

St. Joseph School
School Office Newsletter
August 21, 2009

Be the hands, the heart of God through courtesy and service.

In Sunday's Good News we will hear: Jesus said, "For this reason I have told you that no one can come to me unless it is granted him by my Father."
John 6:65

What an outstanding beginning of the school year!! All of the students have arrived and are getting down to the business of learning, sharing experiences, and being kind and respectful of each other. The faculty and staff are looking forward to a great year.

Thanks to all of the kindergarten through grade five parents who attended the Parent Orientation Meeting on Thursday, August 6. It is always wonderful to begin the year seeing the faces of the parents. A lot of information was shared. If you have any questions, please do not hesitate to contact your child's teacher or the office.

Special Events in September

- | | |
|--------------|---|
| September 10 | Market Day/Choice of Dress Day |
| September 22 | Open House for Preschool through Grade Five families and friends. The event will begin at 6:30 p.m. in the cafeteria. There will be a PTO meeting followed by teachers/staff entertainment. Families will be invited to visit the classrooms following the activities in the cafeteria. |
| September 25 | Grandparents/Special Visitors Day for four-year-old preschoolers through grade five. The morning will begin with mass followed by special activities. |

Following are some of the most important items in the handbook that I feel that parents are most curious about:

- School begins at 7:45 a.m. Tardiness is very disruptive to the entire school. Students arriving thirty minutes after school begins or leaving thirty minutes before dismissal will be counted as a half day absent. (i.e. arriving after 8:15 a.m. or leaving in the afternoon before 2:00

- p.m.) Students are allowed three tardies for the year without losing their perfect attendance.
- For absences due to illness, medical or dental appointments, serious illness or death of a family member, the parent/guardian must send a note from home, call the office, or provide a medical excuse. Assignments for the missed day will be available at the end of the school day.
 - The parent/guardian must make a request to the principal prior to the requested absence for special events or personal business. Missed assignments and homework will be given upon students' return to school unless pre-arranged with the teacher.
 - Bullying and other unacceptable behaviors are listed on page 5 of your parent/student handbook. Included in this section, you will also find our threat assessment protocol.
 - Students are to conduct themselves as responsible citizens at all times. The reputation of St. Joseph School is directly related to the behavior of students both in and out of school. A basic guideline for good citizenship for students, parents, and teachers to follow and encourage is: Respect yourself, respect others, and respect the property of others. A cooperation/conduct grade will be given to each of our student in kindergarten through grade five. Students earning an A or B in cooperation/conduct will be eligible for the honor roll.
 - Direct communication with school personnel in regard to questions, concerns, or compliments keeps the lines of communication open, alleviates misconceptions, and allows for the spread of accurate information regarding our school.

There is a procedure to follow for good communication between home and school:

1. The parent having a concern should speak first with the staff or faculty member closest to the matter.
2. If the concern is not resolved as a result of this initial contact, the parent should let the initially contacted staff member know of his/her continued concern and should then speak to the principal.
3. After speaking with the principal and still not coming to some resolution, the parent should be sure the principal knows he/she feels the matter is still not resolved. The

principal will explain the process for contacting the pastor concerning the matter.

- Curriculum guides are based on archdiocesan and Indiana standards and are used to guide instruction in each subject areas in each grade. Teachers have a curriculum guide to follow for their teaching responsibilities. During the summer the teachers compared the archdiocesan and Indiana standards in science and social studies with the core standards. Core standards are the standards that need more concentration. Curriculum standards are available on line at www.archindy.org (go to Catholic Education under Offices, click on Curriculum) or www.doe.in.gov (go to Academics Standards). If you have any questions, please call.
- Doors are open for the students at 7:10 a.m. A staff member will be greeting the students in the parking lot until 7:45 a.m. Please be aware of the flow of traffic. If it is necessary for you to come into the building, please park by the fence.
- For the safety of your child, St. Joseph School requires a Dismissal Routine Form. Parents are asked to complete a form for each child at the beginning of the school year. If your routine changes for the day, please send a note to your child's homeroom teacher. You may also call the office, but please do so before 2:00 p.m. **Please do not send an e-mail concerning a change in routine.**
- Students attending St. Joseph School in grades four and five may participate in the extracurricular activities. Grade four only participates in the sports program if there are not enough fifth graders to have a team. Student participating in the athletic program are required to be covered by insurance. Coaches and parents will be informed if the teacher and/or principal feel that a student is not working to his/her fullest ability or has a D or an F on his/her progress report/report card.
- If your child is taking longer than you feel necessary to complete homework, contact your child's teacher. Any number of problems may be occurring. St. Joseph School has a late assignment policy for grades 1-5.

First Day Late—Drop one letter grade.

Second Day Late—The student will receive a grade of zero for the assignment.

