Dear Herberich Families,

I would like to welcome everyone back to school from what I hope was an enjoyable summer. It has been so nice to see all the children in the classrooms and hallways. I have really enjoyed listening to their summer stories. It sounds like quality time was spent with family and friends. We do have a new look in the building. Security doors were placed in the main entrance of the building. I have received numerous compliments as this is another step to ensure the safety of our students. All visitors are required to enter through the main office. Please never ask a child to open a locked door for you.

We had our first practice fire drill this past week. The staff and students did a great job following the fire drill procedures. The drill was conducted with the Bath Fire Department. We will continue with monthly fire and lock-down drills as we proceed through the school year. Please let me know if you have any questions.

I will be meeting with all students to discuss building expectations and school rules. One topic I will be discussing is flip flops. The wearing of flip flops will be highly discouraged as this has created a few injuries and several malfunctions (shoes falling apart) this past week. For your child’s safety, I ask that they come to school with shoes they can run in and support their feet.

Communication is key as we transition into the 2013/2014 school year. Please take a minute to sign up for CFCS Connect. This only takes a few minutes and can be completed through the Herberich website. Signing up is free and will keep you up to date with the latest news. Please expect to receive a weekly report on school news/events and any information I feel is extremely important.

Sincerely,

Bill Kerrigan, Principal
Herberich Primary School
If your family relocated **WITHIN** the Copley-Fairlawn School District over the summer, or you had a change in family situation, e.g. divorce or change of custody, new documentation must be submitted to the Board of Education Central Registration Office. Please contact Mrs. Neale-May for the “Change of Address Packet”.

**BUILDING SECURITY**

For the safety of our students and staff, we have a buzzer entry system. We now have an extra security door from the lobby into the rest of the school. All visitors to the building must report to the office, sign in and wear the appropriate identification tag during their visit. See “Teacher communications” below for some guidelines.

In addition, for security reasons, all doors including classrooms are locked at 4:00 p.m. Please encourage your students to be responsible by checking that they have everything they need for that night’s homework.

**CALLING IN STUDENT ABSENCES and TARDY ARRIVALS**

Absences must be called in no later than **9 a.m.** Voicemail is available 24-hours a day. (330.664.4991). **A call needs to be made EVERY DAY that a student is absent.** Homework may be requested and may be picked up in the office after 2:30 p.m. or sent home with a sibling/neighbor. Please be sure to make the request **before 10 a.m.**

The Tardy bell rings @ **9:05 a.m.** Students arriving late will be marked tardy, with attendance being counted as a half-day if arriving after **11:35 a.m.** or leaving at **1:30 p.m.** or earlier. **Parents are required to report to the office to sign students in and out.** For the safety of your child, please do not just drop your student off at the front door if he/she is tardy. If the parking lot lobby door is closed you must escort your child into the office.

A doctor’s note is required for any extended medical absences. Although we strongly encourage students to be in school each and every day, if you are planning to take your child out of school for a family **vacation**, please send a note to your child’s teacher to be forwarded to the office for approval. Please take note of the scheduled testing dates during the school year. Please remember that it is not always possible for a teacher to give a student “make-up” work prior to an absence. Nothing makes up for that “in the classroom” experience. The student and parent are responsible for ensuring all make-up work is completed. In the case of illness, a general guideline for this work is “one day out, one day to make up.”

**TEACHER COMMUNICATIONS**

The teachers value your support. They often use the few minutes prior to the start of the school day to connect with individual students. **This is not a good time to “drop in”.** We also asked that parents serving on PTA do not “drop in” on their child’s teacher if they are doing business in the building. The teacher needs to resettle the entire class and get them refocused on the lesson being taught. Every child benefits from uninterrupted lesson time.

The most immediate method of parent/teacher communication is to send a note or email asking the teacher to contact you during a planning time or break. Email addresses can be accessed on the website www.copley-fairlawn.org: Heberich tab—under “Building Staff.”

