

Lottie M. Schmidt Elementary Student/Parent Handbook 2025-2026



This section provides information about our school that is not included in the Anchor Bay Elementary Handbook. We encourage you to become involved in our school and your child's educational experiences. Please take the time to review the information, and do not hesitate to contact the school office with any questions you may have. We look forward to working with you in providing your child a successful school year.

Mrs. Yolanda White, Ed.S

Principal



Vision

Educational Excellence Together

Educate ~ Motivate ~ Collaborate ~ Cultivate

Mission

Empowering all students to succeed in an ever-changing world



Lottie M. Schmidt Elementary Staff 2025-2026

To email a staff member, please refer to the Lottie Staff Directory/Web Pages link on the school web page.

Principal	Yolanda White
Young Fives	Sabina Sarkissian
Young Fives Paraprofessional	Samanth Dulics
Kindergarten	Amy Chaney
Kindergarten	Anne Walquist
First	Stacey Gallant
First	Sarah Hurley
Second	Linda Elliott
Second	Mary Beth Lovell
Second	Jeanne Schoening
Third	Jessica Geldhof
Third	Julie Hindle
Fourth	Dean Karas
Fourth	Allison Ludwig
Fourth	Emily Manson
Resource Room	Katherine McWherter
Cross Categorical Teacher – K-1	Susan Quigly
Cross Categorical Para Professional	Nicole HOLETON Diana Hurtado
Cross Categorical Teacher – 2 nd – 4 th	Terri Thibodeau
Cross Categorical Para Professional	Matika Barry
Instructional Coach	Leah Sacker
Music	Walter Woods Dylan Guzak
Physical Ed.	Mike Greenwold Andrew Middleton
Art	Muriel Hayes Libby Fortune
STEM/Technology	Nicole Martin Alyssa Pollauf
Science Special	Jennifer Gorham Kelly Strackbein
At -Risk Tutor	Colleen Meister
Literacy Tutor	Michelle Earle Scott Helchowski
Literacy Para	Cindy Howard Jammie Paul
Speech	Haley Palazzolo Stephanie Bieszki
Social Worker	Emily Albo
Psychologist	Rachel Malta
Teacher Consultant	Kelly Mackesy
Office Manager	Shelly Whitehead
Data Para	Kristi Weber
Media Specialist	Kathy Willey
Kitchen – Cook	Kelly Shackleton
Kitchen – Nutritional Supervisor	Amy Vistisen
Lunch/Recess Para Professionals	Breanne Christie Jessica Dennis Sibhan Vandenbossche
Building Paraprofessional	Jen Lipa
Head Custodian	Jeff Higgins
Evening Custodian	Teri Nickles

Attendance

Daily attendance is important as new material is introduced and reinforced daily. Unless your child meets the Sick Child criteria listed below, we encourage you to ensure your child is in school daily. If they are having any problems attending, please contact the building principal to work together to help your child return to school as quickly as possible.

Sick Child

We ask that if your child is sick with a fever, vomiting, rash, or has any other contagious disease or virus that you please keep them home in consideration of others (see pages 9-10 of district handbook).

Student Absence Number- (586) 725-7541

For safety reasons, if your child is going to be absent from school please call the school office by 9:00 (or as soon as possible). A 24-hour voicemail system is available. Please state your child's name, their teacher's name, who is calling and the reason for the absence. If your child is absent for more than three days and/or seen a medical professional, please get a note from the doctor's office to excuse your child. Medical excuse does not add up toward truancy issues.

If you have any questions, please contact the principal.

Hours of Operation – Kdg – 4th Grade

Full Day 9:00 – 3:51 Half Day 9:00 – 12:26

Children are allowed into the building **5-minutes** before the start of school. If you are picking your child up from school, please be on time. If you are delayed, please call the office ASAP. As a parent you are responsible for picking your child up on time or making other arrangements. School Age Child Care (SACC) is available in our school.

School Aged Child Care

Working parents can be assured their child is in a safe, comfortable environment before and/or after school by taking advantage of our School Aged Child Care (SACC) Program. A daily program provides a variety of activities and experiences. The morning program begins at 6:00 AM and continues until the start of school. The afternoon program is from school dismissal until 6:00 PM. To register or get more information, contact the SACC office at (586) 716-7862 or see the website at <https://www.anchorbay.misd.net/schools/early-childhood-center/>

Lottie M. Schmidt Elementary

Attendance M^Atters


Did you know?

- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read.
- Students can still fall behind if they miss just 1 or 2 days every few weeks.
- Being late to school may lead to poor attendance
- There is an unquestionable link between school attendance and school achievement.

Proficient Readers in the 3rd Grade

64% of children who were regular attenders in kindergarten & 1st grade

17% of children who were chronically absent in kindergarten & 1st grade



In School, On Time

- School start time **9:00**
- TARDY 9:05 – 9:30**
- Per district handbook, reporting more than thirty minutes late to school or leaving 30 minutes prior to dismissal will result in one-half day absence.

Truancy & Attendance Letters

Per district guidelines, parents will receive the following:

- Attendance letter #1 after 7 days absent and/or tardy.
- Attendance letter #2 after 14 days absent and/or tardy.
- Attendance letter #3 after 21 days absent and/or tardy.
- Excessive absences, after the 21 days/absence, must be reported to the Macomb County Independent School District Attendance Office.

Help your child come to school every day

- Set a regular bedtime.
- Help your child complete their homework and pack up their backpack the night before.
- Develop a morning routine.
- Encourage your child to attend school!

If your child is having trouble attending school, please make sure to schedule a meeting with the school principal to discuss how we can support you.

Remember school attendance is the law!

Breakfast/Lunch

Free Michigan School Meals thanks to the Michigan Healthy School Meals Program.
It is very important for families to still complete the
2025-2026 Free/Reduce application every year found in the Parent Portal.

- ✓ Anchor Bay is excited to offer 1 FREE breakfast and 1 FREE lunch each school day, to all students. **Until September 30th pending state funding*
- ✓ School meals offer students milk, fruits, vegetables, proteins and grains.
- ✓ In addition to the menu choice, yogurt lunch or salads are available daily and pizza and subs are available once a week.
- ✓ All smart snacks and extra entrees will remain at cost.
- ✓ Lunch menus are provided each month, but are subject to change. Please see the menu for any additional information or online resources.

Milk is included with breakfast & lunch, additional milk can be purchased for \$0.50

Classroom Parties/Birthdays

Celebrations may be held throughout the year to commemorate major holidays. Each teacher has their own policies for conducting these “parties” and will supply the parents with information before the event occurs. If your child has a food allergy child in their classroom, you will be advised about special precautions that must be taken to ensure the safety of all.

To celebrate your child's birthday, it is highly encouraged that small prize tokens such as fun erasers, pencil toppers, etc. be given out in place of food.

If you would like to send in a birthday prize for your child's birthday, please contact the teacher a day or two in advance so the arrangements can be made to incorporate the prize into the instructional time of the class. Balloons, floral arrangements and gifts to individual students are discouraged and will not be delivered to classroom. Balloons and large items also cannot be transported on the bus, as they may be a cause of distraction for the driver. Please share these special gifts at home with your child.

To ensure the happiness of all students, party invitations may be sent to school to pass out to the students **only** if every child is to receive one or all girls or all boys are being invited.

Medication

If your child has an illness or condition that requires medication be taken at school, a medical plan and permission must be filled out by your child's doctor. A copy of the form can be obtained on the school website or office. If your child has seizures which require Diastat, allergies which require an EpiPen, or diabetes and require Insulin or any other diagnosis which requires the school to respond to emergencies, a specific medical plan must be completed by their doctor. This can be obtained through the school office.

Non-Custodial Parents

Non-custodial parents may contact the school office and provide their current address and phone number in order to arrange to have copies of their child's/children's report cards sent to them. Please provide self-addressed, stamped envelopes. This process is required each year.

Parent-Teacher Organization (PTO)

Lottie M. Schmidt Elementary has an active Parent-Teacher group that is committed to making a great contribution to the quality of education available to our students. All parents are encouraged to join this group of volunteers in some way. Fundraising is used for educational enhancements such as assemblies, field trips and field day. Please check the school website and watch the school newsletter for PTO meeting dates.

