

BACH SCHOOL PARENT INFORMATION

AUGUST, 2009

MESSAGE FROM THE PRINCIPAL

Welcome to the 2009-10 school year! We are ready to begin another exciting year of teaching and learning. The entire staff will be working together to make this a very successful year for each child at Bach School. We share a common commitment with you to make school a positive learning experience each day. Your input, assistance and involvement are important components of your child's school success. Bach staff welcome the involvement of parents in all aspects of the school. You are invited to be involved in a variety of ways - attending PTO meetings, working in the classroom, going on field trips and / or checking daily homework.

This is the first edition of the "Bach School News". You will receive one every other Wednesday when school is in session. Below is some general information about the operation of the school. **Please save this letter and refer to it during the year.** Additional information will be sent as the year progresses.

Shelley Bruder, Principal

SCHOOL OFFICE

The school office is open from 8:15 - 4:30 daily. The school phone number is 734-994-1949. Kim Kauffman is our Office Professional and Diane Cleghorn is our Teacher Clerk. They are both available to help your child with any concern, comfort them when they're ill and to answer any questions you may have. Mr. Cornell Richmond is our Head Custodian. He works daily to keep the school a safe, clean and inviting place for children to learn. Mr. Andre Castro and Mr. Jason Herron are our evening custodians. You will see them at evening events.

SCHOOL HOURS

<u>8:45</u>	<u>First bell rings</u>
8:48	Bell rings and classes begin
11:51	Dismissal for Morning Kdg
3:42	Dismissal

ATTENDANCE PROCEDURES

We share in the responsibility of the safety of your child. Teachers carefully take attendance both in the morning and in the afternoon. **It is expected that parents will notify the school when their child will be absent.** For your convenience, there is an answering machine to take your call when the office is closed. **You may call at any time, but please try to call before 9:00 a.m.** If you call to excuse your child please state the reason for the absence (fever, cough, sore throat, etc.). If we have not heard from you, we will call the home and work numbers listed on your child's emergency card to confirm your child's absence. If your child arrives at school after the start of the day, please have them stop in the office and receive a pass before going to class. If the absences or tardies of your child become excessive, you will receive a letter from the principal explaining the importance of being at school on time daily, and possible consequences if the situation does not improve.

EMERGENCY CARDS

An Emergency Card is enclosed in your packet. **Please fill it out and return to school immediately.** This is our only record of who we should call if your child is sick or injured during the day. Frequently people change numbers during the school year. Please let us know of any changes so that we can update the emergency card. Many parents give us numbers that are for voice mail or answering machines. While this is fine for routine messages, we need a number that allows us to speak directly to a person. We have had several instances when all the numbers on the card were either answering machines, voice mail, or were no longer active and a very sick child had to remain at school. Listing a parent, guardian or friend's name on the emergency card allows us to release your child to that person. We will check I.D. if the person is unfamiliar to us.

SEVERE FOOD ALLERGY ALERT

We have children in our building who have severe allergies to peanuts, tree nuts and dairy products that could result in a life-threatening situation. Any contact with even a small trace of tree nuts or peanuts or dairy products; tasting, touching or smelling, could be life-threatening to these children. Because of the seriousness of these allergies, we will have the following **PEANUT / TREE NUT / DAIRY PRODUCTS FREE ZONES**: all common areas, including the art room, media center, music room, computer lab, playground, gymnasium and office area. The individual classrooms that the students are in will also have special limitations on snacks and other food items that are brought in. Based on the allergies of other students in the building, and the severity of the allergy, specific classrooms may have other guidelines. Please honor all school requests. Students will be allowed to have peanut products in the lunchroom *in designated areas only*. We will **not** serve any food with nut or peanuts products for breakfast or lunch. (Honey Nut Cheerios and peanut butter bars are examples.)

Thank you for your understanding and cooperation. We want our school to be a safe place for ALL students. Please feel free to contact the school nurse or principal if you have any questions or concerns.

