



12th Street Times

November 2011

Dear 12th Street Families,

We look forward to seeing all of you later this month for conferences as we celebrate our students' growth and share feedback about learning goals and focus areas. November is also a time to take stock of all that we have to be thankful for at home and at school. As you reflect on this we hope you will share with our Holiday Giving fundraising efforts as you are able. Holiday Giving is a building project run by volunteers through PTO that supports families in our school community in having a joyful holiday season. If you have questions about this project, contact Beth Green

Thanks to everyone who is involved with our PTO this year. Whether you are serving as an officer or **attending meetings and volunteering for events we appreciate your support of our school and our students.** It is as we work together that we build a strong community where our children can feel nurtured and challenged each day. Our next meeting is November 15th at 7:00p.m. in the Media Center. We hope you will be able to join us!

While attendance has been sparse, I have offered Parent Forum meetings each month this year. The final pre-scheduled meeting will be on Wednesday, November 30th at 7:00p.m. in the Activity Room. When the meetings were established last year, there was a need to build our unity and trust as a school. It is my perception that the additional communication has met that important goal. I have spoken with a couple of our PTO officers about incorporating some of the topics that might have been a part of the Forum into PTO meetings during the Principal Report. If you have ideas or strong feelings about the Parent Forum, please join me on the 30th or email or phone if you are unable to attend. It is my hope that in my second year here all of you know that I am committed to being available at all times whether by phone, email or in person. Let me know your thoughts on this area and I will continue to share at PTO and to be available throughout each day. It is our dialogue together in every format that leads to rich solutions and innovations that take a school from good to great. So, no matter what the forum it is these conversations and collaborations that are the best part of my work as principal of 12th Street Elementary.

We are constantly focused on the safety of our drop off and pick up from school. Please drive SLOWLY in the traffic circle even if you in the non-drop-off lane. Always have your children exit the vehicle on the curb/sidewalk side of your vehicle. Thanks for taking the extra couple of moments to keep everyone safe as we start and end our school days!

As I host a Thanksgiving celebration at home with my family and count the many blessings of each day, I will be grateful for the caring, energetic school community that I am privileged to lead with all of you. Contact me anytime I can answer a question or help with a concern or to share a celebration or appreciation, bgreen@portageps.org (269) 323-6900.

Beth Green, Principal

November, 2011

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Beth Green
Principal

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PE Reminder

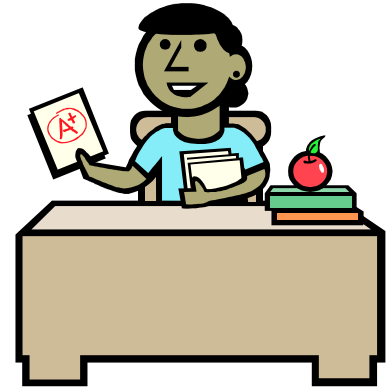
Reminder to parents: With winter and snow soon to be here, please remember that hiking boots and winter boots are not permitted as "gym" shoes for physical education. This is a safety issue for all students. Students may leave a pair of sneakers in their locker for gym time if they wish. Thanks for helping your child to be able to participate in physical education.



Make the Most of Parent-Teacher Conferences

Parent-Teacher Conferences are November 16 & 18. You should have already received your appointment reminder in your child's communication folder. Please be sure that you are on time for your appointment. If you are unable to make your scheduled time, please be sure to let the teacher know so that you may reschedule for another time. Conferences are held in 15 minute time slots. Please be courteous to your fellow parents by avoiding going over your allotted time.

- Come Prepared
- Ask Questions
- Set goals
- Look for ways to work together.



CONFERENCES – Parent Teacher Conferences will be held:

Wednesday, November 16 4:30-8:15

Full Day of School for Students

Thursday, November 17 2:30 - 4:00 and 4:30 - 8:15

Early release for students, dismissal at 2:15. No PM kindergarten.

