

# PARENT INFORMATION



## Washington Elementary

1821 McKinley  
Bay City, MI 48708

Phone: (989) 894-2744 Fax: (989) 266-8217

[www.washington.bcschools.net](http://www.washington.bcschools.net)



As a school-wide Title 1 building with great community support, Washington is able to offer many special services. Dial the school number and then the extension for who you wish to speak with. We welcome your calls.

- Mrs. Cori Bierlein, Principal .....Ext 1703
- Ms. Alexa Merkiel, Administrative Assistant .....Ext 1700
- Mrs. Rachel Mireles, Office Associate .....Ext 1706
- Ms. Katie Phelps, MTSS Coordinator/Student Support .....Ext 1704
- Ms. Whitley Henry, MTSS Coordinator/Student Support .....Ext 1734
- Great Lakes Bay Behavioral Health .....Ext 1758
- Mrs. Natalie Dzruka, School Nurse.....Ext 1755

### School Hours

Instructional Time 8:15 a.m. – 3:05 p.m.

### School Office Hours

7:45 a.m. – 4:00 p.m.

#### MISSION STATEMENT

Soaring to success - every student, every day!

#### VISION STATEMENT

Our students are at the center of all we do. We empower our students to reach their highest potential by equipping them with the skills and mindset needed to excel academically, socially and emotionally.

#### Washington Elementary Will SOAR.

We will be Safe, Organized, Accountable, and Respectful.

#### Our Core Values:

At the heart of Washington Elementary School are our core values. These are the pillars on which we stand and the values we will not compromise.

- A safe and positive school environment.
- A school community that recognizes the value and importance of each individual.
- Instruction that develops citizenship and positive character traits.
- High academic expectations for all students.
- A strong home-school partnership.
- An appreciation of the world around us.

**There's an eagle in me that wants to SOAR!**

## Beginning of the Day Procedures

### (Playground CLOSED)

Washington opens to students at 8:05. **There is no supervision for your child before 8:05am. Students being dropped off are to remain in the vehicle under the direct supervision of an adult until 8:05am.** The instructional day begins at 8:15am. Students should be dropped off in the 7th Street parking lot and enter through the door assigned to their grade level. Door 4: 2nd and 3rd, Door 5: 1st and 4th, and Door 6: Kindergarten & 5th.

## End of the Day Procedures

### (Playground OPEN)

**Dismissal is at 3:05pm.** At the end of the school day parents coming to pick up children are asked to wait in their cars in the **7th Street Lot**. Staff will bring your child(ren) to your car as you progress through the pickup line. **If you need to pick up your child before the end of the school day, your child will be sent down to the office upon your arrival to school.** This process eliminates additional loss of instructional time for your child. If you arrive to retrieve your child before 2:45 pm, your child will be marked absent for the second half of the day.

**\*\*\*NOTE: McKinley Street Parking Lot is CLOSED to pick up and drop off unless you are PARKED IN A PARKING SPOT. Cars may not line the drive line, closing in cars that are parked in designated parking.\*\*\***

## Bus Regulations

The Bay City School District provides safe, courteous and regular transportation services to eligible students. Each year children receive a set of rules and responsibilities to ride BCPS buses. Disciplinary steps are used for students not obeying the bus rules. **If positive change does not occur, the privilege of being transported to school may be terminated for the remainder of the school year.** Transportation can be reached at 989-662-4416.

## Attendance

Consistent attendance is imperative to alleviate lost instructional time. Your child will be marked tardy if he/she arrives after 8:15am. The Bay City School's policy is that any student arriving or leaving more than 30 minutes prior to the start or end of the school day will be marked absent for 1/2 day. **If your child must**

**be absent or tardy for the school day, please call before 8:00 a.m. (989-894-2744) and press 1 for the attendance line to report your child's absence.**

## Emergency Contacts

Children sometimes become ill or have accidents during school hours. The office must have emergency contact information with current phone numbers. When a child is sick or injured the school must be able to make contact with you. If your personal information changes during the school year, inform the office.

## Student Health

It is extremely important for children who are ill to stay home to limit exposure to other children. Children who have a fever, diarrhea, or vomiting should be symptom-free for 24 hours before returning to school. Children who develop illnesses, such as chickenpox, "pink eye", fifth disease, etc. may return to school with a doctor's note. Students with head lice will not be permitted to return to school until they are nit free. Please contact the school nurse at extension 1755 if you have any health-related questions.

