



GO EAGLES!!!

ST. JOSEPH CATHOLIC SCHOOL

**215 S. CRAYCROFT RD
TUCSON, AZ 85711
(520)747-3060**

July 2010

DEAR PARENTS, GRANDPARENTS, AND STUDENTS,

It is with great pride and pleasure that I take this opportunity to welcome back all of our returning students and extend a warm welcome to all of our new students, parents and grandparents. The faculty and staff also join me in welcoming you as we eagerly await the start of a new school year.

During the course of the school year, should you have any concerns regarding the education of your child/children, please make an appointment to see their teachers. Please remember that if you are requesting an appointment with me, in regards to your child's teacher, the teacher **WILL** be present. We invite and expect all of our parents to participate in the enormous task of educating their children; therefore, we must always keep the "lines of communication" open among all of us.

Our student/parent handbook has some amendments and is available on our Parentsweb site. The handbook will provide you with the necessary information regarding the operation of the school.

PLEASE READ IT CAREFULLY! The handbook is considered a contract between the school and the parents/students. Both the parent and the student signing the required signature slip, which will be sent home by each classroom teacher, will demonstrate acknowledgement and acceptance of these rules and regulations.

IMMUNIZATION REQUIREMENTS: Please carefully review the document at the end of this letter to make sure that your child(ren)'s immunizations are up to date prior to the 1st day of school. All immunization records must be current and on file in the Health Office **before** any student starts the school year. This is especially crucial for 7th graders and new students. Please call our Health Office, if you have any questions. (Yes, we are still in need of volunteer nurses, for Fridays!)

CLASSROOM ASSIGNMENTS: The following grades are assigned to the noted classrooms:

Pre-K – Room 2 – Mrs. Harris

Kindergarten – Rooms 6 & 9 (check posted rosters) – Mrs. Broderick & Ms. Kompe (pronounced "Comp")

1st Grade – Room 5 – Ms. Johnson

2nd Grade – Room 12 – Mrs. Thomas

3rd Grade – Rooms 8 – Mrs. Prescott

4th Grade – Room 7 – Mrs. Mangen

5th Grade – Room 11 – Ms. Turcotte

6th Grade – Room 14 – Mrs. Betterton

7th Grade – Rooms 16 – Mrs. Romero

8th Grade - Rooms 15 & 17 (check posted rosters) – Ms. Elkins & Mrs. Wickman

Art/Spanish – Room 13 – Mrs. Cooper

Music/Library – Mrs. Gotchey

Computers – Mrs. Hackett

FIRST DAY OF SCHOOL: Students in grades 1 – 8 are to report on Wednesday, August 11th. All gates will be unlocked at 7:30 a.m. The students are to go directly to their grade level classrooms. Class lists will be posted outside each classroom. Assembly will begin at 7:55 a.m. School hours for the first week (3 days) are 7:30 – 12:20 (1-3) and 7:30 – 12:30 (4-8). Starting on Monday, 8/16, the gates will open at 7:40 a.m. Students arriving before 7:30 a.m. must meet me at the North pews of the Church (Side of the Church near Office Max.). Students arriving around 7:30 a.m. must report to the Ramada area via the North or South gates. If a student waits, in front of the school, his/her parent/carpool driver must be with him/her.

TARDIES: All gates are locked at 7:55 a.m. A student is considered TARDY when Assembly has begun. The student and the parent/carpool driver need to obtain a tardy slip from the office and the parent/carpool driver must fill this slip in. Teachers will not accept a student without a tardy slip. Students will be sent to the office, to call a parent, to come back to the school to sign a tardy slip for him/her.

IMPORTANT SCHOOL BUDGET INFORMATION: As you may or may not know, the School Budget was approved at a “0” deficit. This is the main reason for the raise in the ESD and volunteer hour fees. Our ESD program must support itself and, due to a new, lower cost, maintenance staff, we need more volunteers to assist us with our “extra projects around the school, i.e. painting, etc. Yes, everyone’s support is needed in order to maintain this “0” balance. I know that you do understand the various economic situations and I pray that you all will help me to “stay on budget”!!!