2025-2026 PTO Executive Board Members

Emily Seal, President
Patty McWain, Vice-President
Stephanie Halicki, Secretary
Michelle Groth, Treasurer

Lottie Elementary would not have all of the wonderful opportunities it has without this group of dedicated volunteers. Please consider joining the PTO to be part of this giving community.

Parking Lot Procedures – Drop-off and Pick-up

There is a designated drop-off and pick-up area on the side parking lot side of the building. This area is supervised in order to insure the safety of our children. Please do not park in the pick-up lane, in the bus loop or any area not designated as a parking spot. If you need to come into the school for any reason, please use the parking lot area in the front of the school. Also, please drive slowly when you enter our school campus parking lot. Remember, when you follow the rules and have patience, you are setting a good example for your child. Your assistance and cooperation is appreciated.



To ensure the safety of our students, staff, and families, please follow the guidelines below.

Student Drop-Off & Pick-Up Lane - Follow the Blue Arrows

Parking Lot Procedures – Follow the Yellow Arrows for Front Parking Lot

Crossing to and from the Parking Lots – Follow green arrows

Drop-Off & Pick-Up Lane

- Drivers who are dropping off or picking up students in the drop off lane must drive around the first line of parked cars and join the student drop-off and pick-up lane.
- Please use the lane designated by a yellow line, pull forward to drop off student(s), the crossing guard will be at the end of the lane, indicating when a child can exit the car.
- Please have your child ready to exit the car when you pull to the front of the line, please do not sit in the lane. If your child needs assistance with their backpack or materials, please park in the main lot and walk your child across.
- Once your child has exited the car, please stay in the lane and exit the parking lot, as indicated by the blue arrows on the above diagram.
- DRIVERS ARE NOT TO EXIT THEIR VEHICLES WHEN USING THE DROP OFF/PICK UP LANE.
- Students should exit the vehicle through the car door closest to the sidewalk.

Front Parking Lot

- If buses are present, please stay in the parking lot area, do not pull out into the bus loop when leaving.
- Use the yellow marked crossing areas indicated by the green arrows on the map, please do not walk between buses. Please exit using the drive at the end of the parking lot, as indicated with the yellow arrows on the map. This will assist with traffic flow from the drop-off/pick-up lanes.

School starts at 9:00 and doors open at 8:55

The Crossing Guard and staff will be outside at that time and students can then begin to enter the building.

Cross Categorical students – please use the front parking lot.

Door #3 will be opened at 8:50 for students to enter. This is for Mrs. Quigly & Mrs. Thibodeau's students only.

Character Education & Positive Behavior Interventions & Support (PBIS)

Your child's Social Emotional Health is very important to us. As a district, we are going to be implementing *The Positivity Project*, a character education that focuses on empowering America's youth to build positive relationships and become their best selves. Information will be provided in the school newsletter, website, and classroom news regarding this program.

Lottie students are taught the PBIS expectations and are expected to follow them in various settings within our school including classroom, hallways, lunchroom, playground, and for assemblies. This system provides students and staff with a way of rewarding good behavior and discouraging inappropriate behavior. Appropriate behaviors may be rewarded by receiving a good slip that can be used in our prize cart that will come around to the classrooms once a week.

The Acronym PAWS, helps the students to remember the expectations.

PAWS – Prepared, Act Respectful, Work and Play Safe, Show Respect

- ✓ When a student makes a choice that is breaking a school rule, a consequence may be given depending on the infraction. In addition, the age, level of maturity, and special needs will be considered.
- ✓ Minor issues in the classroom may be dealt with by the teacher including a written reflection and possible consequences such as losing privileges, not being able to participate in an event, having a lunch detention, or another consequence appropriate for the issue.
- ✓ When a child is sent to the office, each situation is thoroughly reviewed with the building principal or individual in charge. All situations in both the classroom and when the child is sent to the office are also viewed as a learning opportunity and dealt with accordingly. Restorative practices such as reflections sheets, apology notes, attending counseling classes, etc. can be used to assist in teaching a valuable lesson, when appropriate.

In accordance with the district handbook, the following disciplinary steps will be followed – a step may be skipped depending on the severity of the infraction.

