**WELCOME**

**TO**

**RALPH J. BUNCHE PREPARATORY ACADEMY!**

**Parent/Family Handbook**



2013-2014

**Mrs. Cindy Lang, Principal**

**Mr. Frederick Cannon, Assistant Principal**

**The ABC’s of Ralph J. Bunche Preparatory Academy**

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**A**

**All about Bunche:**

This packet was designed to answer any questions concerning the programs here at Bunche.

**Allergies:**

Due to numerous food allergies each year we ask that all snacks are peanut and nut free.

**Arrival Time:**

Bunche Academy begins the school day at 9:00 a.m... Students are considered tardy after 9:10 a.m. and all students must obtain a Tardy Pass from the office or security. The only exception is when a bus is late arriving to the school.

**Art:**

All students have art in their schedules, either the 1st term or the 2nd term.

**Assessments:**

All students, as scheduled, receive formal standardized testing and are continually being evaluated informally through anecdotal records and performance benchmarks.

**Attendance:**

Remember that attendance is linked to school success! If your child is going to be absent please call the school/or send a note explaining the absence. Please remember that the district has a new enrollment policy (see attached).

**B**

**Backpacks:**

All Middle school students (except special education) that carry backpacks must enter through the metal detector and have them open and inspected by security upon arrival to the building. Backpacks are then placed in the students’ locker. Check for projects, folders and written notices sent home DAILY!!!

**Breakfast:**

Bunche Academy participates in the free breakfast program for all students.

**Buses:**

Bus transportation is provided to and from Bunche school to designated neighborhoods in the district at the beginning and end of the school day. There are NO mid-day bus services. Students must follow rules of conduct on the bus and if not can lose the privilege.

C

**Cell Phones:**

All Cell phones must be kept in purses/pockets and not in view. If phone is in view it will be confiscated and a parent will have to come in to retrieve.

**Conferences:**

Parent-Teacher Conferences are scheduled four times a year. It is essential that you attend these conferences to hear all the good news and accomplishments of your child, as well as understand their current goals and areas of growth. Parents can additionally schedule an appointment with teachers at other times of the year. We request that parents make an appointment in an effort not to interfere with student learning when this need exist.

**D**

**Dismissal:**

Bunche Academy is dismissed promptly at 4:10 p.m. daily. When picking up your child, please be on time. If you are late your child will be taken to the front office. Remember to tell your child and send a note if there is any change in routine.

**Doors:**

Middle school, Kindergarten and Pre-school students enter through metal detector doors off main parking lot. All others enter through side door where buses are parked. No doors are to be propped open at any time. For safety reasons all parents and/or visitors are to sign in at security; then report to the office for a pass prior to going to see any student or staff member.

**E**

**Emergency Information:**

Please make sure all of your child’s emergency information is kept up to date. If work or home numbers change, please remember to notify the school.

**F**

**Field Trips:**

Throughout the year, as scheduled, field trips are planned to expand students’ learning experiences beyond the classroom. At these times bus transportation will be provided. Fees may be assessed, at times. Permission forms will need to be signed for all field trips. Parent volunteers may also be needed.

**Fighting:**

Fighting is a violation of the student code of conduct and will not be tolerated; student will be suspended. Parent conference required for readmission.

**G**

**Gambling:**

Gambling is a violation of the student code of conduct and will not be tolerated. Student will be suspended. Parent conference required for readmission.

**H**

**Holidays:**

Traditional holidays are celebrated and you will receive adequate notice when there is a special program and when school will be closed.

**I**

**Illness:**

We of course want children to attend school every day, but when they are ill please keep them at home. When sick, children are uncomfortable, cannot learn and cause others to become ill also. Bunche Academy has a nurse on staff, daily. Please make sure that you have returned your child’s Health Appraisal Form as it is important for the nurse to keep on file.

**J**

**Jump Rope for Heart**

Students will participate in the Jump Rope for Heart Program to promote the importance of a healthy heart, eating right and exercise. Information will come home about this event and your support will be needed.

**K**

**Kindness:**

Bunche students are encouraged and expected to treat all persons with kindness and respect. Hitting, fighting, name calling, and other disrespectful behaviors will not be tolerated.