IMPORTANT GRADING INFORMATION: The Superintendent has directed all of the Diocesan Elementary schools to use the following grading system. *Please note that the requirements for our Honor Roll will remain the same: 87% in every subject and no 3’s or 4’s in Conduct and/or Effort –

- A+ = 100-97
- A = 96-94
- A- = 93-90
- B+ = 89-87
- B = 86-84
- B- = 83-80
- C+ = 79-77
- C = 76-74
- C- = 73-70
- D+ = 69, 68
- D = 67
- D- = 66, 65
- F = 64 and below

HOT LUNCH PROGRAMS: Our Monday through Wednesday hot lunch program will be starting on Monday, 8/16. Order forms were emailed and are posted on ParentsWeb and are **due no later than 8/6**. Due to the food ordering process, **no late orders will be accepted**. Due to the high cost of merchant fees we will NO LONGER ACCEPT CREDIT CARD PAYMENTS FOR LUNCH ORDERS. I am also pleased to let you know that our Thursday, Junior High hot lunch program will be starting on Thursday, 8/20. This is a program where students bring money to buy items, such as hot dogs, hamburgers, cheese burgers, nachos, etc., ala carte. We will need a lot of help to make this year’s programs the best yet! Monday through Wednesday, we need help between 10:30 – 1:00 p.m. On Thursdays we can use your help anytime during the hours of 8:30 a.m. until 12:30 p.m. If you plan on being in the kitchen, you will need to wear closed toed shoes and a hat. This is a great way to earn your family service hours. If you need additional information, regarding the Thursday lunch program, please contact the school office.

PRE-K & KINDERGARTEN STUDENTS: Pre-K and Kindergarten will be having a “Meet and Greet” your teacher on Friday, 8/13. Please bring in your school supplies and meet your teacher and your classmates, any time between 7:30 and 11:00 a.m. The first official FULL day of school for Pre-K and Kindergarten students is Monday, 8/16. All gates will be unlocked at 7:40 a.m. and all students will go directly to their assigned classroom. If your child will be attending our Extended School Day (ESD-after school program), please remember to send a drink and snack to school with him/her.

PRE-K DONATIONS: Thank you, everyone, who donated items for our Pre-K! Your generosity is very appreciated. Some items that we are still looking for include:

- Medical/Public Safety, etc., uniforms – law enforcement, firefighter, doctor, nurse (scrubs), etc.
- Vintage clothing for dress up – shoes, hats, dresses, men’s shirts, purses, etc.

FAMILY SERVICE HOURS: Each school family is required to perform a minimum of 10 family service hours per quarter. If those hours are not worked, the family is assessed a fee of \$20 per hour. **IN AN EFFORT TO SIMPLIFY OUR SYSTEM OF RECORDING THE FAMILY SERVICE HOURS, THAT ARE WORKED AND/OR PAID FOR, WE USE THE FOLLOWING SYSTEM:** Each family will have a charge of \$200 on the first day of each quarter. As the hours are performed, they will be deducted from the \$200 charge. You will note on ParentsWeb that the “payment type” will say “family service hours”, for hours that are worked or “payment received” for hours that have been paid for by cash, check or credit card. This makes it easier for you to see exactly where you are with your family service hours. Report cards will NOT be released to families whose accounts and library fees are not up to date. One week prior to release of report cards, hours and/or payments will need to be reconciled with the office, either by cash or credit card.

CORRESPONDENCE: The Weekly Principal’s Letter is e-mailed every Friday. Hardcopies are also available in the school office. The deadline for information, to be included in the weekly letter, is Wednesday morning. If you wish to have information published in the letter, please have it in the school office **no later than Wednesday, after Assembly**. Thank you!

UNIFORMS: The uniform dress code will be in effect the first day of school. Everyone is to wear his/her new white "golf"/white Jr. High shirt. All school tops and khaki pants must be ordered from Lands End. All "older" navy pants must follow uniform guidelines and not appear to be a "washed out" gray, in color. All pants, skirts, shorts, and skorts must be worn at the waist. All jumpers, skirts, shorts, or skorts must touch the top of the knee. All skorts must be plaid. (Navy skorts are no longer part of the uniform dress code nor are any navy skirts or jumpers.) Do not waste our teachers' time nor mine by always needing uniform checks. Our students wear uniforms and they are expected to wear them correctly.

HAIR-DO'S: Boys, get your hair trimmed and styled before the first day of school. "Do's" must be above eyebrows, earlobes and collars. Hair must be neat; no excessive hair styles or ornamentations. Girls, your hair must also be neat; no excessive hair styles or ornamentations. (Read our Handbook for further uniform guidelines.)