BUILDING SAFETY

Bach School is equipped with a building security system. We ask that you use the Jefferson Street entrance when you come to school during the day. Enter the pass code into the key pad to unlock the doors. If you do not know or remember the code, please press the “office” or “childcare” button for assistance. Please go directly to the office and sign in before going anywhere in the building. You will receive a “pass” from the office staff to wear while you are in the building.

If you come to school during the day, we ask that you sign in with the office and get a pass before going to a classroom or the lunchroom.

If your child needs to be picked up during the school day, please sign them out in the office before going to the classroom. You will be given a pass to let the teacher know that the student has been signed out. If your child returns that day, please make sure they check back in with the office before returning to their room.

If something were to happen during the school day which required us to evacuate the building, (a gas leak, a water main break, etc.), we would relocate the entire school population to St. Paul’s Church on Liberty and Third. We will use the Emergency School Closing Fan-out to contact parents.

BACH P.T.O.

On Thursday, September 10th we will have an informal PTO meeting from 6:30-7pm in the Multipurpose room. This first meeting follows our beginning of the year Family Picnic from 5:30-6:30pm. Bring your own dinner and a blanket. Dessert will be provided. Please refer to the letter from our PTO President in the opening mailing for additional news.

SCHOOL IMPROVEMENT TEAM

The School Improvement Team is composed of parents, staff members and the building principal. The purpose of this Team is to provide a direct opportunity for parents and staff to work together to make important decisions about addressing items that impact student achievement, decide the use of funds, allocations of other resources and confront other issues as they come up. The Team reports regularly to the PTO and the Staff as they work on decisions. A summary of each meeting will be included in the newsletter. A parent and the principal usually serve as Co-Chairs. Please let us know if you are interested in serving on this team.

TRANSPORTING CHILDREN TO SCHOOL

School busses will drop children off on the **5th Street entrance** to the school. We are asking **parents** to drop children off at the **4th Street entrance**. It is the parents responsibility to monitor their children in front of the school on Jefferson, no school staff will supervise until the bell rings at 8:45am. It is unsafe to drop students off before that time. *Please don't do it!* The doors on 4th and on Jefferson will be opened when the bell rings. There is no parking on 4th but there is an area to drop off your children. Teachers will greet students at the classroom doors. At dismissal children will be escorted by teachers to the busses, the Jefferson Street entrance or the 4th Street entrance. (BE SURE YOUR CHILD KNOWS WHERE TO MEET YOU AT THE END OF THE DAY!!) Parents are encouraged to wait outside on 4th Street or Jefferson Street for their children to eliminate congestion and confusion in the halls.

Please see the enclosed map for detailed instruction. This plan is strictly enforced. Illegally parked cars have been ticketed by the Ann Arbor Police.

BICYCLES & OTHER ITEMS WITH WHEELS

Because of safety concerns, Ann Arbor Public School children are NOT permitted to ride their bikes to school until 3rd grade. All bikes should be placed in the bike racks and locked securely. Bikes, etc. may not be ridden during the day. We strongly encourage students to wear bike helmets whenever they ride! Bikes, scooters and roller blades may NOT be ridden on school property. They may NEVER be ridden in the school. If this rule is broken, the principal will take the item from the child and return it to a parent only.

LUNCH HOUR

All children in EDO and grades 1 - 5 may stay for lunch. Mrs. Laura Salvner is our Food Service Supervisor. Children have the option of bringing a bag lunch, purchasing a lunch or buying milk. Hot lunch costs \$2.50 per day and milk is 40 cents. Free and reduced lunch is available for eligible children. There is also the opportunity to purchase breakfast for \$1.00. Students may enter the building at 8:40 for breakfast. We have a Choice Lunch program, this allows children to purchase lunch on the day they plan to eat it. **Students are no longer allowed to charge lunches.** Students must have paid in advance or have payment with them. (Please refer to the information sheet from Food Services in the Opening Day packet.) Advance orders are no longer required, although we encourage you to **pay in advance.** You may also pay "online". Should your child forget his/her lunch, we will provide an alternative lunch. You will still be charged for this meal!! No child will ever go hungry! Please do not send **soda pop or glass of any kind** in student lunches.