A phone message can also be left using the voicemail information listed, or calling 330.664.4991—Mrs. Neale-May will transfer you to the appropriate voicemail box. **They may only be able to retrieve their messages at the end of the day.**
A tray lunches cost $2.75. Milk/bottled water costs 50 cents. Snacks vary from 25c to 75c. The preferred method of payment for lunches is online, using the “Pay For It” system—see link on District Website. You will need your student’s ID#. A reminder will be sent when funds get low.

Or, you may send in a check made out to Herberich Primary School or cash to prepay school lunches.

- Please place your check/cash in a sealed envelope clearly marked with your child’s name and student ID #.
- You can include more than one child per check—list the students’ names on the memo line of your check.
- Please complete the cut out section below and submit with your first payment of the year. Be sure to indicate whether or not he/she may charge snacks to the account. We cannot be held responsible if you do not indicate your preference.
- We are unable to make change so any cash sent in will be credited to the student’s account.
- Reminders are sent home with students when funds get low, but please remember that we are dealing with young children who may lose them. Try to keep track on your home copy of the menu. This will help avoid upset children and tears.

<table>
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<tr>
<th>STUDENT ID #</th>
<th>STUDENT NAME:</th>
<th>Please PRINT</th>
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</thead>
<tbody>
<tr>
<td>AMOUNT TO BE DEPOSITED INTO MY STUDENT’S ACCOUNT</td>
<td>$</td>
<td>CASH / CHECK (circle one)</td>
</tr>
<tr>
<td>SNACKS: MY STUDENT MAY / MAY NOT PURCHASE SNACKS AND CHARGE THEM TO THEIR ACCOUNT (circle one)</td>
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</tr>
<tr>
<td>Parent/Guardian Signature</td>
<td>Date</td>
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**DIETARY RESTRICTIONS**—Please be sure to check the menu regularly. Sometimes there are no alternative selections and your child may need to pack a lunch from home.

**FOOD ALLERGIES**—Please be sure to note any food allergies on your student’s Emergency Medical Advice. This enables us to “flag” the necessary information.

An annual doctor’s prescription note on prescription notepaper is required if your child has a medical need to substitute bottled water for milk. He/she will not be allowed to substitute if the paperwork is not in place.

The monthly menu will be sent home and is also available online: www.copley-fairlawn.org

**LUNCHROOM UPDATE**

**STUDENT ID # ______________________ STUDENT NAME: _________________________________________________**

**AMOUNT TO BE DEPOSITED INTO MY STUDENT’S ACCOUNT $ ______________________ CASH / CHECK (circle one)**

**SNACKS: MY STUDENT MAY / MAY NOT PURCHASE SNACKS AND CHARGE THEM TO THEIR ACCOUNT (circle one)**

**Parent/Guardian Signature Date**

Welcome back, I hope all of you had a wonderful summer. This is always an exciting time of the year, and it has been nice to see all the smiling faces of your children again. I am looking forward to another great year teaching Physical Education here at Herberich. This year we are focusing on the education part of Physical EDUCATION. I want your children to realize that we are thinking and learning as we move and have fun. I look forward to an exciting year. Please check back soon for updates on the physical education schedule, curriculum, and special events.

**PHYS. ED—MRS. AMY BELLES**

Every day each of us throws away over one pound of recyclable “office” waste. The paper ends up in a landfill and is not environmentally friendly. We need your help to protect our environment and natural resources. We are working with River Valley Paper Company to make a difference!

The following materials are acceptable:

- Newspapers  
- Mail  
- Phonebooks  
- Office and School Paper  
- Magazines  
- Catalogs  
- Brown Paper Bags  
- Hard & Soft Bound Books  
- Cardboard (including cereal and tissue boxes, etc.).

For your convenience the bin is located at the north end of the bus lane near the playground. Herberich will receive fundraising money for from the amount of materials collected in the recycling bin.

**PLEASE TEACH YOUR CHILDREN TO RECYCLE... AND HELP HERBERICH AT THE SAME TIME**
PARENT TEACHER CONFERENCES

Conferences are scheduled in the Fall and Spring. Teachers will be scheduling a fall parent conference for ALL students. Spring conferences are scheduled at the teacher’s discretion. These conferences are essential in tracking your child’s progress, and it is a good time to discuss any concerns you may have with your child’s teacher. Please come prepared as conferences are limited to fifteen minutes. With the large number of students we are sure you will appreciate that this is a difficult task. The teachers send out letters approximately two weeks prior to conference dates, indicating dates and times. Please respond promptly so the teachers are able to meet your scheduling needs.

