

# BACK TO SCHOOL NEWS

August 2017

Dear St. Joseph School Families,

On behalf of the faculty and staff, it is our pleasure to welcome you to the 2017-2018 school year. The summer is closing quickly and we are eager to begin the year. 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. (419-882-6670)

**New Staff Members.** We are very pleased to welcome new members to our staff:

- Ms. Mariana Steffan – Middle School Music Teacher
- Mrs. Mary Chalmers – Middle School Secretary

In addition, the following teachers have changed grade levels:

- Mrs. Gina Schell moved to join Sr. Judy Beaudry, OSF in first grade.
- Mrs. Robin Lutz has moved to third grade. Mrs. Lutz was formerly our primary Spanish teacher.
- Mrs. Regina Rachko will partner with Mrs. Lutz in third grade.
- Mrs. MyLien Floyd will join fourth grade and partner with Mrs. Marcie Gfell
- Mrs. Marie Hickey is joining Mrs. Theresa Kulka and Mrs. Cathleen Steirer in sixth grade.

**Drop-off Day for School Supplies, Kindergarten to Eighth Grade. On Monday, August 14, from 4:00 to 5:30 students are invited to bring their school supplies to their classrooms and put them away in their lockers or desks. Teachers will be present to welcome students and meet parents.**

**First Day of School.** School begins on Wednesday, August 16, 2017. 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 – Wednesday, August 16, and Thursday, August 17. All kindergarten students will be present on Friday, August 18. 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. Kindergarten Early Orientation takes place on Tuesday, August 8, 2017, from 7:00 pm - 8:00 pm.

**Class Assignments** will be released in SchoolSpeak on Friday morning, August 11.

**Bus Information.** We expect to be able to post bus information on the front windows of the elementary school on Friday, August 11. The information comes to us from the Transportation Office of Sylvania Schools.

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 middle school and elementary students.

**Cafeteria Service.** Cafeteria service will be available on the first day of school. Lunch is \$4.00 for elementary students (K – 5) and \$4.50 for middle school students (6 – 8). Milk only is available for 50 cents. The lunch menu will be posted in SchoolSpeak. 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). 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. They may want to come prepared on the first day and they too are encouraged to bring a water bottle to school each day.

**Parent Orientations.** Please save these dates:

- Elementary School Parent Orientation, Tuesday, August 22.. Parent Orientation for elementary students (K – 5) begins at 7:00 p.m. in the church.
- Middle School Parent Orientation, Wednesday, August 23. Parent Orientation for grades 6, 7, and 8 begins at 7:00 p.m. in the Family Center at the middle school.

**School Liturgies.** Our first all-school liturgy is Friday, August 18 at 8:20 am. Please know that parents are always welcome at our school liturgies.

**School Picture Day,** Friday, August 25. The order packet for school pictures will be sent home with the first Thursday Envelope on August 17. School Picture Day is a non-uniform day for students.

**Extended Day.** Extended Day Services will begin with the first day of school for students in kindergarten through sixth grade who are registered in the program.

**Transportation.** Buses and cars....Cars and buses! Traffic patterns established twelve years ago have not changed. Our primary goal is the safety of children. The traffic plan is attached to this document and will be posted in the School Resource section of SchoolSpeak.

