

August 20, 2019

Dear Bach Families,

Welcome to the 2019-2020 school year! The Bach staff is anticipating an exciting year ahead. The beginning of a new school year always has special meaning. It is a time that marks a fresh start, exciting possibilities and great promise. For children it also means new friends, new learning, discovery, growth, and new teachers. For adults it means working together to care for and ensure the best possible learning outcomes for each child.

**The first day of school is Tuesday, September 3rd. Our scheduled school day this year will be 8:56 a.m. - 3:59 p.m. The first bell rings at 8:53 a.m. Students are marked tardy after 8:56 a.m.**

**Class Assignments will be e-mailed to families the afternoon of August 28. Bach will host our annual Teacher Meet and Greet on August 29 from 9:00 a.m.-10:00 a.m. on the small playground.**

### **Bach Staff**

We are excited to welcome new staff to the Bach community. As I shared last June Ms. Brandy Kline, our new Office Professional, will be joining us from Scarlett Middle School. We also welcome the following new staff members to Bach:

Sarah Gibson: Instrumental Music  
Jennifer Miller: Building Literacy Expert  
Sarah Argersinger: Occupational Therapist  
Lisa Bares: World Language (Grades 4/5)  
Jessica Gagern: School Nurse

They are eager to meet everyone and be a part of our learning community.

### **Bach Classroom Teachers**

Young Fives: Amanda Lowe  
Kindergarten: Ann Marie Borders, Megan Franzen, Jan Smith  
First: Jody Brecht, Amanda Houston, Gabby Taylor  
Second: Sarah Dominick, Tony Letourneau, Chrisara Moore  
Third: Lauren Chappell, Natalie Iglewicz

Third/Fourth: Rebecca Robinson  
Fourth: Robin Gleason, Carol Tarchinski  
Fifth: David Borgsdorf, Anita Ringo

### **Specials' Staff**

Art: Kim Furey  
Library: Lisa Pham  
Instrumental Music: Sara Gibson  
Music: Kristi Bishop  
Physical Education: Tina Champagne  
World Language: Lisa Bares

### **School Supplies**

All basic school supplies will be provided on the first day of school. Classroom teachers will share if additional items would be helpful to have in the classroom.

### **Important Upcoming Events**

8/29: Teacher Meet and Greet, 9:00 a.m.-10:00 a.m.

Teachers will be located where students line up each morning for school. Cones and signs will designate where to meet each teacher.

Grades Y5, Kindergarten, and First: Blacktop on lower el playground  
Grade 2: Door near school kitchen  
Grade 3 and 3/4: Service Drive facing Fifth street  
Grade 4: Arch on lower el playground  
Grade 5: Sidewalk along staff parking lot

9/3: First day of school, Full day, 8:56 a.m. (first bell rings at 8:53 a.m.)-3:59 p.m.

9/3: Welcome Back Coffee, MPR (cafeteria), 9:00 a.m.-10:00 a.m.

9/5: Welcome Back Picnic, 5:30 p.m.-7:00 p.m.

9/10: Curriculum Night, Grades 3-5, 6:00 p.m.-6:45 p.m.

Grades Y5-2, 7:00 p.m.-7:45 p.m.

9/18: PTO Meeting, 6:30 p.m.

9/25: Early Release, 1:29 p.m. dismissal

9/26: Picture Day

## **School Office**

The school office is open 8:15 a.m.-4:30 p.m. daily. The school phone number is 734-994-1949. Brandy Kline is our Office Professional and Ronnalee Kent is our Teacher Clerk. They are available to help you and your child with any need or concern.

## **Communication**

The weekly Bach Bulletin will continue to be sent from the main office on Monday of each week. If you have a question, comment or concern, please feel free to e-mail me at [iveyc@aaps.k12.mi.us](mailto:iveyc@aaps.k12.mi.us) or contact me in the main office at 734-994-1949. Of course you are always welcome to stop by the main office. Please check your child's backpack daily, particularly during the first week of school, when much important information will be sent home.

## **Arrival and Dismissal**

**Please view Video demonstrating drop off/pick-up**

## **Morning Drop-Off Procedures**

Safety is our number one priority during drop-off and pick-up. Please use the following procedures in order to ensure the safety of all students:

1. Use Fifth Street if you are dropping off by car.
2. Pull up to the front of the drop off line.
3. Stop and allow your children to exit your vehicle onto the sidewalk. Staff will be on the sidewalk to assist.
4. Please follow the car in front of you after your child safely exits the vehicle.
5. Please refrain from sitting curbside in the morning. This prevents the flow of traffic from occurring.
6. Remain in your vehicle at all times.

Buses will drop off on Fourth Street. All walkers/car riders can line up at their designated doors/locations prior to the first bell or enter in the cafeteria for breakfast.