School Arrival/Dismissal Safety Procedures

Arival

- Bus riders are never marked tardy. We are in constant radio communication with our drivers and are made aware of any delays. This is the district’s preferred method of transportation.
- If you do carpool your child in the morning, please note that any child **not seated at his/her desk by 9:06** is tardy. It will take him/her one to two minutes to get to the classroom. All students entering a classroom after the bell has rung are marked tardy. You need to park in a marked parking space, walk your child into the office and sign him/her in. Excessive tardies will be reported to the attendance officer.
- Children should **NOT be dropped off before 8:45 AM** or, in the case of afternoon classes, 12:50 PM. There is no supervision available prior to these times.
- **No vehicles should be pulling out of the line to pass vehicles dropping student off in front of them.**
- Please follow the carpool line and drop your child off as close to the front door as possible. Use the “1-2-3” numbers painted on the sidewalk to drop off. Please do not have your child exit the car until they are in the drop off area.
- Please remain in your vehicle at all times in the carpool lane – this is a “no parking” zone.

Dismissal

- **Preferred Method of Transportation is the School Bus:**
  - If you have a dismissal change please let us know before 3:15 each day. **Any change in bus requires a bus pass to be written.** e.g., this could be a different person meeting the bus—the driver will not allow a child off if a stranger is standing at the bus stop.
  - We are unable to allow students to ride buses home with friends for play dates. Our buses are full and are unable to accommodate extra students.

Carpool

- If you have a dismissal change for an appointment or prefer to carpool, please use the family name sign sent home with your student. **ALWAYS BE AWARE OF INCOMING BUSES!** Drive your car around in the carpool line and wait for your child. Move your vehicle forward in the line to the area marked 1…2…3 on the sidewalk. Students will be sent to the first four vehicles in line only and enter on the right side of the car only. **Please do not pull out of the line to leave** — wait your turn in line to leave school property and remember to give way to incoming buses.
- For the safety of your child, please do not park your car in the parking lot and ask for your child to come with to you.
- Please do not park on Bath Hills BLVD or in the church parking lot and walk across the street and into the building to get your children. You will need to need to sign your child out in the office.
- Parents arriving after 3:55 PM will need to walk into the office and sign their child out.
- The arrival and dismissal of preschoolers is at the same time as other students. Preschool parents are asked to follow the directions in their preschool letters and to be patient.

Walk to and From

- **Walkers** are students that walk to a residence. Please do not drive to the walker’s pickup area and ask your child to get in a car.
- If your child is a walker, we will walk them to a residence.
- **We do not have a crossing guard.** You are responsible for walking your child across Bath Hills BLVD.

Dismissal Changes

- Please note that we will **NEVER accept a verbal dismissal change from a child.** For your convenience we provide easy to complete notes every month in our newsletter (also on the website) – **remember notes written on small scraps of paper are easily lost by small children.** Dismissal changes must be called into the office before 3:15 PM.
- All bus changes need a bus pass to be written by the office — please do not wait at the bus stop in the morning to give the driver a change for the afternoon. They are unable to keep track of changes. The office is responsible for dismissing the students.
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<td>Labor Day - NO SCHOOL</td>
<td>Labor Day - NO SCHOOL</td>
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<td>9:30 PTA Council Meeting</td>
<td>Rosh Hashanah begins @ sundown</td>
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<td>Grandparents’ Day</td>
<td>PTA sponsored 4th Grade Magical Theatre Writing Rally</td>
<td>Patriot Day</td>
<td>After school— set up for Grandparents’ breakfast</td>
<td>8-8:45 PTA sponsored Grandparents’ Breakfast A-L</td>
<td>After school— set up for Grandparents’ breakfast</td>
<td>Yom Kippur begins @ sundown</td>
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<td>7pm BOE Meeting</td>
<td>PTA Sponsored- COSI-Exploring Ecology (assembly /break down sessions) - Volunteers needed</td>
<td>4:30-8:05 Parent-teacher Conferences</td>
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**SEPTEMBER 2013**

**CHARACTER TRAIT OF THE MONTH**

**RESPONSIBILITY**
Greetings Herberich School Community!

I hope that your summer was productive and that you are ready to enjoy another exciting school year! This year we LIFT OUR VOICE in support of quality education. PTA membership is our vehicle. Parents, adult supporters, educators, school support staff and administration make up our PTA. Please be sure to join!