Report cards will be sent home on Monday, November 14th.

This year, teachers are not obligated to provide "Narrative comments" on student report cards for the 1st quarter and the 3rd quarter. This district decision is due to the fact that parents will be attending face to face conferences with teachers during those two quarters. In order to ensure positive parent/teacher/school communication, we value open communication between parents and school staff any time throughout the school year. Although we send home report cards four times in a school year, our students benefit from consistent communication between school and home. Please feel free to contact your child's teacher with questions!

5th Grade Field Trip Reminder

Monday, November 7, 2011

Ablao and Lefaive's classes will go to the Kalamazoo Valley Museum for their Moon Mission.

Meeker and Klinesteker/Shook will attend on November 10, 2011. Students are to bring a sack lunch. If you would like to order a lunch from the cafeteria, your order must be in by Thursday, November 3rd.

Notes from the Office

WINTER WEATHER

Winter weather will be here before we know it. Please be sure you are sending your child to school with the proper clothing for the weather. We send children outside every day for recess unless the wind chill factor is below zero or if it's raining. Children are not allowed to stay in for recess for any reason unless they have a note from a doctor. Snow pants and boots will not be provided to children who forget and leave them at home. They will be told to stay on the black-top during recess.

No Snowballs! Please remind your children that there is no throwing snowballs here at school, at the bus stop or on the way to and from school. This is for the safety of all students.

If school closes due to weather, you may find that information on the district website: www.portageps.org Wood TV 8 also has a great feature on its website that will send you a text message or e-mail if schools are closed. You may also call the School Closing Hotline at 323-6800. If

Portage Public Schools is not listed as closed, please assume we are OPEN.

Please also be aware that buses may run late on days when roads are snow-covered and slippery. Please be patient on these days and be sure your child is always walking a safe route to the bus stop.



BOOK FAIR IS COMING!!

Need to do some early holiday shopping? Visit the 12th Street Elementary book fair! The fair will be held during conferences on Wednesday, November 16 from 4:15-7:30 p.m. and Thursday, November 17 from 2:45-7:30 p.m. In addition, the book fair will be open during student lunch times on Wednesday and Thursday for students to purchase items. During the day on Tuesday, students will be able to preview the book fair and fill out wish lists. All proceeds from the book fair benefit the 12th St. library.

We are also in need of parent volunteers to help run the book fair during lunch times, on preview day, and during conference evenings. If you are interested in helping, please contact Kristen Shook at kshook@portageps.org or 323-6925. Thank you!



Appointments

We understand that it is not always possible to schedule doctor or dentist appointments outside of school hours. When you need to pull your child out of school for an appointment, please send a note to your child's teacher the morning of the appointment. A handwritten note or e-mail that can be forwarded to the office is most appreciated. We prefer to pull your child out when you arrive. Having a student wait in the office at a specific time, makes the child miss too much valuable classroom time. We will do our best to have your child in the office in a timely manner upon your arrival. When your student returns to school or comes in late, please be sure they sign in on the purple sheet in the office or they will be marked absent for the entire day. Thank you.

11/4 No School Records Day

11/6 Turn Clocks Back for end of Daylight Savings Time

11/7 & 11/10 5th Grade Moon Mission Trips

11/16 & 11/7 Conferences

11/17 Early Dismissal at 2:15, No PM Kindergarten

11/23-11/25 No School Thanksgiving Break

11/30 Parent Forum 7:00 PM

SICK CHILDREN

Keep your child home if he/she displays any flu-like symptoms and limit his/her contact with others if he/she is feeling ill.

- Make sure that your child is fever free without medications for 24 hours before returning to school.
- Call the school and let us know when your child is sick and describe the symptoms.
- Teach your child to cover his/her nose and mouth with tissue when coughing and/or sneezing.
- Have your child wash his/her hands thoroughly with soap and water.
- Have your child avoid touching his/her eyes, nose and mouth.

