



SEMINOLE ACADEMY

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ELIZABETH JENSEN, PRINCIPAL • ANN MCCORMICK, PRINCIPAL

August 2017

Dear Seminole Students and Families -

We are so looking forward to seeing you on Thursday, August 17th at the High School for the "Back-to-School Bash" from 10am-2pm. We will have all of our usual fun activities going on and we will be giving away backpacks at that time. We hope to see you there! In this letter, you will find a lot of information about the upcoming school year. During the first week of school you will also receive a Student-Parent Handbook that will outline the routines and procedures at Seminole Academy.

BACK-TO-SCHOOL NIGHT / OPEN HOUSE

Please mark your calendar for **Wednesday, August 30th at 4:00 p.m.** We will have our Back to School Title I Open House/Meet the Teacher Night. This is a great opportunity to meet teachers and have some fun! We will be playing games and giving away backpacks to anyone that may not have gotten one at the High School for the Back-to-School Bash. Our fun time will begin at 4:00 with a "Chat and Chew". Mrs. Jensen (at least we hope she'll be here!) and Ms. McCormick will talk to the families during this time about our Title I school and also about all of the exciting things that will be happening at Seminole Academy during the 2017-2018 school year. Class lists have been created and will be posted on **August 30th at 5:00 p.m.** for families to take a peek. If you cannot make it to the school, students will meet their teacher on the first day!

FIRST DAY

This year, the first day of school is **September 5th, with arrival at 8:50 and dismissal at 12:04 p.m.** The first full day of school is **September 6th from 8:50-3:54.**

TRANSPORTATION INFORMATION

If you have filled out the "Transportation Form," you will be receiving bus times and routes from Trinity Transportation. This information can also be found on our school website at <http://www.mtcps.org/seminole-academy.html>. If you have bus questions, our office staff will try our best to answer, but Trinity Transportation itself will be your best resource - please use this phone number 586.296.3017

PICK-UP/DROP-OFF

North Loop (Blue Curb) - POHI Buses only

South Loop (Yellow Curb) - General Education Buses only

Car Pick-Up/Drop-Off - We ask anyone bringing students to school to **park your car** and walk with students on the sidewalk to the flagpole. (Please stay on the sidewalk, and **do not walk in the bus loops!**)

STUDENT ENTRANCE/EXIT PROCEDURES

In order to have all students enter the building in a quick and orderly fashion, certain doors have been assigned to each grade level.

North Loop / 400 Pod: POHI, 4th and 5th grade students **Main Door:** Kindergarten and 1st grade students

Gym Area Door: CI, 2nd and 3rd grade students

Staff will be outside waiting to greet and assist students. At the end of the day students will be dismissed from their classrooms and walked to the exit doors by their classroom teachers. Supervision will be provided outside until buses depart. If your child is going home differently on the first day, please notify the teacher. Any day your child will be out of the routine make sure you send a note to the teacher and/or call our office.

Walkers/pick-ups should meet at the flagpole!

FOOD SERVICE

A **free breakfast and lunch** will be served every day, beginning Tuesday, September 5th, to all students. A form will need to be completed and returned promptly to qualify. Please look for this in your child's Friday Folder.

ABSENT / TARDY POLICY

Regular attendance is important for your student to be successful at school. If your student is going to be absent, please call the attendance line at: (586) 461-3905 or write a note to your child's teacher. Children who miss school for an illness should bring in a doctor's note. Students who arrive after 9:00 will be marked TARDY and must be signed in to the main office by their parent.

BIRTHDAY TREATS

Parents who wish to recognize their child's birthday may bring, or send in, pre-packaged treats or non-edible treats. Seminole Academy is a peanut/tree nut free school so treats must be store-bought to avoid any potential cross contamination. Birthday Treats will be passed out when it is a convenient time for the teacher. It is recommended that treats are dropped off in the office, or sent with the student that day.

SCHOOL DRESS CODE

Please be reminded that children are to be dressed properly for school each day. Students may wear shorts, but they must be longer than fingertip length; tank tops are NOT allowed. Tennis shoes must be worn on P.E. days. Hats, baseball caps, and sunglasses can be worn on the bus and outside at recess, but they are not to be worn in school.

CELL PHONE POLICY

If a student must bring a cell phone to school, it is our policy that CELL PHONES MUST BE TURNED OFF AND PUT AWAY! Placing calls and texting during the day is prohibited. If a cell phone becomes a distraction, it may be held by administration until a parent picks it up.

MEDICATION

Whenever possible, medication should be administered at home. However, if a student must have medication at school, a medication authorization form must be completed and signed by both parent/guardian and the physician. We cannot give medication until this completed form is filed with the school office.

IMPORTANT UPCOMING DATES

Wednesday, Aug. 30 - Back to School Title I Open House / Meet Your Teacher (4:00 p.m. - 7:00 p.m.)
Tuesday, Sept. 5 - First day of school, 1/2 day (8:50 - 12:04)
Wednesday, Sept. 6 - First full day of school (8:50-3:54)

VOLUNTEER INFORMATION

If you would like to participate in field trips, school sponsored events or volunteering in your child's classroom or the lunchroom, we need you to fill out a background check. Typically, we need 2 weeks of advance notice. We are really hoping to have lots of volunteers this year!

As a final note, there will be two principals at Seminole this year! Ms. McCormick and Mrs. Jensen will be co-principals and will be happy to answer any questions or concerns you have! Our door is always open to you.

Respectfully,

Elizabeth Jensen
Principal

Ann McCormick
Principal