August 2015

Dear Parents and Students:

Welcome to the 2015-2016 school year. The summer is closing quickly and we are eager to welcome new and returning students to St. Joseph School. Our blessed and graced mission of Catholic education is built on a foundation of Faith, Academics, and Service. We are grateful to you and to our entire parish community for your generous and dedicated support.

If you are a family new to St. Joseph School, this back-to-school letter will provide the information you need to begin your year with us. However, please feel free to call us if you have questions that are not answered by the information that is included.

Changes in Faculty. As last school year closed, we shared the names of faculty members who were retiring or moving on to another position. The summer brought two more changes. Mrs. Anna Marie Adamson is leaving SJS. She has been a faculty member for many years and we are very grateful for the wonderful gifts she shared with students. We wish her the very best as she continues to serve the children of the metro-Toledo community. In addition, Mr. Nicholas Boyle who has been the physical education teacher for middle school students since 2012 is leaving SJS. Mr. Boyle is moving to Central Catholic High School as teacher and coach and we wish him much success and are grateful for the time he served our students.

New Teachers. We are very pleased to welcome new members to our faculty. Joining us in seventh grade is Mrs. Danielle Urbanski. Mrs. Urbanski holds a Bachelor Degree in Education from the University of Toledo with Middle School Concentration in Science and Social Studies. Her previous experience has been in a Catholic school teaching science to grades 6, 7, and 8, and preparing eighth graders for Confirmation.

Ms. Melanie Burns is joining the fourth grade team. Ms. Burns holds a Bachelor of Education Degree from Lourdes University. She completed her student teaching with us in the third grade and is looking forward to working with these students once again.

Announcements will follow shortly regarding a new physical education teacher for the middle school, a teacher assistant for first grade, and a technology specialist for the west campus.
Drop-off Day for School Supplies, Kindergarten to Eighth Grade. On Friday, August 14, from 1:00 to 2:30 students are invited to bring their school supplies to their classrooms and put them away in their lockers or desks. It also provides a chance for them to meet their teachers before the first day of school.

First Day of School. School begins on Tuesday, August 18, 2015. The first bell rings at 7:55 am and the second bell at 8:00 am. The second bell is immediately followed by morning prayer and announcements. The middle school campus dismisses at 2:40 pm and the elementary building at 2:45 pm. Kindergarten students will stagger their start over two days – Tuesday, August 18, and Wednesday, August 19. All kindergarten students will be present on Thursday, August 20. Additional information about the start of kindergarten and the kindergarten parent orientation meeting has been sent separately by kindergarten teachers to the families of our kindergarten students.

Bus Information and Class Lists. Class lists for both elementary and middle school students will be posted at 12:00 pm on the front windows of the elementary building on Wednesday, August 12. Bus information will also be posted on that day or as soon after that day as we receive it from the Sylvania Schools Department of Transportation. We will post the schedules for Art, Music, and Physical Education as soon as they are ready. Gym clothes will be needed on the first day of school.

School Calendar, Uniform Code, and Supply Lists. Each of these was sent home at the end of last school year. They are also posted on our school web site. Extra copies are available in the school office. Students should be prepared with supplies on the first day of school. Please review the uniform code prior to the first day of school. The warm weather uniform code applies in August, September, May and June. During these months, students may wear navy (elementary) or navy/khaki (middle school) uniform-length shorts in place of skirts, jumpers, skorts, or dress pants. Please note that Schoolbelles carries all of our uniform needs. They also carry the gym uniform required for all students.

Cafeteria Service. Cafeteria service will be available on the first day of school. Lunch is $3.00 for elementary students (K – 5) and $3.50 for middle school students (6 – 8). Lunch tickets of 10 meals may be purchased for $30.00 and $35.00 respectively. If you choose to purchase a ticket, please send a check made out to St. Joseph School, including your child’s name and grade and class (for example, 8H or 2S). It will be issued in your child’s name and held by the classroom teacher. Students may buy or pack a lunch. Lunch orders are taken each morning before 8:30 am so that this decision may be made on a daily basis. Milk only is available for 50 cents. The lunch menu will also be posted on Wednesday, August 12. In addition to lunch, students in the elementary building are encouraged to bring a small mid-morning snack. Snacks should be nutritious (for example, fruit, crackers, cheese, granola bars) and may include a juice beverage. Students are encouraged to bring a labeled water bottle to school each day to keep at their desk. Middle school students will be advised by their classroom teachers about a mid-morning snack option, so they may want to come prepared on the first day. They too are encouraged to bring a water bottle to school each day.
Parent Orientations. Please save these dates:

Middle School Parent Orientation, Wednesday, August 19. Parent Orientation for grades 6, 7, and 8 will begin at 7:00 p.m. in the Family Center at the middle school.