Disciplinary Steps for a Minor Infraction:

Verbal Warning
Time Out/Reflection
Parent Contact- Phone Call or Written Note
Behavior Referral

Disciplinary Steps for Severe Behaviors and/or Repeated Offense:

Sent Directly to the Office to Meet with the Principal
Conference with Student/Parent
Detention- After School/Lunch
Suspension- In School/Out of School
Expulsion- Severe and Dangerous Behaviors

In addition, each teacher has a classroom management plan in place that goes along with the PBIS plan.

If parents have any questions regarding their child's behavior, they are encouraged to call or email the teacher to arrange either a phone conference or schedule a meeting to discuss the issue.

Playground Expectations

All students need time to get outside to socialize and play. We expect all students to participate in outdoor recess unless they receive a doctor's note stating that they cannot play outdoors or gives specific restrictions for a period of time. Students need to dress appropriately for the weather conditions each day including wearing hats and gloves during the winter months. To prevent foot/toe injury, students wearing sandals need to wear socks or will not be allowed on the wood chips.

The following guidelines and rules will be enforced for the safety of both students and staff members. These guidelines and rules are reviewed with the students several times a year to ensure they are understood and followed. Failure to comply with any of the recess rules will result in the student missing part or all of their recess and/or receiving a discipline slip.

P repare	<ul style="list-style-type: none"> Line up when you are called Use equipment properly <p><i>Slides</i> – One student per slide at a time – students must sit flat on their bottoms, feet first. No running up the slides.</p> <p><i>Swings</i> – One student per swing, students are to take turns on the swings. No twisting, standing, or jumping off the swings. No “Under Dogs”.</p> <p><i>Large Play Structures</i> – 2nd – 5th grade students only. Students must stand in one line to use the monkey bars. No swinging, climbing on top of, or jumping off the monkey bars.</p> <p><i>Glider</i> – 2nd – 5th grade students only. Students must stand in one line to use the glider. NO pushing each other.</p> <p><i>Hands Off</i> – No tackle football or any other game which causes a student to tackle or push another student.</p>
A ct Responsible	<ul style="list-style-type: none"> Play by the rules Invite others to play
W ork & Play Safe	<ul style="list-style-type: none"> Stay in designated areas Walk in and out of the building Report problems to an adult
S how Respect	<ul style="list-style-type: none"> Share and take turns Use kind words and actions Include everyone

Accreditation and School Improvement

In the fall of 2001, Anchor Bay School District began the process of obtaining North Central Association Accreditation. This has been a total effort that has involved each school in the district. North Central Accreditation is an endorsement that only the most dedicated educational facilities achieve. This certification represents the commitment of the entire staff at Lottie M. Schmidt Elementary to provide the best education possible to your children. The success of this effort is due to the commitment of all stakeholders (staff, parents, children, community members and the NCA Chair Members) to ensure the completion of this enormous undertaking.

Several years ago, NCA changed its name to Advance Ed and has recently change it again to Cognia. The district was audited during the 2014-2015 school year and received accreditation for the next five years. As part of the process, many hours have been spent evaluating student data and researching best practices to be focused on in our school. In the 2019-2020 school year we developed four goals which are the focus for all teachers. In the 2021-2022 school year, the state requirements changed and our improvement goals are now district-wide.

Our current district goals include a focus on informational reading and social emotional. A district committee works throughout the year to analyze data and determine strategies and activities to implement to show improvement in our goals. In addition, building committees analyze building data to determine if additional strategies or activities need to be implemented for the needs of our students at the building level.

If you have any questions about the school improvement process or would like to be part of the parent representatives, please feel free to contact the building principal.

TITLE I Services

Lottie M. Schmidt Elementary School receives funds from the Title I, Part A program. Informational parent meetings will be held throughout the school year to inform you of services, funding and programs available for your child. Additional information will continue to be included with the school newsletters and supplementary brochures available in the office. In receiving funds from this program, the district has a requirement to inform you of your right to request information regarding the professional qualifications of your child's classroom teacher(s) and paraprofessional(s). Please contact the Director of Human Resources at (586) 725-2861 ext 1810. Information will be provided to you upon request in a timely manner. **All teachers and paraprofessionals at Lottie M. Schmidt Elementary School are considered highly qualified by state standards and requirements.** If you have any questions regarding Title I services, please contact the building principal.