- The school cafeteria is maintained for your nutritional benefit. A hot meal, at a nominal charge, is available. The menu is published in the Shelbyville News and on the back side of our monthly calendar. We welcome parents to eat lunch with your children. Please call the school office at 398-4202 before 8:45 a.m. so we can order a lunch for you. Lunches need to be purchased in weekly increments. Snacks need to be paid for on a daily basis. Since we are a part of the National School Lunch Program, families may qualify for free lunches or lunches at reduced rates. Applications were included in your beginning of the year packet. A lunch account allows up to three consecutive charges. After three charges, your child will be served a cheese sandwich and milk at the cost of \$.75. It is very important to keep your lunch account current. Fast food items are not to be brought in for your child. These items cause distractions among the other students and disruption in the cafeteria.
- Our classrooms are peanut free zones. There is a peanut free table available in the cafeteria. When sending treats or snacks, please send in peanut free items.
- Our fifth grade class has an overnight field trip in the spring. Chaperones must have taken the "Protecting God's Children" VIRTUS training provided through the Archdiocese before accompanying students on an overnight field trip. All parents accompanying students on field trips are strongly encouraged to participate in the VIRTUS training. Please do not expect to take younger siblings on field trips.
- The staff at St. Joseph School will not dispense medicine to your child unless your doctor has prescribed it. Non-prescription medicine such as Tylenol, etc. will not be available for your child. If this type of medicine is necessary, the parent will need to furnish this with written instructions.
- Personal student gifts or deliveries of flowers, balloons, etc. are not appropriate during the school day. Invitations for home birthday parties may not sent through the school unless all classmates are invited or if all boys/all girls are included in the student's class.
- Students will not be permitted to make calls on the school phone unless an emergency exists. Forgotten homework, projects, books, clothes for practice, or arrangements to visit classmates after school, etc. are not considered emergencies. If a child is not going home in

the usual way, a note is required to be sent to each homeroom teacher.

- The Blue River Special Education Co-operative provides speech therapy to St. Joseph School. If you have a concern about your child's speech or language development, please see your child's homeroom teacher.
- For the safety of your children, please follow these policies:
 1. During the school day cars are to enter on Noble Street and exit on Hendricks Street.
 2. Morning procedure—please pull up in a single file line by the drop off area in the parking lot. Staff members will be on duty beginning at 7:10 a.m. to assist parents/students.
 3. Afternoon procedure—please park by the fence. Parents need to walk to the yellow line by the school building to pick-up their child/children.
 4. The parking lot will be closed during recess (11:15-12:15). If you are at school during the day, please park by the fence. Please do not block exits or the teachers' parking lot.
 5. Half-day kindergarten students will dismiss on Broadway.
 6. Acknowledge and obey the school safety patrols. Walking students have the right of way. Bicycles may be ridden to school and parked in the proper place. Upon entering the school zone, a student must get off the bicycle and walk it inside the school area. When leaving school, bicycles must be walked out of the school zone.
 7. Teachers are assigned morning and afternoon traffic control duties. Please be aware of their first responsibility and schedule a time to discuss your child when the teacher can devote her full attention to you.
- Tuition is due on the 15th of the month.
- Visitors to St. Joseph School are to register at the school office. For security reasons, all parents, grandparents, volunteers, or other non-staff personnel must sign in and out when on the school grounds. Guests and volunteers will receive a visitor's badge to be worn while at our school.
- Meetings with teachers are encouraged. However, such meetings must be scheduled in advance. Out of respect to all students, teachers, and staff, parents are not to visit the classroom during the

- school day—including before school begins—unless arrangements have been made with the teacher.
- Shirts must be tucked in. Socks should be in uniform colors. Please be aware of the length of shorts and skirts. St. Joseph School spiritwear may be worn. Plain navy or white sweatshirts may be worn. St. Joseph School t-shirts (with no collars) may be worn on Thursdays.
 - St. Joseph School offers consultation and testing provided by personnel from Blue River Education Cooperative. Blue River personnel assist the teacher in diagnosing learning and behavioral problems and providing strategies to correct these concerns. Parental consent and involvement in all aspects of decision-making is required before each action is taken.

Cafeteria News

Volunteers are still needed in the cafeteria. If you are able to help between the hours of 10:30 a.m. until 1:00 p.m., please call the school office or send a note with your child.

If a lunch is ordered, you will be charged for the lunch unless your child is ill. When making plans to take your child out to lunch, please be sure your child knows this and does not order a lunch. Thanks for your help.

E-mail Addresses

Office newsletters and many other forms of communication are sent through your e-mail address, which you provided for us on your registration form. If you did not write down an e-mail address, you will receive a paper copy.

Market Day

Our Market Day fundraiser is one way in which our PTO earns funds to help with school expenses. Order forms will be sent home monthly with your child. Market Day is a monthly food co-op program. Most of the items are frozen and are very delicious. Our school has participated in this fundraiser for many years. Please try some products from Market Day. Items are ordered through the Internet or by paper order sheet and there is a specific day to pick up items.

Market Day pick-up for the month of September is Thursday, September 10, from 4:30-5:30 p.m. in the cafeteria. Order forms were sent home with our students this week.