This year we will have three separate lunches to allow for better adult-student ratio for supervision and safety. Second, 3rd, and 4th graders have lunch recess and eat from

11:25 - 12:13. EDO Kindergartners have lunch recess and eat from 11:51-12:39. 1st and 5th grades have lunch recess and eat from 12:10 - 12:58. Please note these times if you are picking up your child for lunch. (Please consider coming to school to have lunch with your child!)

Unless a child is going home for lunch, they may not leave the school grounds at any time during the lunch period. If your child regularly stays for lunch and plans to leave, please send a note with your child in the morning. **(Students will not be allowed to go to the Jefferson St. Market before or after school without an adult.)**

Mr. Darrell Maxey continues as our Lunchroom Coordinator and supervises all activities during the lunch hour. We also have a staff of Lunchroom Supervisors. They are in charge of both inside and outside activities during the lunch hour. It is expected that children will treat them with the same courtesy and respect they hold for all staff members. We appreciate your support in discussing this with your child.

Unless the weather is **very bad, (0 degrees or 0 degrees wind chill, heavy rain, ice, etc.)** children will **always** go outside for recess at lunchtime. This provides a much needed break from their work of the morning. Please be sure that your child is always dressed appropriately for the weather! **Children may stay inside ONLY with a doctor's note.** We do not have staff to provide adequate supervision for children who have a slight cold or simply do not want to go outside.

DRESS CODE

The Ann Arbor Public School system does not have a specific dress code for students. It is required that all students wear shoes. Students do need gym shoes for their physical education class and parents may choose to leave a pair of shoes at school if they wish. Students should not wear clothing with offensive or suggestive language or clothing that is revealing in any way (no navels showing please, or halter tops or short, shorts or "muscle" shirts). Jewelry should be kept to a minimum - no long chains please!

Most classes will have recess at some time each day, as well as lunch recess. Please be sure your child is dressed appropriately to be outside - particularly with hats, gloves and boots during cold weather. Since many children have similar - or identical - clothes, it is very helpful if you label all clothes with the child's name. The Lost and Found shelves are located outside the Office. Please encourage your child to check for any missing items.

SCHOOL NEWSLETTER

The "Bach School News" newsletter is a joint communication of the P.T.O. and the school staff. Editions will be sent home twice a month, usually the first and third Wednesday of the month. You can send items for publication to newsletter editor Trish Kalosa via the newsletter mailbox in the office or to her email address: pkalosa@comcast.net Items for the newsletter are due to Trish the Friday before publication. Please check the newsletter for upcoming activities, notes of importance to parents and a calendar of events. P.T.O. minutes and School Improvement Team information will be included with the newsletter monthly.

SCHOOL NOTICES

We TRY to send all school announcements home on Wednesdays. This routinely includes such things as the school newsletter, lunch menus, district recreation schedules, PTO reminders, etc. Many teachers send home class notes and announcements on Friday. Please be sure to check backpacks on those two days! Every child receives one homework folder from the school.

DISPENSING MEDICINE AT SCHOOL

Occasionally children need to take medication during the school day. Michigan State laws for the dispensing of medication are very specific. Medication must be in the original container from the pharmacy and be carried to and from school by a parent whenever possible. **We must have written, signed instructions from the prescribing physician. Instructions must be specific to the time, method and dosage of administration. We must also have written permission from the parents.** Physician orders must match the instructions on the container label. We will **NOT** dispense any medication unless these procedures are followed. Parents are welcome to come to school and administer medication to their child themselves. All medications are kept in a locked cabinet in the clinic. Over-the-counter medications such as Tylenol, Benadryl, etc. also require written instructions from a physician and a parent signature. **Forms are available in the office. Children are not permitted to keep any medication, including such things as aspirin or cough drops, in their classrooms. We ask children to be responsible about coming to the office to take medication.**