Dear Pembroke Friends and Families,

It is a pleasure to welcome you back to Pembroke Elementary for the 2019-2020 school year.

While it is always difficult to see vacation come to an end, it is exciting to anticipate the beginning of a new school year filled with growth, learning, friendships and fun. The Pembroke staff, students and families have a great passion for excellence in all that we do, and I look forward to continuing our work to provide a safe, nurturing environment that promotes strong character, service, diversity and academic excellence for all members of our learning community.

We will be welcoming several changes during the 2019-2020 school year. In addition to the staff changes announced in June, I invite you to join me in welcoming several new members to the Pembroke Staff.

Psychologist – Amy Wilson Mohr  
Reading Specialist – Amy Boyd  
Counselor – Katie Dreyer  
ASD para – Bridgit Hermann  
Speech – Paula Shtatman  
3rd grade teacher – Jenny Sawmiller  
ASD teacher – Heather Petrus  
ASD para – Amy Stephens

Home-School Communication is an important part of any successful learning community. In our attempt to continue our efforts to be a “Green School”, the majority of all communication will be delivered electronically via E-News, the Pembroke Website and our Pembroke Elementary Facebook Page. If you are a Facebook user, “friend” our page to receive updates on events throughout the year.

Finally, in order to plan your back-to-school schedule, please mark your calendar with the following dates:

First Day – September 3rd - ½ day of school for all students  
Parent Coffee – September 3rd, Media Center 8:50-9:30 am  
K-1 Curriculum Night - September 4th 6:00-6:30/6:45-7:15 pm  
5th grade parent camp meeting – September 11th 5:00-5:45 pm  
2-5 Curriculum Night - September 11th 6:00-6:30/6:45-7:15 pm  
Back to School Picnic - September 7th 6:00-7:30 pm  
Fun Run – September 27th

Enjoy the remaining days of summer break. I look forward to seeing everyone again on September 3rd.

Sincerely,

Susan D. Crocker  
Principal  
Pembroke Elementary
Important Drop-Off Procedures
Arrival between 8:35-8:40 am

Our Drop-Off and Pick-Up procedures will remain the same for the 2018-2019 school year; which include our gradual transition for the Drop-Off process at the beginning of the school year.

Being a parent myself, I understand the excitement the beginning of a new year brings, as well as the parental desire to be a part of the experience with your child(ren). That being said, as both a parent and a principal, I also understand the importance of procedures that promote safety. Therefore, I ask that you read the information below and respect the process and procedures that have been created with all of these goals in mind.

Sept. 3rd — Sept. 4th: Drop-Off:

- You may use the crosswalk/drop-off sites to drop your child(ren) off in the morning. These sites are moving lanes intended for cars to pull up, children exit the car on the passenger-side and the car pulls ahead to exit the parking lot.
  - K-1 students should use the stop sign/cross walk, in the main parking lot, just past the entrance to the Staff Parking Lot, along the North side of the building.
  - 2-5 students can use either the curbside drop-off line outside of the Main Entrance or the curbside drop off line outside of the Witherbee Entrance.

- All K-1 students will walk along the sidewalk along the North side of the building, toward the basketball court, and then use the sidewalk that enters the back door of the Gymnasium.

- If you want to walk your K-1 child into the building at the beginning of the year, you may park your car in the Community Parking Lot and walk with your child using the stop sign/cross walk, in the main parking lot, just past the entrance to the Staff Parking Lot, along the North side of the building.

- K-1 parents/guardians choosing to walk children into the building for the first two days of the new school year will walk along the sidewalk, located along the North side of the building, toward the basketball court, and then use the sidewalk that enters the back door of the Gymnasium. If you are interested in walking your child(ren) to class the first two days of the year, you may enter the back gymnasium door with your child, stand in the teacher’s line beside your student, and escort the line to the classroom on Sept. 3rd and Sept. 4th. (This is by no means a requirement, but rather an option for those interested.)

- K-1 children & parents should not enter the building using the front door, nor should they be walking directly to the classrooms. K-1 teachers will meet their children in the gymnasium and lead all children and parents/guardians to the classroom as a group.
Sept. 3rd — Sept. 4th: Drop-Off: (continued)

- **All 2-5 students** will enter the building through the front doors, or the doors at along the Witherbee entrance, and walk directly up the stairs in the lobby and sit along the hallway wall directly outside of their classroom door.