Market Day pick-up days are Choice of Dress Day for our students and staff.

Gently Used Uniforms Available

Uniforms donated by our families are available in the cafeteria. If you want to check out what is available, please go down the steps opposite the gym entrance and the uniforms are on the right. Many great items need a new home!

Stage Curtains!! WOW!!

Our new stage curtains were installed on Sunday, August 16. Check those curtains out! They look great!! Thanks to Brandy Coomes, Nick Furiak, Jerry Huesman, Gene Hopkins, John Stieneker, and Joe Stieneker who were busy installing the curtains on a very hot afternoon! THANK YOU!!

Fruit and Veggie Day for Matthew 25:35 Food Pantry (First Christian Church)

Students are encouraged to bring in fresh fruits and vegetables for the First Christian Food Pantry (Matthew 25:35) on every Wednesday that school is in session. These items will be distributed to the needy individuals in our community on Thursdays. This is a simple way that we can reach out and help our neighbors in need.

Recently we received a thank-you note from Kathy Thomas, one of the coordinators of the program, thanking us for our efforts last year.

"Please extend a special thank you to your students, staff, and parents for generously supporting the "Fresh Fruit and Vegetable" drives you held for Matthew 25:35. Studies have proven that fresh fruits and vegetables encourage a healthier lifestyle. The families that visit our pantry greatly appreciated these goods! Thank you again and have a terrific school year." Kathy Thomas

Dismissal on Wednesdays

Dismissal time on Wednesdays will be at 1:55 p.m. Bus riders are picked up at 1:45 p.m. Our After School Care Program is opened from 1:55 p.m. until 6:00 p.m. on Wednesdays.

After School Care Program

St. Joseph School offers an After School Program from 2:45 p.m. until 6:00 p.m. with the exception of Wednesdays when it is opened from 1:55 p.m. until 6:00 p.m. Mrs. Cindy Wickizer, our third grade teacher, is the director of the program. Parents may register for After School Care at any time during the school year. Questions? Call the school office—398-4202.

**School is not in session on Monday,
September 7!! Happy Labor Day!!**

**The September calendar including menus
for September will be distributed on
August 28.**

Annual Magazine Sales

On Wednesday this week Mr. Tim Kurtz visited the school and talked to the students about our annual magazine sales. This fundraiser is one of our biggest moneymakers. I appreciate all of your efforts in helping make this annual event even greater than it was last year. The monies earned through this fundraiser help with school expenses and also tuition assistance.

The first part of the sale was to complete the address booklet. Students who brought the address booklet in on Thursday or Friday received a small prize. In order to reward the entire school for our efforts, I had a magic number in mind for a special treat. Guess what!??? The students reached the magic number and have earned a **Choice of Dress Day on Tuesday, August 25.**

Please check out the informational letter and sheet that accompanied the order forms for more details on the program, prizes, etc.

Thanks for any help that you can give with this fundraiser.

Food Allergy Walk

Konrad Dorsey, one of our fourth graders, is participating in the Food Allergy Walk on Saturday, August 22, to benefit the Food Allergy and Anaphylaxis Network (FAAN). Donations can be made by going online to www.foodallergywalk.org, select to donate to a walker, and search for

Konrad's name. For more information about FAAN, go to www.foodallergy.org. We have several students at St. Joseph School who have food allergies; this would be a wonderful way to help fund research. Thanks for any help. Good luck to Konrad and his team—Konrad's Crusaders.

Girl Scout Registration

When and Where: August 29, from 6:00-8:00 p.m., at Dairy Queen
Open registration for all girls in grades K-5 interested in being in Girl Scouts for the 2009-2010 school year. If your daughter was in a troop last year, she will need to register again this year and can register at this time also. There is a \$12 registration fee that will need to be paid at that time. Financial assistance for the registration fee is also available. St. Joseph School has a Daisy, Brownie, and Junior Scout troop and meetings generally start in October.

Troop levels: K-1 Daisies, Grades 2 and 3 Brownies, and Grades 4 and 5 Juniors.

If you have any question you can contact, Mrs. Hole (formerly Ms. Martin), St. Joseph Girl Scout coordinator at martin_stjoe@hotmail.com or call 317-512-7106.

Boxtops for Education

St. Joseph School participates in the Boxtops for Education program. Last year we earned approximately \$1,500 through the Boxtops program! Many, many products have a small Boxtops for Education label on the box. A special boxtop flyer is being sent out for this month with 25 spaces available. Please fill those spaces and add five or more to a separate piece of paper and your child will be eligible for a monthly Choice of Dress Day for Boxtops.

Thirty boxtops per family each month enable all of your children to participate in Choice of Dress Day for Boxtops.

As always, thank you for all of your help with our fundraisers.

Thank you for your donations of fresh fruit and vegetables for the Food Pantry at the First Christian Church. Remember we are collecting these items every Wednesday to help the needy in our community.