Parent Involvement in the Anchor Bay School District

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Parental Involvement

The Board strongly encourages and supports the involvement of parents in their children's education. The Superintendent will develop and implement regulations, in consultation with parents, which will include:

- The manner in which the School District will cooperate with parents of students to develop students' intellectual and vocational skills in a safe and positive environment;
- The manner in which the School District will permit parents to review the School District's curriculum, textbooks and teaching materials;
- The manner in which the School District will permit parents to observe instructional activities, other than testing and assessments, in which their students are enrolled and present; and
- The manner in which the School District will permit the disclosure or use of student information for purposes of sales or marketing.

Parental involvement is also considered a key component of federal Title I programs. In order to help build a partnership between home and school for purposes of Title I, the School District:

- Informs parents of the program, the reasons for their children's participation and the specific instructional objectives;
- Trains parents to work with their children to attain instructional objectives;
- Trains teachers and other staff involved in Title I programs to work effectively with the parents of participating students;
- Consults with parents on a regular basis;
- Provides opportunities for parents to be involved in the design, operation and evaluation of the program; and
- Provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

The Superintendent will develop and implement regulations that are compliant with Title I. The regulations are to support the above principles and actions and also assure that services provided with state and local funds in Title I schools are comparable to those provided in non-Title I schools in the School District.

Lottie M. Schmidt Elementary School

Parent Involvement Plan

The Lottie M. Schmidt Elementary School Staff believes that significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians.

As a Staff we will:

1. Develop and implement appropriate strategies for helping students to achieve the learning objectives that lead to accomplishing the learning outcomes.
2. Provide a school and home environment which encourage learning.
3. Communicate to parents at a level and in a language they can understand.
4. Provide individual student assessment results, reading results, progress reports, report cards, and parent conferences.
5. Provide a description and explanation of the curriculum in use by the District, the form of assessment used to measure student progress and the proficiency levels students are expected to achieve.
6. Schedule at least one parent/teacher conference annually to inform parents of the student's progress.
7. Have PTO (Parent Teacher Organization) meetings on a regular basis throughout the school year, encouraging parent participation and involvement.
8. Provide school newsletters informing parents about opportunities for parent involvement and other events at the school. Newsletters will send a positive invitation to parents to participate in various activities while providing parents information about scheduled District and school meetings and activities.
9. Schedule periodic meetings at school where parents can share concerns and desires to better improve the school environment and student achievement.
10. Provide an annual report to the families.
11. Distribute information about courses and classes informing parents about expectations and the curriculum being taught.
12. Provide weekly reports of student progress as deemed necessary by staff and/or parents.
13. Make phone calls, use email, and letters as needed to communicate with parents.
14. Encourage continued positive involvement throughout the community by staff and administrators.
15. Provide tutorial programs throughout the school year and summer, encouraging parent involvement.
16. Encourage active faculty participation in the PTO, conferences, open house, and curriculum information nights.
17. Have students perform at various functions such as musicals, science fair, art fair, etc. during the school day, after school and throughout the community where parents can view their talent.
18. Encourage parents to serve as chaperones for class field trips and other school activities such as: field day, evening family events, movie night, etc.
19. Provide test data and interpretation meetings and answer parent questions, when needed.

20. Provide opportunities for discussions between parents, administrators, and staff to address problems and find solutions for students having difficulties, either academic, social, or behavioral.
21. Provide parents information about the appeal process in disciplinary matters and conduct necessary meetings to ensure student due process per the district bylaws.

Parents need to assume and exercise responsibility for their children's behavior. For the benefit of the student, parents show support in their child by:

1. Participating in school functions, organizations, and committees.
2. Supporting teachers, administrator, and the school in maintaining discipline and a safe and orderly learning environment.
3. Requiring their student to observe all school rules and regulations.
4. Supporting or enforcing consequences for their child's misbehavior in school.
5. Sending their student to school with proper attention to his/her health, personal cleanliness and dress.
6. Maintaining an active interest in their student's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place with suitable conditions for study.
7. Cooperating with the school by attending conferences set up for the exchange of information about their student's progress in school.

Revised 11/8/2023