**L**

**PACSA (Parent Advisory Council on Student Achievement):**

A wonderful way to become involved in the Bunche PreK-8 Academy family is to become actively involved in **PACSA** (formerly LSCO). There are many ways parents can participate and support our school as well as enjoy the benefits of being involved in **PACSA.**

**Lunch:**

Bunche Academy participates in the free lunch program. K-5th grade students eat lunch from 10:49-11

**M**

**Meap/MAP**

**Meap Assessment** begins October 8, 2013. Please make sure that your children (ran) are well rested. **NWEA/MAP(Measuring Academic Progress)** is scheduled for November 4, 2013 for all Middle School students.

**N**

**Notes:**

**When teachers send students to the office for improper behavior or other reasons a detailed explanation should be written and sent with the student. Students are not to report to the office and just take a seat.**

**O**

**Office:**

If your child will be absent please be sure to notify the office prior to coming to school. If your child arrives late s/he will need to go and obtain a late pass.

When parents arrive to the office, please let it be known who you need to see, take a seat and be patient. We have two secretaries in the office that will follow-up on your request.

**Open House:**

This is an after school event you do not want to miss! Come and meet your child’s teachers and find out what they will be learning this school year.

**P**

**Prepare/Preparatory**

Ralph J. Bunche is a new preparatory Academy where we are changing the mindsets of our students so that they are better prepared for college and the work world. We are preparing them educationally, mentally, spiritually and socially so that they are better thinkers as well as doers and so that they are prepared for the new 21 century.

**Passes:**

Students must have a hall pass between classes.

**Programs:**

Bunche Academy will have special programs throughout the school year for **Student of the Month,** **Black History Month, Honors Program, Christmas Programs and etc.** Please look for monthly calendar starting in October.

**Physical Education (Gym):**

Select classes will have PE class each week either in the 1st term or 2nd term.

**Q**

**Quiet Time:**

Students are to be quiet while walking in the halls to keep from interfering with the learning of classes which are in session. Bunche is a Quiet Zone as it is a place of learning.

**R**

**Recess:**

Many students have outside time. Please be sure to send your child with the appropriate attire for all kinds of weather, as we know how quickly a day can change.

**Resource Coordinating Team:**

When students are identified as having academic, behavioral, emotional or health issues teachers and/or parents can make referral to this multidisciplinary team to develop additional strategies and/or assessments.

**S**

**Student Code of Conduct:**

Details the Rights, Rules and Responsibilities for all students who attend Detroit Public Schools.

**Special Education:**

Bunche Academy is an inclusive school which has, not only regular education students, but has a sizeable special education population: Specific Learning Disability, Cognitive Impairment, Autism Spectrum Disability, Speech & Language Impaired, Otherwise Health Impaired, Resource Room, Hearing Impaired, Deaf, and Section 504 students. Additionally, many of these students receive OT, PT and Music Therapy.

**Support Staff:**

The following staffs are assigned to Bunche to assist students, staff, and parents…3 School Social Workers, 1 Psychologist, 2 Speech Therapists, 1 Counselor, 2 Resource Teachers, 1 OT, 2 Instructional Specialists and 1 Nurse.

**T**

**Tardy Pass:**

Please be on time for school. If your child is tardy, it interrupts classroom routine and learning. Also it shows your child value their classroom time! When late your child must report to security or the office for a late pass.

**U**

**Uniforms:**

Detroit Public Schools is a uniform district. At Bunche the elementary students are to wear light blue shirts and dark pant; middle school students wear red shirts and khaki colored pants. For males, all shirts must be tucked in at all times.

**United:**

The family and school should be UNITED for the success of each child!

 **V**

**Volunteers:**

Volunteers are valued both in and out of the classroom. Volunteers must fill out a volunteer form in the main office. We are also looking for people that interested in the Volunteer Reading Corp. program. Please see office for additional information.

**W**

**Website:**

We are in the process of designing a Bunche School Website. Each Bunche Academy teacher will be designing a website for their classroom for you and your child to get valuable information. Please stay tuned!

**X**

**X-Ray**

Take a visual/x-ray picture in your mind of what you see as the ideal educational program you want your child to experience here at Bunche and get involved with the staff and students to help make your picture a reality.

**Y**

**Yes!!!**

Bunche students will go further than you imagine when we all work together!

**You!!!**

You, the families are your child’s first and most important teacher!!! And you can make a difference at Ralph J. Bunche Preparatory Academy

**Z**

**ZZZZZZ’s**:

Make sure your child gets plenty of rest. It will help them be alert and ready to learn each day!