- **If you want to walk your 2-5 child into the building at the beginning of the year**, you must park your car in the Community Parking Lot and walk with your child using one of the stop sign/cross walks in the main parking lot. Please use the sidewalk along the front of the building to the main entrance.

- **2-5 parents/guardians choosing to walk children to class the first two days of the year, Sept. 3rd and Sept. 4th**, you may enter the main entrance door with your child, walk directly up the stairs in the lobby & stand in the teacher’s line beside your student until the teacher leads them into the classroom. (This is by no means a requirement, but rather an option for those interested.)

- **THE WITHERBEE CURB AND MAIN ENTRANCE CURB ARE MOVING DROP-OFF LINES ONLY. PLEASE DON’T PARK OR EXIT YOUR CAR WHILE USING CURBSIDE DROP-OFF. IF YOU WANT TO PARK, PLEASE FIND A PARKING SPACE IN THE MAIN PARKING LOT.**

**If you have child(ren) in K-1 and 2-5, your older child(ren) can follow the K-1 procedure with you and then you can walk them to class.**

Sept 5th — Sept. 6th Drop-off:

- **K-1 Parents** follow same instruction as above, only goodbyes will be said in the gymnasium and parents will exit the back gym door as the teachers lead their classes to their classrooms.

- **2-5 Parents should begin dropping off** along the “curbside drop-off lanes”, either along Witherbee or along the Main Entrance. If you choose to park in the main lot and walk up to the building with our child, Goodbyes will be said just outside the Main Entrance doors.

**If you have child(ren) in K-1 and 2-5, your older child(ren) can follow the K-1 procedure with you, enter through back gym door & then walk to their class line upstairs.**
Sept. 9th — End-of-Year Drop-off:

- **K-1 Parents** follow same instruction as above, **only goodbyes will be said just outside the back gym door.** Children will enter the back gym door, stand in their teacher’s line and wait for the teachers to meet them & lead the lines to the classrooms.

- **Same as Sept. 5th — 6th instructions.**

- **WE STRONGLY ENCOURAGE THE USE OF MOVING CURBSIDE DROP-OFF LANES AT THE LOCATIONS DESIGNATED FOR EACH GRADE LEVEL.**

**Older siblings can be let out with younger children and escort them to their lines through the back gym door. They will then proceed to their class line upstairs.**

**Important Pick-Up Procedures**

**Dismissal 3:50 PM**

**Parents of K-2nd** grade students will continue to enter the gym through the back gym door and pick up your child(ren) from his/her teacher(s).

**Older siblings** are to report to the Gym with their younger sibling(s) enabling you to pick-up your entire family from the gym at the end of the day.

**Parents of 3rd - 5th grade** students should use the curbside pick-up lines outside of the Main Entrance or the Witherbee Entrance. **Simply make sure your child knows which curbside you will consistently be using so that he/she can exit the building through the appropriate doors to meet you.**

**Non-staff adults will not be allowed to wait in the lobby/hallways during this time.** However, if you have a reason to be in the building, you are welcome to use the front entrance and report to the main office.

**YOU ARE AN EXTREMELY IMPORTANT PART OF OUR SCHOOL COMMUNITY, AND WE WELCOME YOU TO BE A PART OF YOUR CHILD’S SCHOOL.** When volunteering or visiting your child's classroom, it is important to go into the main office and follow the sign-in/visitor tag procedures before entering the building. It is important that all who visit the building between 8:30 – 4:00, check into the main office.
Please join us for
Curriculum Night
At
Pembroke Elementary School

Kindergarten and 1st grade
Wednesday, September 4
6:00 pm - 6:30 pm
6:45 pm - 7:15 pm

2nd - 3rd - 4th - 5th
Wednesday, September 11
5:00 pm - 5:45 pm - CAMP MEETING FOR 5TH GRADE PARENTS
(The camp meeting will take place in the Media Center)
6:00 pm - 6:30 pm
6:45 pm - 7:15 pm

The times listed above indicate when your child's classroom teacher will begin presenting essential curriculum content. The presentation will take place in your child's classroom.

