



July 1, 2010

Dear friends,

I hope that you are all enjoying your summer vacations!

I am pleased to announce the 2010 – 2011 Saint Mary School staff:

Principal: Mrs. Lynn Magoon (also, Humanities grades 7 & 8)
Preschool & Asst. Principal: Mrs. Gail Bobrowski
Kindergarten: Mrs. Carrie Talton
1st Grade: Mrs. Elizabeth Fletcher
2nd Grade: Mrs. Sally Moriniti
3rd Grade: Mrs. Jillian McMullin
4th Grade: Mrs. Kerry Wolfe
5th Grade: Mrs. Debbe Meeker (Math, grades 5 – 8)
6th Grade: Mrs. Anita Martin (Language Arts, grades 5 & 6)
7th Grade: Mrs. Pat Conger (5th & 6th Science and Social Studies)
Mrs. Kristy Gross (homeroom; 7th & 8th Science, 7th Social Studies, 8th Pre-Algebra)
8th Grade: Mrs. Jeanie Sherman (Language Arts, grades 7 & 8; Soc.St. 8)
Religious Instruction: Mrs. Jeannie Horton (grades 3 – 8); also, Music grades 3 - 6
Preschool Assistant: Ms. Marisa Jackson
Kindergarten Assistant: Mrs. Marcie Grant
1st Grade Assistant: Mrs. Laura Jones
2nd Grade Assistant: Mrs. Pam Hammond
3rd and 4th Grade Assistant: Mrs. Jan Evans
Technology: Mrs. Lisa Bacon
Technology Consultant: Mr. Gary Fornecker
Art: Mrs. Kristine Wright
Physical Education & Health: Mrs. Kris Parks
Media/Library: Mrs. Shan Lamont
Before & After School: Mrs. Marcie Grant, Mrs. Pam Hammond, Mrs. Jan Evans
After School Coordinator: Mrs. Kim Heeden
Administrative Assistant: Mrs. Anne Marie Gambella
Maintenance: Mr. Harold Jones, Mr. Larry Jones

I'm looking forward to a wonderful year. Everyone will have opportunities to catch up with the staff members at our Open Houses scheduled for the week prior to school starting; look for details in this newsletter!

Remember to look for helpful information on our web page at www.saintmarygoldsboro.org as we continue to "go green" and conserve paper and postage! Special thanks to Dave Kierski for his ongoing efforts with our website improvements! **We are excited to say that parents will be able to complete many of our forms online and send them in electronically this year, prior to the first day of class!** Please check the website often and also look for an insert in your July billing that tells you about this new feature! Teachers will be updating their classroom sites the week prior to school starting.

Please note the following important dates and times:

- Wednesday, August 11, 2010: Open House, Grades 1 – 4, 5:30 to 7:00 p.m. Visit classrooms and meet the teachers.
- Thursday, August 12, 2010: Orientation, Preschool and Kindergarten, 6:00 – 7:00 p.m. Open House, Grades 5 – 8, 5:30 to 7:00 p.m. Visit classrooms and meet the teachers.
- Monday, August 16: School begins for all students grades 1 – 8. All students should be in uniform. The Before School Program will open at 6:45 a.m. The After School Program will be in session from 3:05 until 5:30 p.m. (Before and After School fees are listed later in this newsletter.) ****Information about Preschool and Kindergarten first week schedules will be mailed separately. Watch for a letter in late July. Preschool and Kindergarten students will attend in small orientation groups the first few days of school.**
- Thursday, August 18: Kinder bake sale! Kinder parents--plan ahead now to send 2 dozen items to school for Kindergarten to sell.

I've tried to include lots of helpful and important information in the attached newsletter. You should also find helpful information in your school calendar. Special thanks to Mrs. Kay Ames and Mrs. Claire Welsh for their hard work on the 2010 calendar, and to everyone that helped provide pictures.

Please don't hesitate to call the office or contact me if you have any questions, or email me at smsprincipal@nc.rr.com

Enjoy the rest of your summer!

Lynn Magoon, Principal



Calendar

This newsletter contains an abbreviated calendar for the year so that you can plan for days off in advance. You will receive a more detailed calendar with each monthly newsletter. Remember—in the event of inclement weather that leads to the closing of school, scheduled days off may be used to make up days.

Soccer: Students will sign up for soccer prior to the start of school—forms will be available online after July 9—or they may be requested from the school office. Thanks to Dave Kierski for agreeing to again coordinate our soccer participation in the local league. We will need volunteer coaches. Please let the school office know as soon as possible if you are willing to assist. We can only field teams when we have coaches available. Practices will be held at SMS; all games will be played off site.

