Dear Parents and Students:

Welcome to the 2014-2015 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.

First Day of School. School begins on Monday, August 18, 2014. The first bell rings at 7:55 am and the second bell at 8:00 am and are immediately followed by announcements and morning prayer. 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 – Monday, August 18, and Tuesday, August 19. All kindergarten students will be present on Wednesday, 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 13. 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.

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 website. 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. Students may wear navy (elementary) or navy/khaki (middle school) uniform-length shorts in place of skirts, jumpers, skorts, or dress pants.

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/class. 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 13. 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 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.

Parent Orientations. Please save these dates:

Middle School Parent Orientation, Monday, August 25, 7:00 pm, in the Fr. Wurzel Family Center.

Elementary School Orientation, Tuesday, August 26, 7:00 pm, in the church.

Both of these dates are critically important. In addition to general information presented by each classroom teacher, we will be presenting a summary of the recent ALICE Training undertaken by the entire staff of St. Joseph Parish and School. Officer Justin Music of Sylvania Police will be our guest presenter. He is an exceptionally trained ALICE educator and with members of local police departments presented a four-hour orientation on August 14th to all staff.
ALICE is an acronym for a safety program that was created to offer an intelligent and common sense response to threatening events that involve locations that include schools. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. Please be with us for this important presentation.

School Picture Day, Tuesday, August 26. The order packet for school pictures will be sent home with the first Thursday Envelope on August 21st. 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. On the elementary school campus, recess supervision begins at 11:55 a.m. and ends at 1:15 p.m. On the middle school campus, cafeteria and recess supervision begins at 11:15 and ends at 12:15 p.m. If you are interested in volunteering, please call the school office to speak with Mrs. Carol Lindsley, Assistant Principal, at 419-882-6670 ext. 334. Your help is truly needed whether you can give one day each week or one day a month. If you volunteered last year and want to continue again this year, please call and leave Mrs. Lindsley a message. We are grateful for your help and the students love seeing their moms or dads at recess time!

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, Banquet Hall, and library. 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 eight years ago have not changed. Our primary goal is the safety of children. I am including a copy of that plan to be reviewed by all families. We have experienced good cooperation from most drivers, but do occasionally see a driver put children at risk by not paying attention to established patterns for drop-off and pick-up. We very much encourage students to ride the bus in order to reduce morning and after-school congestion. Buses will drop off students in grades 6 – 8 at the middle school first, and then cross Main Street and drop off kindergarten – grade five students. The crosswalk and crossing light will be supervised from 7:30 a.m. – 8:00 a.m. and from 2:35 p.m. – 3:00 p.m. No student is allowed to navigate the parking lots at arrival or dismissal unaccompanied by an adult.

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 can 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. 637.

Meet Your Teacher Open House. Students are invited to bring their supplies to their classrooms, put them away, and offer a quick hello to their teachers on Friday, August 15, between 12:30 pm and 2:30 pm. Teachers on both campuses will be in their classrooms during this two hour period to meet parents and students and to help get supplies put away before the first day of school.

Mrs. Therese Hoehn, St. Joseph School Nurse will be available in the West Campus Clinic during this Open House time to accept medication forms, medications, and to answer medical questions for any St. Joseph student. This includes both East and West Campus students. Medication forms and medication policies are available on the St. Joseph Website. All medications need to be in their original labeled containers. If you have medically related concerns but the Open House times are inconvenient for you, please contact the School Nurse to address these concerns.

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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An Invitation for All St. Joseph School Families:

Summer is still in the midnight air ... Soon it will turn to fall.
We welcome our School Families back to school ... New ones, old ones, ALL!
Bring your blankets and your old lawn chairs ... for outdoor movie fun.
We hope you'll meet new classmates there ... before the night is done!

Join us on the lawn of the East Campus for a

**Back-to-School Movie Night**

8:45 p.m. Tuesday, August 12

featuring

**Monster's University!**

8 p.m. concessions will be available...

generously provided

by St. Joseph School P.T.O!

All children must be accompanied by an adult.
Rain date - Wednesday, August 13
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.**
Honeywell Instant Alert® for Schools
Parent User Interface

Website URL: https://instantalert.honeywell.com

Minimum Requirements

Register and create your account
1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on ‘Parent’ in the New User box.
3. If you are a staff member in the school, you could instead click on ‘School Staff’ in the New User box.
4. Complete the student information form. Click ‘Submit.’
5. Complete the corresponding screen. Click ‘Submit.’
6. After receiving the Confirmation message, click ‘Proceed’ to get started with Instant Alert.
7. Note: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members
1. Upon successful login, click on ‘My Family.’
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself
1. Click on ‘Alert Setup.’
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on ‘Save’ when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on ‘Add.’
4. You are also able to set the days and times you would like your phones to receive alerts. For example, if you want your work phone to receive alerts only during the workdays, you could set the weekday start time to 8:00am and the weekday end time to 5:00pm and then uncheck the weekend box. Or, if you did not want your cell phone to receive alerts while you were sleeping, you could set the weekday start time to 6:00am and the weekday end time to 10:00pm and the weekend start time to 8:00am and the weekend end time to 11:00pm. You have the flexibility and control to set up your phones in many different ways.
5. For e-mail, text messaging and pagers you may send yourself a test message. Click on ‘Send Test Message’ to send yourself a message.

Additional Functions

View History of Alerts
Click on ‘Alert History’ to view Alerts that have been sent to you. Use the calendar icons and ‘Alert Type’ list to filter the Alerts.

For Assistance: https://instantalert.honeywell.com

Click on the Help Request link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

Honeywell Instant Alert® for Schools will not sell, rent, loan, trade, or lease any personal information of our members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.