We look forward to seeing you at Curriculum Night!
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>AUGUST</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>August 29</td>
<td>Kindergarten Meet &amp; Greet</td>
<td>3:30-4:30 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Sept. 3</td>
<td>First Day of School for Students – ½ day dismissal</td>
<td>8:44-12:05 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Sept. 3</td>
<td>Welcome Back Coffee, All Parents Welcome/Media Center</td>
<td>8:44-9:30 am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Sept. 4</td>
<td>Curriculum Night for Kindergarten and 1st grade – 2 sessions</td>
<td>6:00-6:30 pm or 6:45-7:15 pm</td>
</tr>
<tr>
<td>W/Th/F</td>
<td>Sept 5-6-7</td>
<td>Kindergarten Assessments/ Kindergarten students attend AM only</td>
<td>12:05 dismissal</td>
</tr>
<tr>
<td>Friday</td>
<td>Sept. 6</td>
<td>Welcome Back Picnic</td>
<td>6:00-7:00 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Sept. 11</td>
<td>5th grade camp meeting for parents in the Media Center</td>
<td>5:00-5:45 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Sept. 11</td>
<td>Curriculum Night for 2nd/3rd/4th/5th grades – 2 sessions</td>
<td>6:00-6:30 pm or 6:45-7:15 pm</td>
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<tr>
<td>Friday</td>
<td>Sept. 13</td>
<td>PTA Meeting</td>
<td>9:00 am</td>
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<tr>
<td>Friday</td>
<td>Sept. 13</td>
<td>Fun Run Kick Off Assembly</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>Monday</td>
<td>Sept. 23</td>
<td>School picture day</td>
<td>All Day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Sept. 25</td>
<td>Title 1 Night – 5:30-6:00-dinner/6:00-7:00-program</td>
<td>5:30-7:00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Sept. 26</td>
<td>½ day for students/staff pd</td>
<td>12:05 dismissal</td>
</tr>
<tr>
<td>Friday</td>
<td>Sept. 27</td>
<td>Fun Run</td>
<td>All day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Oct. 2</td>
<td>New Family Dinner</td>
<td>6:30-8:00 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Oct. 16</td>
<td>PTA Meeting</td>
<td>7:00 pm</td>
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<tr>
<td>Friday</td>
<td>Oct. 25</td>
<td>Fun Run Assembly</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Oct. 29</td>
<td>Picture Re-take Day</td>
<td>All Day</td>
</tr>
<tr>
<td>Thursday</td>
<td>Oct. 31</td>
<td>½ day for students/staff pd-10:00-parade/10:30-11:30-parties</td>
<td>12:05 dismissal</td>
</tr>
<tr>
<td>Friday</td>
<td>Nov. 1</td>
<td>End of 1st term</td>
<td>6:00-7:00 pm</td>
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<tr>
<td>Tuesday</td>
<td>Nov. 5</td>
<td>No school for students-records day</td>
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<tr>
<td>Friday</td>
<td>Nov. 8</td>
<td>Battle of the Books Kick Off</td>
<td>7:00 pm</td>
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<tr>
<td>Wednesday</td>
<td>Nov.13</td>
<td>PTA Meeting</td>
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<tr>
<td>W-TH-F</td>
<td>Nov. 3-14-15</td>
<td>5th grade camp</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Nov. 20</td>
<td>Conferences – students attend AM only – 12:05 dismissal</td>
<td>1-4/5-8 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Nov. 21</td>
<td>Conferences – students attend AM only – 12:05 dismissal</td>
<td>1-4/5-8 pm</td>
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<tr>
<td>W-TH-F</td>
<td>Nov. 27-28- 29</td>
<td>No school – Thanksgiving Recess</td>
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<tr>
<td>Tuesday</td>
<td>Jan. 2</td>
<td>Classes Resume</td>
<td></td>
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<tr>
<td>Friday</td>
<td>Jan. 10</td>
<td>PTA Meeting</td>
<td>9:00 am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Jan. 15</td>
<td>PTA Movie Night</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday</td>
<td>Jan. 20</td>
<td>No school – MLK Day</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Jan. 29</td>
<td>Kindergarten Round Up</td>
<td>6:00-8:00 pm</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
<td>Jump Rope for Heart</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>Feb. 1</td>
<td>Battle of the Books</td>
<td></td>
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<tr>
<td>Wednesday</td>
<td>Feb. 12</td>
<td>PTA Meeting</td>
<td>7:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Feb. 14</td>
<td>½ day-students/classroom parties-10:30-11:30</td>
<td>12:05 dismissal</td>
</tr>
<tr>
<td>Mon.-Fri.</td>
<td>Feb. 17-21</td>
<td>Mid-Winter Break/No School</td>
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</tr>
<tr>
<td>Monday</td>
<td>Feb. 24</td>
<td>Classes Resume</td>
<td></td>
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<tr>
<td>Day</td>
<td>Date</td>
<td>Event</td>
<td>Time</td>
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<tr>
<td>Wednesday</td>
<td>March 4</td>
<td>Literacy Night</td>
<td>TBD</td>
</tr>
<tr>
<td>Friday</td>
<td>March 6</td>
<td>1/2 day for students/records day</td>
<td>12:05 dismissal</td>
</tr>
<tr>
<td>Friday</td>
<td>March 6</td>
<td>End of 2nd term</td>
<td></td>
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<tr>
<td>Friday</td>
<td>March 13</td>
<td>PTA Meeting</td>
<td>9:00 am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>March 18</td>
<td>Conferences – students attend AM ONLY 12:05 dismissal</td>
<td>1-4/5-8 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 19</td>
<td>Conferences – students attend AM ONLY 12:05 dismissal</td>
<td>1-4/5-8 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 1</td>
<td>Vocal Music Concert at Seaholm</td>
<td>7:00 pm</td>
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<tr>
<td>Mon-Fri</td>
<td>April 6-10</td>
<td>Spring Break</td>
<td></td>
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<tr>
<td>Wednesday</td>
<td>April 15</td>
<td>Art/STEAM Night</td>
<td>TBD</td>
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<tr>
<td>Mon-Fri</td>
<td>April 20-24</td>
<td>Earth Week</td>
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<td>Wednesday</td>
<td>April 22</td>
<td>PTA Meeting</td>
<td>7:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>April 24</td>
<td>1/2 day for students</td>
<td>12:05 dismissal</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 6</td>
<td>Kindergarten Kick Off</td>
<td>6:00-7:00 pm</td>
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<tr>
<td>Friday</td>
<td>May 8</td>
<td>PTA Carnival</td>
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</tr>
<tr>
<td>Wednesday</td>
<td>May 20</td>
<td>PTA Meeting</td>
<td>7:00 pm</td>
</tr>
<tr>
<td>Monday</td>
<td>May 25</td>
<td>No school – Memorial Day</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>June 5</td>
<td>Spirit Day</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>June 11</td>
<td>5th grade promotion</td>
<td>9:30 am</td>
</tr>
<tr>
<td>Friday</td>
<td>June 12</td>
<td>Last day of school-1/2 day for students</td>
<td>12:05 dismissal</td>
</tr>
</tbody>
</table>
**BELL SCHEDULE**

