

OUR SAVIOUR SCHOOL

455 EAST STATE STREET
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MRS. STEVIE VANDEVELDE, PRINCIPAL

July, 2017

Dear K – 8th grade families,

I hope you are enjoying your summer with some extra time for family and friends. We have been busy with the renovation project, but are so excited as it is moving along for us to begin our new school year! With the renovation in our minds, we have determined our theme this year to be: “We are BUILDING a brighter future at Our Saviour School!” Our announcements for this year will involve this theme as well as other activities throughout the year. As August is around the corner, I hope this letter provides you with some information on our fall registration and beginning of the school year.

We continue to meet with the contractors and will provide additional information during final registration. We are planning to move back in the building the week of August 7th. Further information and requests for assistance will be coming in the form of School Messenger calls soon.

Final Registration: August 21st will be our final registration for K – 8 students from 2:30 – 6:00 p.m. During final registration you can bring your supplies in, and pay the remaining school items/fees, such as band, choir, recorders, etc. The plan is that final registration begins by coming in the front doorway (still off of State Street). You will find out your child(ren)’s teacher there and then proceed through registration. The teachers will advise you how to unpack your supplies. Tables will be set-up in the hallway for you to drop off the required reams of copy paper. Tables will be set-up in the gym for programs associated with the school, such as Parent Club, Family Fun Festival, Scrip, etc. These programs are a great way to sign-up to assist with various school and parish activities to meet the 15 hour service hour requirement. The hours for final registration are 2:30 – 6:00 p.m. **For Kindergarten students**, we are asking parents to attend a brief and informal kindergarten overview at 5:30 p.m. in your child’s classroom. For your kindergarten students you do not need to come before 5:30 to unpack supplies, etc. as that will be part of what is done at the 5:30 overview. However, you will need to come through the final registration line through the front doorway to get your calendar/handbook, find out your child’s teacher, etc.

To avoid lines, we are encouraging any 4th – 8th grade students and any NEW students who want to pay fees in advance to drop by the office Tuesday – Thursday, August 15th – 17th from 10:00 a.m. – 3:00 p.m. (Fee schedules below.) Please note, you would only pay fees in advance. You will still need to come to registration to receive your calendar/handbook, classroom assignment, and additional paperwork.

Location of Classrooms: With the continued building work, several of the classrooms are in different locations this year. A map of all classrooms will be available the night of our Final Registration. Some classes will move (in January) following the completion of the new addition. That information will be communicated in the future.

Staff:

We have several additions/changes to Our Saviour School family this fall. Amy White will join us as our Pre-K teacher, Jess Brown as our new 3rd grade teacher, Heather Peters as our part-time 6th grade math and science teacher, and Angie Rives as our Pre-K instructional aide. Also, Adam Power will increase his involvement at Our

Saviour School by teaching 5th grade music as well as continuing to lead the Mixed Choir this year. (Adam will be taking the lead role as Athletic Director as well this year.) We are excited to have these staff additions as we continue to “build a brighter future at Our Saviour School”!

The faculty/staff for the 2016-2017 school year are:

Pre-K – Mrs. White

K – Mrs. Chumley and Mrs. Phillips

1 – Mrs. Dietrich and Mrs. Martin

2 – Mrs. Elliott and Mrs. Evans

3 – Mrs. Brown and Mrs. Russotto

4 – Mrs. Schumacher and Mrs. Walker

5 – Mr. Jolly and Mrs. Worrell

6 – Miss Koleczek and Mrs. Peters

7 – Mrs. Baumann and Mrs. Beeley

8 – Mrs. Morrow and Mrs. Shade

Computers – Mrs. Gibson

P.E. – Mr. Gibson

Pre-K – 4 Music/Asst. Principal – Mrs. Jones

5th Grade and Mixed Choir – Mr. Power

Band – Mr. Shaffer

Children’s Choir – Mrs. Baumann

Instructional Aide – Mrs. Johnson

Pre-K Instructional Aide – Mrs. Rives

Office – Mrs. Burgess, with assistance from Mrs. Stephenson

Janitorial/Maintenance/Security – Mr. West

Technology Coordinator – Mr. Martin

I am thankful to be working with this amazing staff as we continue to “build” our school with curriculum and technology enhancements!

Open House: In the past, we have had a fall open house in September. However, with the ongoing renovations, we are planning to hold this Open House in mid-January, when we will have our new addition completed. More information will follow later.

Protecting God’s Children is a program created to help us watch over our children’s safety. The Bishop requires everyone who volunteers at church, school, or parish activities, or the Family Fun Festival attend this session once. A Protecting God’s Children session is scheduled for Thursday, August 3rd from 6:00-9:00 pm in the Parish Office-Upper Room. Please call 245-6184 to register. Protecting God’s Children is a Diocesan policy/requirement.

Arrival and Dismissal: This year, we will have new arrival and dismissal procedures due to the unavailability of the parking lot. It is imperative that all parents follow these procedures completely in order to ensure student safety. While I know parents are often times needing to hurry to get to an after-school event, doctor’s appointment, etc. I do want to remind everyone that dismissal may take slightly longer, and therefore, you may need to adjust after school schedules accordingly. I ask for everyone’s patience and understanding as we work out the “bugs” with the new process at the beginning of the year. Once we have our parking lot back, we will revise procedures again. Please see the attached document outlining our arrival and dismissal procedures.