SHOES: Please wear "regular", non-flashy sneakers or "sturdy" shoes. No ballet type footwear!

BACKPACKS:

K-1: No airline-type backpacks (with wheels)

2-6: May use airline-type backpacks from home to school and from school to home

7-8: No airline-type backpacks (with wheels)

Those students with back problems, please see your doctor for recommendations.)

TUITION: All registration fees, book fees, activity fees and the first month's tuition were due by 7/15/10. The first month's tuition covers May 2011 tuition.

PARKING LOT: We have a drop off zone on the south side of the school (by the apartments). There will be no parking in this lot between 7:30 and 8:15 due to this lot being used as a drop off zone. If you park in this south lot before 7:30, you will not be able to leave your parking space until after 8:00 a.m. If you are planning to stay for assembly, please pull in and park in the north parking lot (near the Parish Center or on the north side of the Church). Take extra precautions when backing out of a parking space. Please **DO NOT** park in the handicap spaces unless you have the proper display card/plate **AND** you are the designated person that needs to use it. Remember that the fine is \$500 for illegally parking in a handicap space. **DO NOT** park in the designated "reserved area". Please, please, please **DO NOT** let students off on Craycroft or in the middle of a parking lot!!! Also, do not honk your car horn, yell or gesture at our crossing guard or at other drivers. (Note: It is illegal for our crossing guard to stop traffic in order for you to make a left hand turn into the school parking lot.) **Any parent who would like to patrol the parking lots, particularly in the drop off zone area, to keep traffic moving, will earn volunteer hours and our undying gratitude and prayers. Please let the office know if you can assist us with this important duty!!!**

EXTENDED SCHOOL DAY: ESD starts on August 11th and is open every school day until 6:00 p.m. Any child that is not picked up, after school, will be signed into ESD. The charge for ESD is \$4.00 per hour. Any child picked up after 6:00 p.m. (school clock), will be billed at an additional \$1.00 per minute rate. **NO EXCEPTIONS!!** Remember, per state regulations/certification, all students need copies of their emergency card and shot records on file in room 10.

SCHOOL OFFICE: The office will be open 7:30 a.m. to 3:00 p.m. on Monday, August 2nd through Tuesday, August 10th. Beginning Wednesday, August 11th, the office hours are from 7:40 a.m. to 3:15 p.m.

CLASS SUPPLY LIST: Supply lists are posted in the "downloads" section of Parentsweb.

SPORTS PROGRAM: Please note that physicals, for the sports program, will NOT be given at school. If your child plans to participate in our sports program, he/she must have a current (dated after May 15, 2010) physical exam **before trying out and practicing** in that sport. Forms will be available on Parentsweb. This program is for students in grades 4-8. Coach Kadous will address any sports-related questions and fees.

PRESCRIPTION AND OVER-THE-COUNTER DRUGS: All drugs, to be given at school, **MUST** be in the original containers. We **MUST** have a doctor's permission slip to give both prescription and over-the-counter medication. This includes the dispensing of aspirin/Tylenol. The "Consent for Giving Medication Form" must be filled out and turned in to our Health Office, along with the medications. **The office does not accept the dropping off of medications.**

FINGERPRINTS/BACKGROUND CHECKS COMPLIANCE VIDEO AND PAPERWORK: Any adults intending to volunteer to drive for field trips, coach, etc. are required to have their fingerprints and background check, on file, with the school. The paperwork is available at the Parish office. Please phone ahead if you need to pick it up prior to August 2, 2010. No exceptions!!!

SUBSTITUTE TEACHERS: Any qualified parents/grandparents, who would like to be on our Substitute Teacher list, are encouraged to contact our office, as soon as possible.

BILLING STATEMENTS/CREDIT CARDS: If you would like to have the school office automatically bill your credit card for your school fees, tuition, etc., you can download the credit card authorization form on Parentsweb, and return it to the school office, when you complete the information that is required.