Elementary School Parent Orientation, Thursday, August 20. Parent Orientation for elementary students (K – 5) will begin at 7:00 p.m. in the church.

School Picture Day, Tuesday, September 1. The order packet for school pictures will be sent home with the first Thursday Envelope on August 20. School Picture Day is a non-uniform day for students.

Parent Volunteers Needed for Lunch Supervision. Volunteers are needed to supervise our students during the recess periods for this school year. Supervisors will be given an orientation and will be provided with the tools necessary to support children as they play. Effective playground supervisors (which are what we and you want) are those who understand that proactive supervision is the very best. That means the ability to recognize the activity that has the potential to lead to trouble, getting in front of it and redirecting it before it becomes a problem. That means a person who is constantly moving, observing and evaluating children as they play. It is a wonderful way to be with children and help to keep them safe. Firm and consistent directives, given with a smile, are critical. This is a place where we really need your help. Students love seeing Mom or Dad at recess time! Please contact Mrs. Carol Lindsley, Assistant Principal, at 419-882-6670, ext. 334, to volunteer or to get more information.

Extended Day Services will begin with the first day of school for students in kindergarten through sixth grade who are registered in the program. Extended Day services are held on the elementary campus. Students in the sixth grade will be transported by bus to the west campus at the end of the day. They board the first bus in line on the middle school campus and get off the bus when it arrives at the elementary campus. All Extended Day students check into the program by reporting immediately to the west campus gym at dismissal. Buses do not leave the parking lot until attendance for all Extended Day students has been confirmed. The program uses the gym, a couple classrooms, the library and playground. Parents report to the library for pick-up. For the safety of children, all communication regarding changes for Extended Day participation must be sent in writing.

Transportation. Buses and cars….Cars and buses!! Traffic patterns established ten years ago have not changed. Our primary goal is the safety of children. I am including a copy of that plan for all families with today’s mailing. It can also be reviewed on the school website.

Honeywell Instant Alert System. Now is a good time to update your contact information in our Honeywell Instant Alert System. This system is an essential tool for notification and communication. Within minutes, school officials are able to use Instant
Alert to deliver a single, clear message to the students’ parents or guardians by telephone, cell phone, e-mail, pager, or PDA in any combination. Your home telephone number is the default setting. Until you add or change contact information, it is the receiver for the alerts sent by the school. Test alerts and safety alerts are sent to the contact numbers you have designated in your personal account. Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Instructions for updating or initiating changes from the original default setting are included in today’s envelope for all of our new families and as a review for our returning families. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Questions regarding the Honeywell System may be directed to Mrs. Elaine Dickendasher, at 419-882-6670 ext. 337

**Attendance, Absences and Changes in Dismissal Procedures.** As a reminder, absences must be called into our school nurse on the day of the student’s absence before 9:00 a.m. Also, any change in dismissal procedure should be addressed to the homeroom teacher by sending a note signed by a parent. **No child is allowed to ride home with an extended family member or the parent of a friend without your written permission.**

When we are in doubt about dismissal instructions for a child and have no written note from you, (Do they take the bus or are they being picked up?) we hold the child in the school office and contact parents.

I hope you enjoy the few remaining days of summer vacation and on behalf of the entire staff I look forward to working with you this year.