Together we support:
- our children
- our families and educators.
- consistent quality education delivered in a nurturing and effective environment.

HOW? Not How – Who! **YOU** play an integral role in the success of our school!

Join PTA to add your voice at the local, state and federal level to support quality education. The act of purchasing a $5 membership increases our numbers – our VOICE – with policymakers who determine budgets, services, class size and school policies.

Share your TIME. Help your children with homework. Check their bookbag daily. Plan to communicate regularly with your child’s teacher, support staff and administration at Herberich.

Share your TALENT. Volunteers make a huge difference in our PTA efforts. There are several ways to help according to your ability to share - from one-time events to on-going activities - you decide how much. All volunteer service is greatly appreciated! Be sure to sign up.

Share your TREASURE. Our PTA provides annual educational enhancements, family engagement and educator appreciation throughout the school year. Our children deserve our very best efforts to support our quality education. This year we are targeting our fundraisers and experiences so that our school benefits as well as bringing value to our families. Be on the look out for exciting and engaging opportunities!

There is a place at Herberich for YOUR VOICE and contribution to the quality education our children deserve and receive daily. Please join us at our first PTA meeting, Thursday, September 12, 2013, 6:30pm-7:30pm. We meet in the Herberich Library. Agenda: Fall Priorities

I look forward to serving you this year and working together to LIFT OUR VOICE!

In PTA Service,

Mrs. Patricia Smoot Wicks
President
### 2013-2014 Executive Board & Committees

<table>
<thead>
<tr>
<th>2013-14 Executive Board</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Patricia Smoot Wicks</td>
<td>330-861-4973</td>
<td><a href="mailto:Patricia.wicks@live.com">Patricia.wicks@live.com</a></td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Sarah Huth</td>
<td>330-696-0167</td>
<td><a href="mailto:SaRaPaFo@hotmail.com">SaRaPaFo@hotmail.com</a></td>
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<tr>
<td>2nd Vice President</td>
<td>Stacie Ryan</td>
<td>330-810-8526</td>
<td><a href="mailto:Mom2bba@yahoo.com">Mom2bba@yahoo.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Karen Elliott</td>
<td>330-785-3615</td>
<td><a href="mailto:Kelliotti425@hotmail.com">Kelliotti425@hotmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Karen Seagren</td>
<td>330-873-9358</td>
<td><a href="mailto:Seagren3@att.net">Seagren3@att.net</a></td>
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<tr>
<td>Council Representatives</td>
<td>Sheri Spainhour</td>
<td>330-865-5755</td>
<td><a href="mailto:Sheri.spainhour@gmail.com">Sheri.spainhour@gmail.com</a></td>
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<tr>
<td>Council Representatives</td>
<td>Shilpi Khera</td>
<td>330-315-3556</td>
<td><a href="mailto:Shilpi1902@gmail.com">Shilpi1902@gmail.com</a></td>
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<tr>
<td>Alternate Delegate</td>
<td>Kris Couch</td>
<td></td>
<td><a href="mailto:kris@couchs.net">kris@couchs.net</a></td>
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### 2013-14 Committees and Volunteer Opportunities