IMPORTANT DATES TO REMEMBER:

(Parents and grandparents, please mark the following dates on your calendar)

- ☺ **August 2nd – 6th (Monday-Friday):** School office open 7:30 a.m. to 3:00 p.m. (Notre Dame professors teaching Diocesan teachers and principals in Healy Hall)
- ☺ **August 6th (Friday):** Hot lunch orders are **due by 12:00 noon** – no late orders will be accepted
- ☺ **August 9th (Monday):** New student/parent orientations, for Grades 1 – 8:
 - Pre-K* - See Mrs. Harris in room 2
 - Kindergarten* – See Mrs. Broderick in room 6, 8:00 a.m. – 11:30 a.m.
 - 1st - 3rd Grade* - 8:00-9:30 a.m., see Ms. Turcotte in room 11
 - Grades 4-8* - 10:00-11:30 a.m., see Ms. Turcotte in room 11Student **MUST** attend with a parent or adult parent representative. If you have a student in both sessions, please attend the 10:00 session.
- ☺ **August 11th (Wednesday):** First day of school for grades 1-8. Dismissal at 12:20 and 12:30
- ☺ **August 11th (Wednesday):** Students attending 9:00 a.m. “Back to School” Mass
- ☺ **August 12th (Thursday):** - Dismissal at 12:20 and 12:30 – grades 1-8
- ☺ **August 13th (Friday):** - Pre-K and Kindergarten “Meet and Greet” between 7:30 a.m. - 11:00 a.m.
 - Pre-K* - See Mrs. Harris in room 2
 - Kindergarten* – See Mrs. Broderick in room 6, and/or Ms. Kompe in room 9
- ☺ **August 13th (Friday):** - Dismissal at 12:20 and 12:30 – grades 1-8
- ☺ **August 16th (Monday):** First official day of school for Pre-K and Kindergarten
- ☺ **August 16th (Monday):** Hot lunch programs begin
- ☺ **August 21st (Saturday):** Back to School Night with social activities, etc. Parent meetings with classroom teachers will begin, in the Church, at a special 4:00 p.m. Mass. Children are invited to attend.
- ☺ **September 6th (Monday):** No School. Labor Day!



GO CATS!

BLESS YOU, 😊

**MRS. ELLEN S. KWADER-MURPHY
SCHOOL PRINCIPAL**

(We'll be praying for you!!!)

2010-2011 Arizona School Immunization Requirements

Parents:

1. Children must have proof of all required immunizations, or valid exemption, in order to attend the first day of school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity and personal beliefs. Exemption forms are available from schools and at www.azdhs.gov/phs/immun/idr_forms. Homeless students are allowed a 5-day grace period.
2. The record for each vaccine dose must include the date and name of doctor or clinic.
3. The statutes and rules governing school immunization requirements are:
Arizona Revised Statutes 15-871 - 874; Arizona Administrative Code, R9-6-701 - 708.
4. Check requirements for your child's age and grade level in the chart below.

| Age → | Under age 7 | 7 - 10 years | 11 years and older | 11 years and older |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade → | Kindergarten and above | Kindergarten-5 th grades | 6 th , 7 th , & 8 th Grades Only | 9th-12th grades |
| Vaccine ↓ | | | | |
| DTaP/DTP/DT | 4-5 doses At least 1 dose at 4 years of age or older is required. A 6th dose is needed if 5 doses have been given before 4 years of age. | History of 4 DTaP or a total of 3 tetanus & diphtheria doses given after 12 months of age. | 1 Tdap dose is required when 5 years have passed since the last DTaP, DTP, DT or Td. Students starting or finishing the first 3 tetanus & diphtheria doses must receive only 1 Tdap as part of the 3-dose series. | Students who have not already received Tdap are required to receive 1 Tdap dose when 10 years have passed since the last DTaP, DTP, DT, or Td. Students starting or finishing the first 3 tetanus & diphtheria doses must receive only 1 Tdap as part of the 3-dose series. |
| Td | | | | |
| Tdap | | | | |
| Meningococcal | | | 1 dose | 1 dose recommended Not required in 2010-2011 school year. |
| Polio | 3-4 doses 3 doses meet the requirement if the third dose was given at 4 years or older. 4 doses meet the requirement even if all 4 doses were given in the first year of life. | | | |
| MMR | 2 doses A third dose will be required if the first dose was given before 12 months of age. | | | |
| Hepatitis B | 3 doses A fourth dose will be required if the third dose was given before 24 weeks of age. | | | |
| Varicella | 1 dose if given before 13 years of age 2 doses if first dose was given at 13 years of age or later Varicella vaccination, or history of chicken pox disease, is <u>required</u> for grades Kdg through 12 th . | | | |