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

Sincerely,



(Mrs.) Sally A. Koppinger  
Principal



(Mrs.) Carol A. Lindsley  
Assistant Principal

**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:

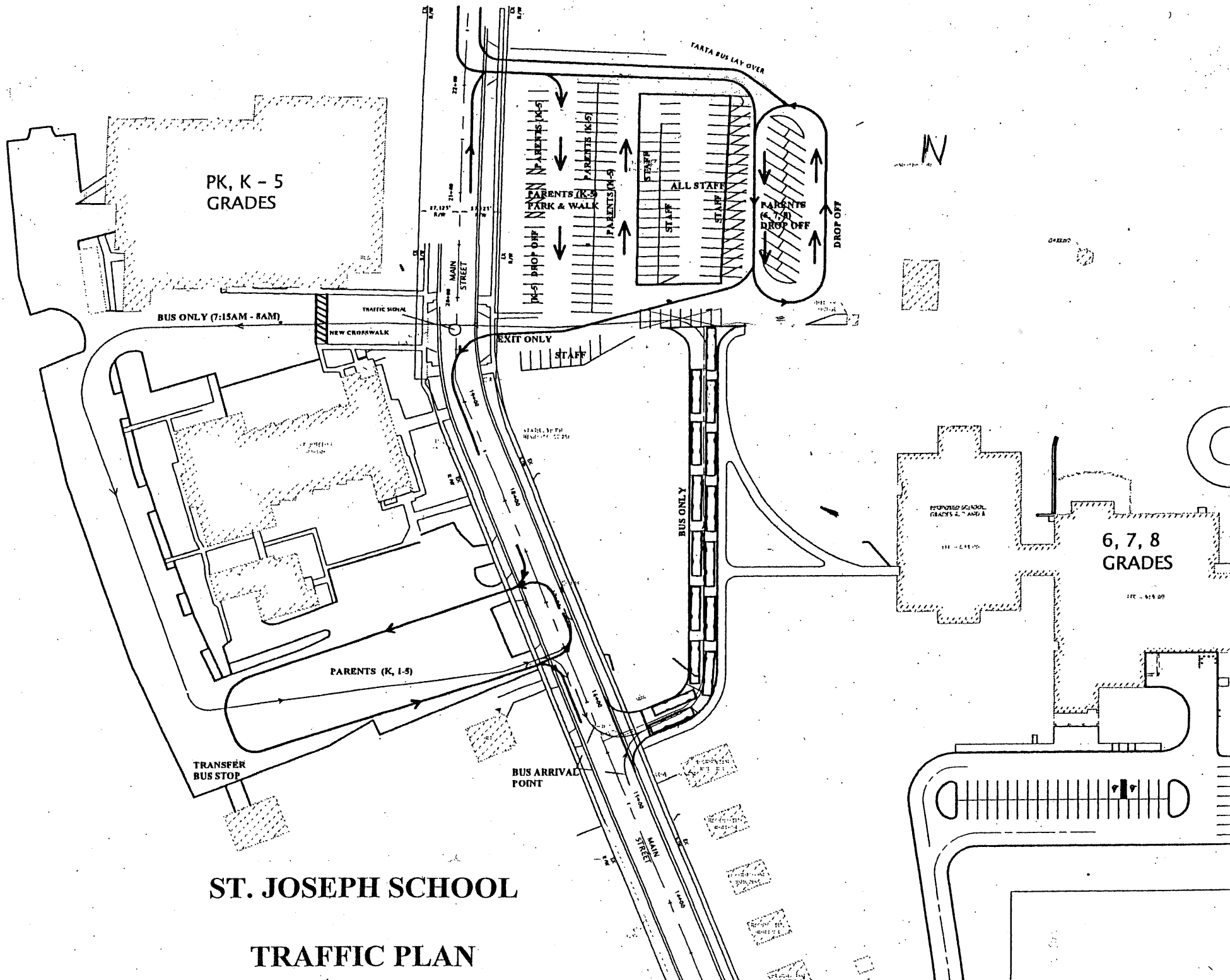
- A. **East Side of Main Street.** The entrance to this parking lot is the north driveway off Main Street. This driveway is north of the traffic signal. Drivers with students in the elementary building will upon entering the north driveway turn right. The driver will proceed to the K – 5 student drop-off 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



**ST. JOSEPH SCHOOL**  
**TRAFFIC PLAN**

## St Joseph School Student Information System (SchoolSpeak)

SchoolSpeak is the SJS information and communication system. Our goal is to provide you with electronic communication, progress reports, lunch ordering, online sign ups, invoicing etc. Following are just a few simple instructions to assist you in getting started using this student information system.

1. Login – **New Families:** You should have received an email with login instructions to SchoolSpeak. If you haven't please notify our technology department with your email address and we will correct it and send login information (contact us at: [technology@stjoesylvania.org](mailto:technology@stjoesylvania.org)).
2. First Look at Navigation –
  - a. The class assignments will be released in the system on August 11 and the side navigation will be added for your child/children's classrooms at that point.
  - b. School Calendar –The school calendar covers all school events and locations.
  - c. Announcements – Schoolwide announcements and Thursday envelope will be placed in the School Announcements section.
  - d. School Resources - Items that remain current throughout the school year are posted in this section. Examples are dress code, excused absence forms, yearly calendar.
  - e. Lunch Ordering – You are able to order lunches online and can order a month ahead of time if you wish, as well as prepay.
    - i. Click on Lunch Order – (You will see a credit in your account if your child had credits on their lunch tickets from the prior school year)
    - ii. The lunches available for your student will be listed next to his/her name.
    - iii. Select the lunches and click on done at the bottom.
    - iv. You can pay by clicking on pay at the top. You can pay with credit card or PayPal online. You may also print a balance report and send it with a check to the office.
    - v. You can also view order history and payment history by clicking on them at the top of the screen. (The system will send email reminders when payments are due)
  - f. Extended Day Registration/Payment – You can register for extended day with the same payment options as lunch payment. You will see a separate extended day group if you are already signed up. Balances can be viewed and email reminders will be sent weekly for any unpaid balances. Payment can be made through SchoolSpeak or paid by check.
  - g. Invoice – The invoice section is currently reserved for tuition, fees.
3. August 11 Class Lists –
  - a. Classes - Once class lists are released you will see a group for each of your children. For instance, if I have a 3<sup>rd</sup> and 4<sup>th</sup> grader you may see the groups 3F and 4S on the side navigation. Click on those to get to the classroom information.
  - b. Homework – All the homework for all your child's classes will be posted under homework.
  - c. Classroom Calendar – Will show events just for that classroom
  - d. Progress reports and grade cards will be updated and released on a periodic basis.
  - e. Email – You are welcome to email the teachers via the SchoolSpeak system.