Safety: From a safety note, a few items to be aware of:

- The West Gym Ramp door will be open for morning drop off 7:30 – 8:10 a.m. (Parents can use the back lot or State Street).
- The front door will be the only entry point from 8:10 – 3:00.

- If you choose not to wait in the school dismissal line, you MUST walk up to the front doors to pick up your child(ren). We will not dismiss students to cross the street to meet the parent in their car parked at the church, on Brown Street, etc. I know this may seem as an inconvenience, but the safety of our children is the reason for this insistence.
- Walking to a car parked off school grounds is still a 3:00 dismissal – not a walker dismissal.
- If you are picking up your student from the RCHS building, you will have to exit the lot on Hardin Street as the parking lot between Routt and Our Saviour School will be closed until all dismissal is complete.
- All visitors during the school day must sign in at the office and wear a visitor's badge while in the building. Visitors must have also attended a Protecting God's Children seminar.

Dress code changes: Many changes have been made to our dress code policy this year. Please consult the handbook for the full dress code policy. This fall, only **flat** heeled boots are acceptable, but due to safety, no boots with heels. Also, socks must be solid white, navy, or black, and they must match each other. Socks need to be at least ankle high. A small emblem is acceptable but **no** large stripes or patterns. For sweatshirts/sweaters- any worn **in class or Mass** must be navy blue with OSS emblem or no emblem at all; no hoods on sweatshirts or on sweaters worn in class.

Attendance:

With our focus on student learning, we are wanting to ensure student attendance. Therefore, we have added some changes to our attendance policy. While we understand the exception to special event, we also want parents to understand the expectations we have once a student has reached absences of more than 10 days. Our handbook now states: "A letter will be sent to the parents after the student's 10th absences in the school year. After 10 excused or unexcused absence, all absences must be accompanied by a doctor's note (this excludes prearranged days). Continued absences may result in a principal-parent conference."

Also, with tuition assistance, we now have additional expectations with attendance. The handbook states that under Attendance for Tuition Assistance: "Any student receiving tuition assistance must have an acceptable attendance record from the prior school year in order to qualify for tuition assistance the next year. Acceptable attendance for tuition assistance is no more than 15 days of absences and no more than 10 unexcused tardies. In the case of a severe medical condition, the principal and/or pastor have the ability to waive this requirement, subject to appropriate medical documentation by the student's physician."

Once again, while we understand the exceptions, (such as an unexpected need to go out of town, etc.), it takes additional work and effort for our teachers to deal with excessive make-up work. It also negatively affects student learning when absences are excessive during a school year. We appreciate your cooperation on this matter as you plan for the upcoming school year.

Supply lists are available at Shopko, Walmart, Walgreens, Staples, and on our website at oursaviourshamrocks.com. In addition, we ask that each child provide their own book covers.

2017-18 Projects: As we all know the building addition/renovation will be a major project for the 2017-18 school year. We are also planning to continue to move forward with our PLC (Professional Learning Community initiative with the focus to provide a cohesive, collaborative school environment where student achievement is at the core. Three additional staff members attended the same conference on Professional Learning Communities as done last year. We are continuing to build this cohesive and vertically aligned curriculum for our Pre-K – 8th grade students with the focus being on math and writing this year. With these two initiatives, we will be very busy this school year!

Calendar and Dates: The full calendar and handbook will be given out at final registration for K – 8 families. Included in the handbook will be a sign-off sheet stating the handbook policies have been read and accepted. Please give yourself time to read those policies prior to signing off on them. All forms will need to be returned by

Friday, September 1st to the classroom teacher. Classes begin on Tuesday, August 22nd. We will have a 2:00 dismissal from Tuesday, August 22nd through Friday, August 25th.

Important Dates:

August 3 – 6:00-9:00 pm – Protecting God’s Children

August 21 – 2:30 – 6:00 p.m. – Final Registration for K – 8. Receive homeroom assignments, visit classrooms, bring school supplies and see school opportunities

August 21 – 5:30 p.m. – **Kindergarten** Welcome meeting in the classrooms

August 22 – First day of school K-8– Gather in the gym for prayer and introductions at 8:12 a.m.

August 22 – August 25 – 2:00 p.m. dismissals – no bus service

August 28 – 3:00 dismissals begin.

August 28 - PreK 4’s First Day

August 29 - PreK 3’s First Day

Attached you will find information for our annual Family Fun Festival. I look forward to seeing you in soon. This upcoming year will be exciting!

Blessings,

Mrs. Stevie VanDeVelde

Fee Schedule for 2017-18:

4th Grade

Bible Purchase	\$11.00
Recorder	\$6.00

5th Grade

Band (Optional)	\$25.00
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6th Grade

Band (Optional)	\$25.00
Choir (Optional)	\$25.00
Calculator	\$14.00

7th Grade

Band (Optional)	\$25.00
Choir (Optional)	\$25.00

8th Grade

Band (Optional)	\$25.00
Choir (Optional)	\$25.00

FEES

- Bible Purchase - \$11.00
- Recorder - \$6.00 Calculator - \$14.00
- Band - \$25.00
- Choir - \$25.00
- Additional Assignment Notebook - \$5.00

5th thru 6th Grade Students NEW to Our Saviour School must pay for Bible. 6th, 7th & 8th Grade NEW to Our Saviour School must buy Calculator.