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Drop Off</strong></td>
<td>8:35-8:40 am</td>
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<tr>
<td><strong>First Bell</strong></td>
<td>8:44 am</td>
</tr>
<tr>
<td><strong>Tardy Bell</strong></td>
<td>8:49 am</td>
</tr>
<tr>
<td><strong>Dismissal Bell</strong></td>
<td>3:50 pm</td>
</tr>
<tr>
<td><strong>Half Day Dismissal Bell</strong></td>
<td>12:05 pm</td>
</tr>
</tbody>
</table>

Scheduled Half Days for Students

- Tuesday, September 3
- Thursday, September 26
- Thursday, October 31
- Wednesday, November 20
- Thursday, November 21
- Tuesday, December 10
- Friday, February 14
- Friday, March 6
- Wednesday, March 18
- Thursday, March 19
- Friday, April 24
- Friday, June 12
Did you know... that all students have a lunch account?

The BPS Cafés are open and ready to serve your child in this school year! The Cafés serve a healthy breakfast* and lunch following State and National guidelines. As participants in the National School Breakfast and Lunch program, we are obligated to follow all regulations as set forth by law. These include serving sizes, calorie content, and nutritional guidelines pertaining to all food offered for sale during the school day.

We are also required to follow the Smart Snack Rule which went into effect July 1, 2014. This rule limits the ala carte snacks and beverages we can sell.

