



August 24, 2006

Dear Cass Families,

It is that time of year again. We hope you have enjoyed your summer vacations and are looking forward to the coming school year. With the new year come new faces. Many of you have already met **Cass' new administrative assistant, Ginny Hirhager**, who replaces the retired Ida Ray. We are sure you will find her helpful and very pleasant to work with. We also not only have new students and families, but several new staff members and staff members in new positions this year:

Katie Girardot – 8th Grade Science, Study Skills
Ginny Hirhager – Administrative Assistant
Jeff Watts - Classroom Assistant
Renee Zita – Permanent Substitute

Penny Scukanec – Long term substitute, 7th Grade Math (Mr. Bundy)

Bus Information – We have worked diligently to set up bus routes and schedules for your children. The pickup times have been established for you family's planning (in a separate handout). *In the beginning of the year, we ask for your patience, as the routines get established.* Please do not hesitate to call us if you have a concern about your child's bus transportation.

We also want to stress that your child's safety and well being are paramount while at the bus stops and riding the bus. You are aware we have video cameras on the bus that we monitor them on a regular basis. Again, do not hesitate to contact us if you are concerned about a behavior situation on your child's bus or at your child's bus stop.

Pick-up/Drop Off – Those of you transporting your child to and from school are use the North entrance, along Willow Creek Lane, immediately before and after school. Students walking or riding their bikes are to enter at the main entrance. Bike racks are by the North entrance. *Students are not to ride bikes, roller blades or skateboards in the parking lot along Bailey Road.* Students are admitted into the building after 8:15 a.m. School begins at 8:30 a.m. and is dismissed at 3:30 p.m.

Please mark your calendars for the following events

Cass Open House – Wednesday, August 30, 7:00 p.m. Come and meet your child's teachers and hear about the coming year's classes and activities. The evening begins with a brief presentation in the gym.

8th Grade Parents Meeting – Tuesday, September 26, 7:00 p.m. 8th grade parents will hear a brief presentation about the Health curriculum and information about the Washington, D.C. trip.

Building Security – This is a priority item each and every year. EVERY room is equipped with a telephone. In addition our Emergency Preparedness Team has compiled an emergency management plan to address varied types of emergencies, natural or man-made. This is a critical area of concern as well as priority. EVERY room and staff member has a copy of the plan. As the principal, my whereabouts are always known and a phone is readily accessible. This is true of the entire administrative staff, our office staff, and custodial staff.

As parents, please follow these procedures to further the safety of our learning community.

- ALL visitors must sign in and out of the office.
- Please take the time to WEAR A BADGE that identifies you as a visitor, regardless of the length of your stay.
- Please do not be offended if a staff member directs you back to the office to obtain a badge. While we try to know everyone, it may take some time to learn “new faces!” If the office staff requests identification, we appreciate your understanding that we are simply prioritizing building security. Upon exiting the building, please sign out and return the badge. Your cooperation is greatly appreciated!

On behalf of our entire staff, I want to welcome you back and wish you and your children the best for the upcoming school year. You will find the faculty and staff at Cass have worked to provide an exciting, challenging school year.

Mark Enright

Cass Jr. High School Principal