Our Health Room facilities are highly inadequate for the number of children who bring notes to school requesting they not go outside. If your child is recovering from a cold, flu, or similar illness, we recommend an extra day at home to regain strength. Exceptions are made **ONLY** if your child has been home with an extended illness and you supply a note from a doctor.

MAKE-UP WORK FOR STUDENTS - If your child will be absent from school and you wish the classroom teacher to prepare make-up work, please call or e-mail ahead with your request. This will allow ample time to prepare a list.

*****YEARBOOK SALES HAVE BEGUN! MORE INFO IS COMING HOME SOON AND CAN BE FOUND ON OUR WEBSITE.

STUDENT TRANSPORTATION - The driver of a bus has a great responsibility. A mistake by the driver might mean an injury or death to students on the bus. Students should remember that transportation is provided for their convenience and that it is a privilege to ride the bus, not a right. Students are expected to exercise proper conduct at all times. Because of safety factors, misconduct will not be tolerated. Students who misbehave or in any way place the driver, students and/or bus in jeopardy, will lose their bus privileges.

TRANSPORTATION-PARENTAL RESPONSIBILITY -

To make sure their children arrive at the bus stop on time in the AM.

To provide necessary supervision to, from, and at the bus stop.

To understand that students may not ride a bus other than the one to which they are assigned, nor get on or off the bus at a stop other than their designated stop. The building principal may grant variances in an emergency and for day-care purposes only.

To send a note to school if your child is not to ride the bus home and he/she is being picked up. If you aren't here at dismissal time, without a note the child will be sent home on the bus - with a note, the child will remain in the office for the additional few minutes to be picked up.

We would like to suggest you consider providing tote bags for students. This would take care of getting many items to and from school safely and also help students getting on and off the bus, crossing the street, etc.



Head Bumps/Injuries at School

We have a super busy office and no school nurse. When a student is injured in the classroom or out at recess, they are brought into the office. If the injury involves a head bump, we will call home to let you know. If we do not reach a parent/guardian, we will leave a message. If the injury is serious, we will make every effort to get in touch with a parent or guardian and we will apply the appropriate first aid until you are able to pick up the student. In extreme cases, we will call 911 and then contact the parent/guardian. We have your child's safety and well-being in mind at all times, however please understand that we cannot call home for every small bump or scrape.

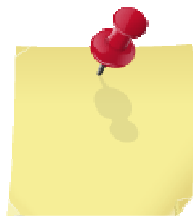


After School Arrangements:

If a child is going home with another student, we need a written note sent in to the child's teacher. We are currently unable to write bus passes to bus #39 because it is at capacity. Please be sure you know what bus number your child will be riding. We will not send a student home on another bus without a note.

School dismisses at 3:46 and children should be picked up as soon as school lets out. We do not have supervision available for students that are not picked up in a timely manner. Our school office closes at 4:00 and we expect all children to be safely to their destination by this time. We have had numerous students left waiting past dismissal and this is a safety concern.

Please do not call the office with transportation changes unless it is an extreme emergency. We are unable to verify who you are over the phone and mistakes can happen. It is best to email the teacher as early in the day as possible or to send a note with the student in the morning.



Medication Distribution at School – Authorization Required

Whenever possible, we encourage parents/ guardians to administer medication to children at home. Please check with your child's physician if prescribed medication can be given outside the school day, thereby eliminating the bringing of medication to school.

Written consent and instruction from a licensed practitioner and a parent/guardian is required for any type of medication (prescribed and over-the-counter) to be administered at school. Authorization/Consent must be given on a Portage Public Schools Medication Prescriber/Parent Authorization Form. All medication must be brought to school in the original container with the child's name, drug and dosage, time and quantity to be given and physician's name and duration of treatment on the container's label.

Under no circumstances will a student be given medication or allowed to take medication without written consent from a licensed practitioner and parent/guardian. Medication Authorization/Consent forms are available at the school office.