We are making menus more available and informational. Birmingham Public Schools, in partnership with Chartwells K12, is now using Nutrislice to publish the school menus to a new interactive website and a free Smartphone app. Now you can access your menus anywhere, anytime! You can also view images, nutrition information, filter for specific food allergens, see carb counts, and more! Go to http://birmingham.nutrislice.com/ or get the app, Nutrislice, from the App Store or Google Play. A print friendly copy of our menus can still be found on the Birmingham Public Schools website under the Menus Quick Link.

If a child’s lunch account balance is zero or below we will only offer that child a hot lunch a limited number of times until the account has been paid by their parents/guardians. Please go to the food service section of the school website to see the full BPS procedures - www.birmingham.k12.mi.us. Key points:

- Parents will be notified by email that their student lunch account has a negative balance and that the balance needs to be paid in full – PLEASE make sure that the email at www.SendMoneyToSchool.com is the email address where you can be contacted.

- After a student’s account has reached the maximum charge limit the student will be offered an alternate meal of a cheese sandwich/roll-up, fruit and vegetables, and choice of milk. The account will be charged for a full lunch each time an alternative lunch is given.

*The following elementary schools don’t currently serve breakfast- Beverly, Pierce, Quarton and West Maple.
Sendmoneytoschool.com provides an easy to use, efficient way to make payments quickly and securely anytime using a simple internet connection. Sendmoneytoschool.com offers the following benefits:

- Make payments to your student’s lunch account
- View account balances, payments and account activity at no cost
- Set up reminders to let you know when your student’s balance is low
- Create settings for your child’s daily spending limits

Great news!! Birmingham Public Schools meal prices will stay the same for the 2019-2020 school year.

Elementary

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
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<tbody>
<tr>
<td></td>
<td>$1.50</td>
<td>$3.00</td>
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Middle School

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.75</td>
<td>$3.25</td>
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</table>

High School

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
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<tbody>
<tr>
<td></td>
<td>$1.75</td>
<td>$3.25-$4.00</td>
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Chartwells would like students, staff, and parents to stay connected to all our events at BPS! We feature special events happening throughout the district such as: Fuel Up to Play 60, Discovery Kitchen and Student Choice Events, special themed days during lunch, and much more!

We’re on Facebook as: @BirminghamPublicSchoolsFoodService
We’re on Twitter as: @BPSFoodService
We’re on the web at: www.birmingham.k12.mi.us/Page/1180
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Birmingham Public Schools offers healthy meals every school day. Your children may qualify for free meals or for reduced-price meals. Reduced-price is $0.30 for breakfast and $0.40 for lunch. This packet includes an application for free or reduced-price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?
   - All children in households receiving benefits from the Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) are eligible for free meals.
   - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school’s Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced-price meals if your household’s income is within the limits of the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

   **FEDERAL INCOME ELIGIBILITY CHART for School Year 2019-2020**

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annually</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>23,107</td>
<td>1,926</td>
<td>445</td>
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<td>2</td>
<td>31,284</td>
<td>2,607</td>
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<td>3</td>
<td>39,461</td>
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<td>47,638</td>
<td>3,970</td>
<td>917</td>
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<tr>
<td>5</td>
<td>55,815</td>
<td>4,652</td>
<td>1,074</td>
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<tr>
<td>6</td>
<td>63,992</td>
<td>5,333</td>
<td>1,231</td>
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<tr>
<td>7</td>
<td>72,169</td>
<td>6,015</td>
<td>1,388</td>
</tr>
<tr>
<td>8</td>
<td>80,346</td>
<td>6,696</td>
<td>1,546</td>
</tr>
<tr>
<td>Each additional person:</td>
<td>8,177</td>
<td>682</td>
<td>158</td>
</tr>
</tbody>
</table>

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail Chartwells@birmingham.k12.mi.us

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Chartwells 2205 Holland St., Birmingham, MI, 48009

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Chartwells@birmingham.k12.mi.us immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the
same information as the paper application. Visit www.lunchapp.com to begin or to learn more about the online application process. Contact Chartwells@birmingham.k12.mi.us if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child’s application is only good for that school year and for the first few days of this school year, through October 14th, 2019. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.

10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: (248)203-3966 or Chartwells@birmingham.k12.mi.us

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime occasionally. If you have lost a job or had your hours or wages reduced, use your current income.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. WE ARE IN THE MILITARY, DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Chartwells@birmingham.k12.mi.us to receive a second application.