## Medication

Federal and State laws, and school district policy, clearly spell out the conditions under which medication may be given at school. Parents wishing the school staff to dispense ANY medicine, whether it be prescription or over the counter, **MUST** complete the appropriate authorization before it can be given at school. **Non-prescription medication will not be given without parent and doctor signature.** Medicine **MUST** be in the original container and in the proper dosage and be delivered to the school office by a parent or adult designee. Students are not permitted to have any type of drug in their possession (Exception: students with written permission from a physician and parent to possess an inhaler or diabetic supplies). All medicine will be stored in the nurse's office and administered by the nurse or office staff.

## Food Allergies

Children may have food allergies, with reactions that can range from mild to severe. Common allergens include, but are not limited to, **milk, nuts, shellfish, soy, wheat, and eggs.** For your child's safety and well-being, please be sure to **communicate any food allergies to the school and your child's classroom teacher.** In addition, we ask that families be mindful of potential food allergies when sending in

food items with your child. Please contact the school nurse at (989)894-2744, extension 1755 if you have specific allergy-related questions.

### **Breakfast/Lunch Program**

Washington qualifies for the Community Eligibility Provision (CEP) Program. Every child may eat a school-provided breakfast and lunch for free this year. **To assist in verifying our eligibility for this program we need ALL FAMILIES to fill out the Household Survey.**

### **School Safety**

State law requires us to practice a minimum of two tornado drills, five fire drills and three lockdown drills each year. Lockdown procedures mean all exterior doors are locked and no one is permitted to enter or exit the building. Occasionally we may also secure the building, where we keep the students in their classrooms as a precaution, but learning continues to take place. Examples are a safety concern in the nearby community or an incident within the building that may cause upset or disruption but not a threat to safety. Anytime the district utilizes a crisis plan, all information about the situation is handled through our district Safety Coordinator. For more information please contact Mrs. Derocher, Director of Student Services, at (989) 686-7910.

### **Cell Phone Policy**

Devices must be on silent mode upon entering the school building and remain in the student's locker during school hours. Before and after school activities are considered part of the school day and cell phone use during those times is prohibited unless authorized by BCPS staff. Unless authorized by an administrator or teacher, students are prohibited from using personal devices to record sounds or images of another student, staff member, or any other person on BCPS grounds. Specific questions regarding this policy may be directed to Mrs. Derocher, Director of Student Services, at (989)686-7910.

### **Volunteers/Visitors**

Parents are encouraged to volunteer their services for a variety of events. The POWER Team (**P**arents **o**f **W**ashington) works to support students and staff by fundraising, organizing events, and strengthening the home-school connection. All volunteers and chaperones are required to complete an online Volunteer Application authorizing a background check. Please call the office at 989-894-2744 for more information.

### **Cancellation of School/Weather Delay**

If you suspect a school cancellation or a delay, please tune to local radio and television stations or check the district web-site: [www.bcschools.net](http://www.bcschools.net). The automated "School Messenger" System will alert you via phone and email as well. **Please ensure your contact information is current in Skyward so you receive the notifications.**

### **Conferences/Meetings with a Teacher**

In addition to the scheduled Teacher Conferences **insert dates**, an appointment with a teacher may be requested for a mutually convenient time. Teachers may also contact you to share celebrations and concerns. We appreciate you keeping communication open to work together to meet your child's needs.

### **School-Wide SOAR Behavioral Expectations:**

**S Safe** - We will follow routines and procedures to ensure a safe learning environment.

**O Organized** - We will be prepared to learn by having all materials needed for class. We will follow routines and procedures to maintain an orderly learning environment.

**A Accountable** - We will be responsible for our actions and our learning. We will give our best effort. We will take responsibility when we make mistakes and help find solutions.

**R Respectful** - We will be kind with our words and actions. We will help and support others. We will stand up for others and do what is right. We will respect others' boundaries and property.

### **Student SOAR Pledge**

I am Safe.

I am Organized.

I am Accountable.

I am Respectful.

I am and always will be a SOARing Washington Eagle!



BE EXCEPTIONAL.  
**BE BCPS.**



## 2025-2026 KEY DATES

### AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18		20	21		23
24		26	27	28		30
31						

### SEPTEMBER

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30				

### OCTOBER

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### NOVEMBER

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23	24	25				29
30						

### DECEMBER

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14	15	16	17	18	19	20
21						27
28						

### JANUARY

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						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18			21	22	23	24
25	26	27	28	29	30	31

### FEBRUARY

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### MARCH

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29						

### APRIL

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26	27	28	29	30		

### MAY

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17	18	19	20	21		23
24		26	27	28	29	30
31						

### JUNE

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- First Day of School - Full Day
- No School
- Last Day of School