

# McAlear-Sawden Messenger

*A Newsletter for Parents*

September 2017

## Points of Interest and Upcoming Events

Sept 29<sup>th</sup> - Popcorn

Sept 29<sup>th</sup> - Western  
Homecoming  
Parade

Oct 2<sup>nd</sup> - Fall  
Fundraiser Ends

Oct 4<sup>th</sup> - Wacky  
Wednesday  
Mismatch Day

Oct 6<sup>th</sup> - Popcorn

Oct 13<sup>th</sup> - Popcorn

Oct 17<sup>th</sup> - Parent  
Teacher  
Conferences  
4 pm- 7pm

Oct 19<sup>th</sup> - Parent  
Teacher  
Conferences  
4 pm- 7 pm

Oct 20<sup>th</sup> - Popcorn

Oct 26<sup>th</sup> -  
Fundraiser Pick  
Up 3pm-7pm

Oct 27<sup>th</sup> - Popcorn

Oct 27<sup>th</sup> - Trunk or  
Treat 7pm-8pm

Oct 31<sup>st</sup> - College  
Day

Nov 1<sup>st</sup> - No  
School

Nov 3<sup>rd</sup> - Popcorn

Nov 8<sup>th</sup> - Wacky  
Wednesday  
Twin Day

Nov 10<sup>th</sup> -  
Veteran's  
Assembly 9:30

Dear Parents,

Welcome to the 2017-18 school year!

It is hard to believe that we have started already. I hope everyone had a fun yet relaxing summer!

I just have a couple of items for you. First, please check out our facebook page for upcoming events as well as volunteer opportunities. If you have the ability to assist with any of our activities, we would appreciate your help.

Secondly, our fall fundraising campaign has started. This is our biggest fund raiser of the year, and it allows us to purchase things for our building that we otherwise couldn't afford. We are grateful for your support with this endeavor.

Lastly, we have added some new faces to our McAlear-Sawden staff. Ms. Day is our Young 5s teacher, Mrs. Ramseyer is new to our 1<sup>st</sup> grade, Mrs. Janicke was added to our 4<sup>th</sup> grade team, Mrs. Chambers is our newest Educational Assistant, and Mrs. Snawder was hired as a noon aide. We are looking to add another EA soon as well as hiring a few more noon aides.

That's all for now, let's make 2017-18 the best school year ever!

Sincerely,

Michael T. Connors

## MCALLEAR-SAWDEN ELEMENTARY SCHOOL

**OFFICE HOURS: 8:00 a.m. - 4:00 p.m. Monday - Friday**

**INSTRUCTIONAL DAY: 8:40 a.m. - 3:29 p.m. Monday - Friday**

**ADDRESS: 2300 Midland Rd**

**Bay City, Michigan 48706**

**PHONE: (989) 684-7702**

**FAX: (989) 266-8214**



## **ATTENDANCE POLICY**

**The instructional day begins at 8:40 a.m. and ends at 3:29.** If your child enters the building after this time, they will be marked tardy. The Bay City Public Schools attendance policy states that a student will be marked **½ day absent arriving 30 minutes after the beginning of the day or leaving 30 minutes before the end of the day.**

## **EARLY DISMISSAL PROCEDURES**

At the beginning of the year you will find in your child's book bag a yellow pad for dismissal/absence communication. ***Please use these note pads whenever your child has a change in their end of the day transportation and any appointments or absences that may occur throughout the school year.*** If you need more please contact the office.

1. **If there is a change** in the afternoon transportation of your child, a note signed by the parent, or a fax about the change with the parent's signature must be in the school office by **2:00 p.m.** When a person contacts the school, we do not always know that we are speaking to the parent or guardian. The school office can be very busy at the end of the day, with children being picked up for appointments or waiting in the office for their ride, please keep this in mind when making last minute phone calls.
2. **If your child has an appointment** and will need to be picked up early, please use the yellow note pads to notify, your child's teacher and the office. We understand that occasionally there are situations that arise where it would be difficult to inform the school in a timely manner. We expect that these will be at a minimum.
3. **Please wait outside for your child** if you are picking them up at the end of the day. Unnecessary phone calls and extra people in the office having conversations can create an unsafe atmosphere as we are getting the students to their appropriate forms of transportation.
4. **Please end all cell phone conversations before entering the office.**

## **Security Procedures**

When entering the building all visitors and volunteers must come to the office. Please use the buzzer located outside the office door. A staff person will then allow entry into the building. When you enter the office, please sign in as a volunteer or visitor.