16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance Program (FAP) or other assistance benefits, contact your local assistance office or call 1-855-275-6424.

If you have other questions or need help, call 248-203-3966

Sincerely, Pattie Guck

Director of Food Services at Chartwells, Birmingham Public Schools Food Service Program
Dear Pembroke Family,

Welcome back! We all want our kids to have the best possible education, which is why I support the Birmingham Education Foundation (BEF). Each year, the BEF grants upwards of $100,000 towards projects that enrich and enhance education for all BPS students.

I hope you will join me in donating to the BEF this year. If every family in our district gave just $35, we would start the year with more than $175,000 to grant, allowing teachers to provide innovative experiences and opportunities that go above and beyond for our kids.

To the right is a list of the grants impacting Pembroke last year, totaling $17,113. With your help, we know that we can give even greater support this year.

Sincerely,

Ben Dolan
BEF President & dad of Groves & Berkshire students

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Grants Awarded to Pembroke Last Year
STEAM Night with the Robot Garage, $500
Playaway Books, $574
100% of Pembroke Teachers Supporting the BEF, $1,000

Grants Awarded to all Elementary Schools
5th Grade Fun Run, $850
Marc Tyler Nobleman Visit, $10,077
Summer Reading Journals, $612
Chamber Music Performance for 4th Graders $3,500

Help Pembroke Win $500!
The BEF has placed a “shoe-fie” spot on the sidewalk in front of your school! During the first week of school, visit the spot, snap a “shoe-fie” pic of your student, and share publically on social media using the hashtag #BEFBackToSchool.
The school with the most public posts by 5pm on September 6 will be awarded a $500 grant!

Your support will help BPS teachers make great things happen in our schools!
Please make checks payable to the Birmingham Education Foundation. To learn more or give online, visit www.supportbef.org

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Donation Amount: $ ______________
Name: ________________________________________________________________
Address: _______________________________________________________________________________________________________
City: __________________________ Zip: __________________________
Phone: ___________________________________________________________________________________________________________
Email: ______________________________________________________________
Please Charge My Card (Circle one): Visa/Mastercard    AMEX    Discover
Card #: __________________________ Exp. Date: __________________________
Signature: __________________________________________ CVN: __________________________

☐ I am interested in learning about volunteer opportunities with the BEF!
☐ I have enclosed an employer matching gift form.

The Birmingham Education Foundation is a 501(c)3 organization, and gifts are tax deductible as provided by law.
31301 Evergreen, Beverly Hills, MI 48025  |  248-203-3030  |  BEF@birmingham.k12.mi.us
www.supportbef.org
5200 - ATTENDANCE

The purpose of the Attendance Policy of the District is to encourage regular and consistent attendance which helps to develop responsibility and self-discipline for all students. Students are expected to be in school and in class every day. Activities that occur in the classroom (daily teaching, interactions of students with teacher and with other students, discussions, lectures, audio-visuals, reports, etc.) cannot be duplicated and constitutes a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily activities of his/her class. When a student is absent, the educational experience of all students in the class may be diminished.

The Board of Education as an agency of the State is required to enforce the consistent attendance of all students. Attendance shall be required of all District students, except those exempted by provisions of State law or District policy and guideline, during the days and hours that the school is in session. The Superintendent or designee may require, from the parent/guardian of each student or from an adult student who has been absent, the reason for the absence. The District reserves the right to verify such statements and to investigate the cause of each absence.

The District shall report to Oakland Schools infractions of the law regarding the attendance of students below the age eighteen (18).

The Board considers the following factors to be excused — exempt reason for time missed at school:

A. illness with medical documentation
B. recovery from accident with medical documentation
C. required court attendance with court notice
D. death in the family
E. observation or celebration of a religious holiday
F. other absences that may be deemed acceptable by the Superintendent or designee
G. religious instruction according to M.C.L.A. 380.1561(3d)(3e) (See Policy 5223)

Trips that cause extended absences are discouraged. The Board shall consider each student assigned to a program or activity authorized by the Superintendent or designee, to be in regular attendance. The student must report daily to the assigned staff member at the place of study, and regularly demonstrate progress toward the objectives of the course of study or activity. The Superintendent or designee shall develop operational procedures for the attendance of students which:

A. ensure a school session which is in conformity with the requirements of the law;
B. ensure that students absent for any reason have an opportunity to make up work they missed;
C. govern the keeping of attendance records in accordance with the law;

D. identify the habitual truant, investigate the cause(s) of his/her behavior, and work in partnership with students and families to ensure attendance. Modification of the student's educational program to meet particular needs and interests must be within the context of the District's instructional standards;

E. ensure that any student who, due to a medically documented physical or mental impairment, exceeds or may exceed the District's limit on absences is referred for an eligibility evaluation either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;

F. ensure that staff recognize students' observance/celebration of religious holidays, including the guidelines for excusing and/or exempting students from, or extending timelines for, academic work, and not scheduling events/activities, that conflict with such times.