<table>
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<tr>
<th>2013-14 Committees and Volunteer Opportunities</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Art &amp; Music</td>
<td>Kristin Sheldon</td>
<td>330-283-1990</td>
<td><a href="mailto:kikiallio@hotmail.com">kikiallio@hotmail.com</a></td>
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<tr>
<td>Birthday Book</td>
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<td>End of the Year Celebration</td>
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<td>Gingerbread Shoppe</td>
<td>Leslie Szalay</td>
<td></td>
<td><a href="mailto:klszalay@yahoo.com">klszalay@yahoo.com</a></td>
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<tr>
<td>Health &amp; Wellness</td>
<td>Lori Gerber</td>
<td></td>
<td><a href="mailto:lgerber@neo.rr.com">lgerber@neo.rr.com</a></td>
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<tr>
<td>Historian</td>
<td>Lori Gerber</td>
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<tr>
<td>Hospitality</td>
<td>Elizabeth Woods</td>
<td></td>
<td><a href="mailto:Ewoods36@yahoo.com">Ewoods36@yahoo.com</a></td>
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<tr>
<td>Landscaping</td>
<td>Karen Elliott</td>
<td>330-785-3615</td>
<td><a href="mailto:Kelliotti425@hotmail.com">Kelliotti425@hotmail.com</a></td>
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<tr>
<td>Library Volunteer Coordinator</td>
<td>Laurie Gamauf</td>
<td>330-869-0177</td>
<td><a href="mailto:mrslg@aol.com">mrslg@aol.com</a></td>
</tr>
<tr>
<td>Membership</td>
<td>Amy Byerly</td>
<td>330-666-3461</td>
<td><a href="mailto:amy@compucharts.com">amy@compucharts.com</a></td>
</tr>
<tr>
<td>Newsletter Editor</td>
<td>Joy Neale-May</td>
<td>330-664-4991</td>
<td><a href="mailto:Joy_neale-may@copley-fairlawn.org">Joy_neale-may@copley-fairlawn.org</a></td>
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<tr>
<td>Redemptions</td>
<td>Cheryl Couch</td>
<td>330-666-4224</td>
<td><a href="mailto:dcouch@neo.rr.com">dcouch@neo.rr.com</a></td>
</tr>
<tr>
<td>Room Parent Coordinator</td>
<td>Lital Pearson</td>
<td>330-666-2189</td>
<td><a href="mailto:leetalp@gmail.com">leetalp@gmail.com</a></td>
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<tr>
<td>Reflections</td>
<td>Michele Caprez</td>
<td>330-665-3625</td>
<td><a href="mailto:mlcaprez@gmail.com">mlcaprez@gmail.com</a></td>
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<tr>
<td>Receptions</td>
<td>Lital Pearson</td>
<td>330-666-2189</td>
<td><a href="mailto:leetalp@gmail.com">leetalp@gmail.com</a></td>
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<td>Room Parents</td>
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<td>Science Liaison</td>
<td>Marie Snyder</td>
<td></td>
<td><a href="mailto:drdcoach@yahoo.com">drdcoach@yahoo.com</a></td>
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<tr>
<td>Scripts Orders</td>
<td>Michele Caprez</td>
<td>330-665-3625</td>
<td><a href="mailto:mlcaprez@gmail.com">mlcaprez@gmail.com</a></td>
</tr>
<tr>
<td>Staff Appreciation</td>
<td>Kim Kerekes</td>
<td>330-622-4242</td>
<td><a href="mailto:kimberlylann@hotmail.com">kimberlylann@hotmail.com</a></td>
</tr>
<tr>
<td>Student Directory</td>
<td>Karen Seagren</td>
<td>330-873-9358</td>
<td><a href="mailto:Seagren3@att.net">Seagren3@att.net</a></td>
</tr>
<tr>
<td>Talent Show</td>
<td>Beth Hofacker</td>
<td>330-666-9832</td>
<td><a href="mailto:Bethhofa66@aol.com">Bethhofa66@aol.com</a></td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>Christie Kello</td>
<td>330-668-1349</td>
<td><a href="mailto:Kellofamily04@gmail.com">Kellofamily04@gmail.com</a></td>
</tr>
</tbody>
</table>

Head Room Parents: Sign ups in classrooms at Open House
Hi I’m Sarah Huth, the PTA Vice-President this year! I am excited to bring back Magical Theatre and COSI assemblies for the kids enjoyment and learning fun! Also, after school programs will be coming soon!

Currently I am seeking parent volunteers that can help with the COSI assembly on September 26th. Please let me know if you’re interested in doing some hands on science experiments, games, and more with the kids! Email: Sarapafo@hotmail.com Phone: 330.696.0167  Thanks!