Grades Y5, Kindergarten, and First: Blacktop on lower el playground

Grade 2: Door near school kitchen

Grade 3 and 3/4: Service Drive facing Fifth street

Grade 4: Arch on lower el playground  
Grade 5: Sidewalk along staff parking lot

Signs and cones will also designate where each class will line up during the first week of school.

### **Early Pick-up Procedures**

All students who are picked up early from school for any reason must be signed out from the main office. When you enter Bach please report to the main office, inform our office staff of your child's name and teacher, and sign your child out on the appropriate form. We will contact your child's teacher and let them know your child needs to come to the office. We need a note or a phone call if someone other than the parent/guardian is going to pick-up your child. Please try to avoid last minute changes in your child's after school plans. The end of day is hectic and it is often challenging for office staff to get timely notification to a classroom. A note to your child's teacher is sufficient to ensure that any change in regular dismissal plans is understood. Please do not email a change in pick-up plans to your child's teacher as the teacher may be absent or not check their email prior to dismissal.

### **Afternoon Dismissal**

If you plan to pick up by car, please plan on being patient and cautious. Please use the following procedures in order to ensure the safety of all students:

1. Use the main pick-up line on Fifth Street.
2. Pull up as far as possible.
3. If you enter the pick-up line you **MUST** stay in your vehicle.
4. If you would like to park and wait in our playground area, please use an alternate parking location.
5. Once your child has safely entered into the car at the front of the line, please exit the line.

### **Attendance**

Teachers take attendance each morning and afternoon. If your child will be absent or tardy from school, please call the school office at 734-994-1949 or email Brandy Kline at [klineb@aaps.k12.mi.us](mailto:klineb@aaps.k12.mi.us) **before the start of the school-day**. There is voicemail available to record messages when the office is closed or when the office staff is unavailable to answer the phone. If your child arrives after 8:56 a.m., they must get a tardy slip from the office before going to class. If your

child is absent due to a contagious disease, please inform us so that we may alert other parents in the class to watch for symptoms.

Children must be signed out in the office when they are picked up and can be signed back in if they return to school. Students will only be released to those listed in a student's emergency contacts. Students will be called down to the office only when their parent/guardian arrives in the office and not before in order minimize the amount of instructional time missed.

If you need to contact the office to make a change to your child's end-of-day plan, please contact the office before 3:00 p.m. Examples might include changing the plan from riding the bus to going to parent pickup or from going to parent pick up to going to After Care.

### **Medication**

If your child needs medication administered during the school day, a medication authorization form must be completed by a physician and signed by the parent. The form is located in our main office. Medication must be in the original container.

### **Severe Food Allergy Awareness/Snacks**

Due to severe food allergies within our learning community that could result in a life-threatening situation, we have the following peanut/tree nut/dairy product free zones: all common areas, including the art room, media center, music room and gymnasium. Students are allowed to have peanut products and dairy in our lunchroom. Thank you for your understanding and cooperation. Please feel free to contact the principal or school nurse if you have any questions or concerns.

**During the first two weeks of school students are asked to only bring fruits and vegetables for classroom snacks until we have communicated all allergy needs and classroom restrictions.**

### **Bach PTO**

Families are invited to our first PTO gathering on Tuesday, September 3 from 9:00 a.m.-10:00 a.m. Join us for a coffee and an opportunity to meet our PTO Board.

Liisa Lusk, PTO President  
Chris Saraha, Vice President

Emily Harbaugh, Treasurer  
Liz Pettie, Secretary

On Thursday, September 5 the PTO will host our annual welcome back family picnic from 5:30 p.m.-7:00 p.m. Please plan to bring your own dinner and a blanket. There will be a short welcome on the brick circular area at 6:00 p.m.

### Visiting Bach

Parents and visitors are always welcome at Bach. If you visit during the school day, please use the buzzer at the front door and report to the main office to sign-in and get a visitor's badge. The badge indicates to staff and students you are a safe visitor at our school.

### School Lunches

Elementary school lunches will cost \$2.50 per lunch this year and milk is 50 cents. Children have the option of packing a lunch, purchasing a lunch, or buying milk. A September lunch menu and a payment envelope will be sent home on the first day of school. If you would like to add money to your account return the envelope to school and the amount will be added to your account. If you wish to add money to your account online this is also an option. Please visit [www.MealpayPlus.com](http://www.MealpayPlus.com).

| Bach Lunch Schedule |             |             |
|---------------------|-------------|-------------|
| Grade               | Recess      | Lunch       |
|                     |             |             |
| Y5, K, 1, 5         | 11:30-11:54 | 11:54-12:18 |
| 2, 3, 4             | 12:00-12:24 | 12:24-12:48 |

We look forward to working together with you to create exceptional opportunities for the children we share.

Best Regards,

Colette Ivey  
Principal