## **Skyward Student Management Information**

Parents now have access to their child's information on the Bay City Public Schools Skyward Program. On this site you can view and change the emergency information on file for your child. You can also view attendance information and Progress Reports. In addition to this, parents of Fourth and Fifth grade students can view current grades and missing assignments.

You will be notified by the school when your child's midterm and report cards are available to view and print at home if you would like. With this feature in Skyward your child will no longer be bringing home a Mid-Term Report or Marking Period Report Card.

**If you have not accessed Skyward recently please go to the Bay City Public Schools website at [www.bcschools.net](http://www.bcschools.net). Once there, click on Parents and Students at the top of the page. Then click on Skyward Family Access. If you have logged in previously and have forgotten your user name and/or password, Click on "forgot username/password" and it will send that information to the email we have on file. If your email address has changed please let the office know.**

**There is also a free app on your phone for Skyward. You can view your child's information if you do not have a computer at home.**

### **VOLUNTEER NEWS**

Volunteers are an integral part of the education team and they truly enrich our schools. Everyone is welcome to become a part of the Parent Advisory Committee. There are a variety of volunteer opportunities at McAlear-Sawden! If you are interested in volunteering there will be a Volunteer Opportunity form sent home early in the school year. Place a check mark next to the areas of interest. As a volunteer you will also be asked to complete the Bay City Public School Volunteer Application. **Please contact Cecilia, Ina, and Jessica at [mcalear@bcschools.net](mailto:mcalear@bcschools.net)**

### **RAZ KIDS!**

#### **Raz-Kids Early Risers Volunteers Needed!**

We are looking for volunteers to supervise our Raz-Kids Early Riser students in the computer lab on T, W, Th, **or** F mornings from 7:50-8:30. Even volunteering twice a month would help. This would include turning on the computers, taking attendance, helping students type in teacher names, and reading quizzes to students.

You can bring your McAlear children with you if needed.

If you can help or have questions talk to Dawn Michalak 3rd grade teacher. [michalakd@bcschools.net](mailto:michalakd@bcschools.net)

## **SCHOOL MESSENGER**

The Bay City Public Schools has a phone system called "School Messenger". The phone system will call you to remind you about McAlear-Sawden events or events happening in the Bay City Public Schools. The system will also call you when your child is absent from school. Please inform the office if you have changed your phone number.

## **EMERGENCY CONTACT INFORMATION**

The contact information that the school office has on file must be up to date. Your child will be bringing home a form with the information we have on file. Please review it, make any corrections and send it back to school with your child. We use a student management program called Skyward. You have access to the information we have on file for your child.

## **MEDICATION INFORMATION**

- If your child needs to take a medication during the school day you will need to complete a medication form. These forms are available in the school office. **Please remember that medications can only be brought into the school by an adult.** Any medications brought in by a student cannot be administered to the child until the parent or guardian comes into the office to verify that the medication is correct.
- The prescription bottle that the medication is brought to school in must be current. **No** medication can be accepted without the proper bottle and prescription label.
- Over the counter medications, like **ibuprofen, aspirin, cough drops, throat drops** etc must have a medication form signed by a physician.

## **BUS TRANSPORTATION**

- Students may only ride the buses they are assigned.
- If you have questions or concerns about busing, please contact the Transportation Department at 662-4416

## **FACEBOOK!**

McAlear-Sawden has a Facebook page. Please search McAlear-Sawden Elementary and "Like" us.

## **School Website**

McAlear-Sawden has a website too. Please visit [www.bcpsmcalear.com](http://www.bcpsmcalear.com)

## **Phone calls to Teachers**

During school hours we are unable to transfer calls to a teacher as this interrupts the student's learning time. You may call and leave a voicemail or you may email your student's teacher.

## **Yearbooks**

If you did not order the yearbook on your student's picture packet please contact Harbour Light Photography in order to purchase one.