Hi! I hope you have settled in to the school routine! We have some great family friendly FUNdraisers planned for the year.

Let’s kick it off with Sweet Frog on Monday, September 23rd- bring the family out for some froyo! Just mention that you are with Herberich and 15% of your sale goes to the PTA. Look for a flyer coming home on Friday.

Thank you for your support!
Stacie Ryan
Phone: .810.8526  Email: Mom2bba@yahoo.com

Each year the Herberich PTA organizes and operates a "Gingerbread Shop" for the students. We run the store each day, helping the children shop, checking them out and helping with inventory.

Please consider volunteering with us the first week of December. Contact Leslie Szalay to volunteer or for more info at klszalay@yahoo.com. Thank You!

PTA plans and provides support for many of the activities your children enjoy at Herberich!

Breakfasts with Grandparents, Dads and Moms; Kids for the Cure; COSI, afterschool programs and more!

Won’t you LIFT YOUR VOICE by becoming a member and making OUR voice strong? Find your membership sign-up sheet in the open house folder and send it back in school as soon as possible.

Membership dues are $5 per person and can be paid in cash or by check made out to Herberich PTA.

Questions? Contact Amy Byerly Email: amy@compucharts.com Tel: 330.666.3461

Families who participate in Market Day may continue to do so! GO TO: www.marketday.com

LOGIN: Enter your current Username and Password

Once you see your welcome screen, you will have the option to choose another pick up location for your purchases!

If you have questions, please contact Market Day Customer Service at 877-632-7753
September 2013 FAMILY ENGAGEMENT Opportunities

9th     Magical Theater Writing Rally (4th Gr Only)
12th/13th Grandparents Breakfast
12th     PTA meeting 6:30pm
23rd    FIRST FAMILY FUN NIGHT: SWEET FROGS
26th    COSI Assembly - Exploring Ecology (Volunteer Opportunity)

Redemptions—Mrs. Cheryl Couch

BOX TOPS!
ATTENTION FAMILIES!
AN EASY WAY TO RAISE FUNDS AND
SUPPORT OUR SCHOOL IS TO COLLECT BOX TOPS!

Submit your GENERAL MILLS BOX TOPS in a Ziploc Bag or
Envelope with your child’s name, grade and teacher/room number.
Look for the pink labels, each worth 10 cents. Watch your child’s backpack
for Contests throughout the year. The first contest will be announced
after our September PTA meeting, September 12, 2013. You may send in
Box Tops at any time. Your first collection sheet was in your child’s Open
House Welcome Packet.
Thank you for your support! Now, start clipping away!

Historian—Mrs. Lori Gerber

Welcome to a new school year Herberich Families!
I am honored to be the Herberich Historian for the 2012-2013 school year!
I am looking forward to capturing and compiling images and info from the exciting events
and happenings at our school. I am sure it will be a great year!
I would also like to invite all students, families, teachers and other staff members who
attend an event or other special happening to send their images to me so the story at
the end of the year is well rounded!
Images or important info can be placed in my mailbox in the school office or emailed
(data file size limitations may exist) directly to lgerber@neo.rr.com. Please feel free to
email with any questions or concerns as well.
I want to thank you in advance for your support and am delighted to work with you all this year!

Creating Memories for a Lifetime.
HERBERICH

DISMISSAL CHANGE / ABSENCE REQUEST FORM

Teacher: _________________________
From: ___________________________
Date: ___________________________
Child’s Name: ___________________
Phone Number: __________________

Students may not switch buses for play dates

_____ Will be carpoled with ________________________ (name) on ____________________ (date)
Must be listed on emergency sheet or have green carpool sign. If not, walk in with identification and sign student out.

_____ My child has a doctor/dentist appointment today and needs to be dismissed at ____________________ (time-no later than 3:15 – thereafter in the carpool line) OR will be late tomorrow ____________________ (date)

_____ We will be out of town from ______________________ to ______________________
Please send a note to your child’s teacher regarding make-up work
_____ Other __________________________

NOTE: Early dismissal - we do not call students out of class until parents are physically in the office so please allow sufficient time for them to pack up and get to the office. Should you arrive after 3:15 you will be asked to join the carpool line.