Please remember that all visitors must report to the office.
- Sign in and pick-up visitors pass.
- This pass must be worn while you are in the building.
- At the conclusion of your visit, please stop by the office to sign out.
- It is important that our visitors restrain from walking around the building once they are done with their volunteer activity.

Parking Lot and Traffic

- Lot closest to the creek – BUS AND STAFF ONLY
- Lot closest to the cat-walk – VISITOR & STUDENT DROP OFF
- Please keep all cross walks clear. DO NOT stop your vehicle in the middle of this area.
- DO NOT LEAVE YOUR CAR unattended along the sidewalks
- ALL pedestrians MUST cross at the crosswalk with a Crossing Guard

Childcare

(586) 723-5684

- Childcare program is available from 6:30 a.m. to 6:00 p.m. each day that school is in session.

Policy on Personal Items

- Students should **not** bring toys, game boys, Nintendo DS or any hand-held electronic games, CD players, PDA's and iPods, memorabilia, special cards or other collectible or expensive items to school.
- Fox School will not be responsible for personal items that may be lost or damaged.
- Such items will be collected and kept throughout the year.
- Items may be picked up by a parent in the main office.
- Cell Phones are not allowed unless approved by Mrs. Wade.

Skate Boarding, Smoking, Pets and Roller Blade Hockey are NOT ALLOWED on School Grounds.

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