Sincerely,

Sally A. Koppinger
Principal
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<td><strong>Kindergarten Parent Orientation</strong>&lt;br&gt;7:00 pm (Library)</td>
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<td><strong>Preschool Parent Orientation</strong>&lt;br&gt;6:30 pm (BH)</td>
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<td><strong>Faculty/Staff Orientation (FC)</strong>&lt;br&gt;8:15 am-3:30 pm</td>
<td><strong>Faculty/Staff Orientation (FC)</strong>&lt;br&gt;8:30 am-12:00 pm&lt;br&gt;Gr. K-8&lt;br&gt;“Meet the Teacher” &amp; Supply Drop Off&lt;br&gt;1:00-2:30 pm</td>
<td><strong>Feast of the Assumption</strong></td>
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<td><strong>First Day of School</strong>&lt;br&gt;Kindergarten Staggered Start&lt;br&gt;All School Choir&lt;br&gt;2:00 pm (CH)</td>
<td><strong>All School Liturgy</strong>&lt;br&gt;8:20 am (Staff)&lt;br&gt;Kindergarten Staggered Start&lt;br&gt;<strong>Fundraiser Assembly w0ym</strong>&lt;br&gt;12:30 - MS&lt;br&gt;1:30 - Gr. 3-5&lt;br&gt;2:15 - 2:30 K-2&lt;br&gt;<strong>Middle School Parent Orientation</strong>&lt;br&gt;7:00 pm (FC)</td>
<td><strong>All Kindergarten Students Report</strong>&lt;br&gt;Elem. Parent Orientation&lt;br&gt;7:00 pm (CH)</td>
<td><strong>Preschool Visitation</strong></td>
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<td><strong>Middle School Liturgy</strong>&lt;br&gt;(BB) 8:20 am&lt;br&gt;<strong>PTO Meeting (WMR)</strong>&lt;br&gt;12-1&lt;br&gt;First Day of Preschool</td>
<td><strong>Gr. 4/5 Liturgy</strong>&lt;br&gt;(4G) 8:20 am&lt;br&gt;<strong>School Advisory Mtg.</strong>&lt;br&gt;8:00 am (WMR)</td>
<td><strong>Primary Liturgy</strong>&lt;br&gt;(3F) 8:20 am</td>
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Traffic Plan for St. Joseph School
Driveway Access and Student Drop-off and Pick-up Locations

For the safety of school children and to minimize backup of parent traffic, especially in the morning, traffic engineers from SSOE, INC. and representatives from St. Joseph Parish and Sylvania Schools Bus Transportation developed a comprehensive plan.

1. Entrance to the school grounds exists at two locations:

   A. **East Side of Main Street.** The entrance to this parking lot is the north driveway off Main Street. This driveway is north of the traffic signal. Drivers with students in the elementary building will upon entering the north driveway turn right. The driver will proceed to the K – 5 student drop-off zone. Students will leave their cars, walk from the drop-off zone to the crossing light, and cross Main Street with the assistance of the adult crossing guard. The guard will be at the crossing light from 7:30 a.m. – 8:00 a.m. At that point, drivers that are returning to the north must turn left twice (inside the parking lot) and proceed back to the north driveway. If you have a middle school student to also drop off, you should proceed to the middle school drop-off zone by turning left inside the parking lot (after dropping off elementary students) and continuing to the middle school drop-off zone. Proceed to the north driveway if you are returning to the north.

   If you have only a middle school student to drop off, enter the north driveway, proceed to the fourth aisle and turn right. Loop back north to the middle school drop-off zone on the far east side of the parking lot.

   Any driver needing to proceed south on Main Street will be allowed to turn left at the traffic signal. However, you will need to yield to buses using this signal as well.

   B. **West Side of Main Street.** For parent drivers with K – 5 students, the entrance drive will be the first drive south of the church. Parents may still drop off or pick up students from that location but they must escort them to the painted crosswalk area near the main doors of the elementary building.

2. The Bus Lane for the middle school is on the east side of Main Street. No parent drop off or pick up will be allowed in this Bus Lane. **It is for buses only.**

3. The driveway on the east side of Main Street (middle school side), at the traffic signal, will be exit only. Right or left turns into this driveway from Main Street will not be allowed. Drivers will be allowed to turn left only out of this driveway. They can use the traffic signal southbound. Right turns are not permitted from this driveway for the safety of children who will be using the crosswalk. If you are returning to the north, you must use the north driveway in order to turn right (north).

4. The school driveway on the west side of Main Street (between the church and the school) will be used for buses only both before and after school. No cars will be allowed in this driveway while buses are present. In the morning the driveway will be open only to bus traffic from 7:30 a.m. to 8:00 a.m. Car traffic will not be allowed during that time. At the close of the school day, the driveway will be closed to car traffic from 2:30 p.m. – 3:00 p.m. (or until buses leave the lot).

5. In the morning, buses will drop off middle school students first, using the bus lane off Main Street. The buses will then turn left at the parking lot and go across Main Street at the light. They will drop off elementary students at the doors of the elementary building. Parking in the lot between the church and the school will be restricted, as posted.

6. In the afternoon, buses will pick up students at the middle school first, and then the students at the elementary building. Again no car traffic will be allowed in the elementary school parking lot between 2:30 p.m. and 3:00 p.m. Parent drivers need to park in the east lot and cross at the light to meet their children as they exit school.