M.C.L.A. 380.1561, 380.1561(3a-3c), 380.1586(3)
Revised 1/09
Revised 12/02/14
Revised TBD/15

Truancy Action Plan

10 DAYS NONEXEMPT ABSENCES
Follow district attendance policy #5200
EXEMPT ABSENCES = Under medical care – (requires doctor note); bereavement, religious observation; school approved – (this includes suspensions), extended absence with building principal approval
Contact parent/guardian

15 DAYS NONEXEMPT ABSENCES
Meet with parent/guardian and student
Develop Action Plan utilizing resources
Documented district action (agreement of Action Plan signed by all parties)

20 DAYS NONEXEMPT ABSENCES
Meet with parent/guardian and District Truancy Liaison
Discussion of potential referral to Oakland County and legal ramifications
Documented district action

25 DAYS NONEXEMPT ABSENCES
District Truancy Liaison completes Oakland Schools referral and submits to Oakland Schools Truancy Program for further follow up and action.
BIRMINGHAM PUBLIC SCHOOLS

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires, with certain exceptions, that Birmingham Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Birmingham Public Schools may disclose designated “directory information” without written consent, unless you have advised Birmingham Public Schools to the contrary in accordance with School District procedures. The primary purpose of directory information is to allow Birmingham Public Schools to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed without their prior written consent.

The Board of Education has designated the following information as directory information:

- student's name
- address
- telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- height, if a member of an athletic team
- weight, if a member of an athletic team which requires disclosure to participate
- dates of attendance
- date of graduation
- awards received
- honor roles and scholarships
- school photographs or videos of students participating in school activities, events or programs

PLEASE NOTE: If you do not want Birmingham Public Schools to disclose any or all of the information listed above from your child’s education records, without your prior written consent, you must notify the building principal of the school that your child attends, in writing, on or before September 17, 2019.
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Birmingham Public Schools receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask Birmingham Public Schools to amend their child’s or their education record should submit to the school principal, a written request that clearly identifies the part of the record they want changed, and specify why, in their opinion, it should be changed. If Birmingham Public Schools decides not to amend the record as requested by the parent or eligible student, Birmingham Public Schools will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Birmingham Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5920
Girls on the Run is an afterschool program like no other! Twice per week for 10 weeks, girls will have fun, make friends, increase their physical activity levels and learn important life skills. Trained and caring coaches lead 3-5 grade girls through interactive lessons and running activities. The season ends with a noncompetitive 5K event.

Girls on the Run is for EVERY girl.

Why it Matters

IT'S FUN. IT'S EFFECTIVE.

Girls who were the least active at the start of the program increased their physical activity by more than 40%*

97% of participants said they learned critical skills to manage emotions, resolve conflict, help others or make intentional decisions*

Participating in Girls on the Run transforms girls' lives by helping them increase their self-confidence, develop healthy relationships, and feel good about themselves, inside and out.

Registration Opens: Now- September 8
Program Starts: Week of September 16
When: Monday/Thursday 4:00-5:15
Program Location: Pembroke Elementary
Program Fee: Now- 9/8: $145
5K Celebration: Sunday, November 17
Financial Assistance is Available
Contact: Erin Hitchcock
ehitchcock@ymcadeetroit.org 248-644-9036

LEARN MORE AND REGISTER TODAY AT WWW.GOTRDETROIT.ORG
Girls on the Run is for EVERY girl.

DO YOU WANT TO

MEET NEW FRIENDS?

ACCOMPLISH BIG THINGS?

HELP OTHERS IN YOUR COMMUNITY?

HAVE SO MUCH FUN?

JOIN Girls on the Run!
LEARN MORE AT www.gotrdetroit.org