First Week Information: Students brought to school prior to 7:45 a.m. must go to the auditorium and will be assessed a Before School Charge. Students may be brought to the Before School Program as early as 6:45 a.m. From 7:46 to 8:05 a.m. students in Preschool through grade four will meet on the sidewalks near the convent. Students in Grades 5, 6, 7 & 8 will meet in front of the school near the statue of Mary. On inclement weather days, all students will come inside to the auditorium until it is time to go to class. ****IF NO ADULT IS OUTSIDE SUPERVISING, PLEASE BRING/SEND CHILDREN IN THE FRONT DOOR. DO NOT LEAVE CHILDREN OUTSIDE UNSUPERVISED.**

****Please do not drop off on the church side of the parking lot in the morning or at the end of the sidewalk on the street. This is for everyone's safety. Always be aware and watch for children in the school lots and on the streets around the school. Please remain in the car line and do not cut through parking spaces or around other vehicles dropping off children when exiting the lot.**

Drop off by driving in the convent entrance and circling around; drop off PK – 4th grade children at the convent end of the building as long as Mrs. Hammond or another adult is supervising there. Older students should be dropped off at the front door. Once Mrs. Hammond has come inside at 8:05, all students should be dropped off at the front door.

Dismissal: At the end of the day students are dismissed as follows (All preschool children dismiss to the front of the school with Mrs. Bobrowski):

****Note that 15 minutes have been added to our school day to add recess time for grades 6 – 8 while also maintaining state requirements for time spent in classwork.**

- Last Name A – M dismissed to circle at back of school at 3:03 p.m. ****Please follow the instructions of the staff assigned to this pick-up location. It is especially important that students proceed to cars in an orderly fashion. At this time of day they are not allowed to go and play on the playground. Thanks for helping us to keep everything safe and orderly! Mrs. Moriniti is in charge at this location.**
- Last Name N – Z dismissed to the front of the school just following the 3:00 bell. ****Please follow the instructions of staff assigned to this location. It is especially important that parents get in line on the convent side parking lot. Students, no matter their age, are not allowed to cross the Church parking lot to meet rides in parking lots or pulled up to the curb. We apologize for any line, but we will do our best to move students into vehicles quickly and safely. Mrs. Bobrowski is in charge at this location.**
- **PLEASE—DO NOT PARK ALONG THE CURB IN THE CHURCH LOT. ALL “FRONT” STUDENTS ARE TO BE PICKED UP IN THE CAR LINE UNLESS PARENTS ARE COMING INTO THE BUILDING.**
- **PLEASE—DO NOT PARK IN HANDICAPPED SPACES UNLESS YOU HAVE A HANDICAPPED PARKING STICKER OR A TEMPORARY PHYSICAL CONDITION THAT NEEDS A CLOSE SPACE (IE. CRUTCHES). A NUMBER OF OUR PARENTS AND GRANDPARENTS DO NEED THOSE SPACES.**
- Daycare vans may go to the front of the school, Church lot, and wait for children along the curb.
- Special carpool arrangements may dismiss to the other location according to parent agreements; please notify the teacher(s) in writing in advance.
- Students and parents should follow the instructions of staff members and student Safety Patrol members at each location.
- If a child is not picked up by 3 p.m., he/she will be sent to the After School Program, and you may be assessed After School care fees.
- To avoid congestion in the school lobby at dismissal time, we ask parents to please wait outside the school building unless you have school business to complete.
- **Please do not go to your child’s classroom prior to the bells ringing.** This is a very busy period in each room, and the teachers need to give their full attention to dismissing students.
- **The period of time 15 minutes before and after dismissal is very busy. Please—try to refrain from calling during that time with messages for your children or special arrangements for dismissal. Also—unless there is an emergency, we ask that children not be signed out “early” between 2:45 and 3:00.**

Bicycles/Walkers: If your child will be riding a bicycle to school or walking, please check with Mrs. Magoon in the school office for specific instructions.

Address/Phone #/E-Mail address: The school needs to keep accurate addresses, telephone numbers (home, work and cell), military ranks, marital status, emergency

contacts, etc., on record at all times. Remember to keep us informed about any changes as they occur.

This year we will again use the Alert Now system for email and automated phone alerts. You will enter your Alert Now contact information into the online form on our website or by requesting a paper copy from the office. There is no additional charge for participation. This system will be used to announce school delays and cancellations due to inclement weather—for decisions made between 9 p.m. and 7 a.m., email notifications are used. From 7 a.m. – 9 p.m. a combination of phone and email notifications will be used. In addition, every effort will be made to put closings and delays on our phone system and website. Alert Now notices will also publicize other events and reminders.

Teachers would also like to have email addresses so that they can easily communicate with parents. Please consider sharing your email with teachers.

Carpool: If you are interested in participating in a carpool, please contact the school office. We will try to help you find others in your area.

Supplies: Supply lists will be posted on line; copies may also be requested from the school office

Uniforms: Students in grades 1 – 8 wear uniforms daily. The intent of our uniform policy is to enforce a ‘uniform appearance’ that does not detract from our students’ comfort or learning. Uniform information is available at the Educational Outfitters web page and in the handbook (available on line). Uniform policy will be enforced to the best of our ability, and violations will result in warnings and possible loss of uniform privileges (i.e. shorts). **Attendance at St. Mary School indicates acceptance of all uniform policies.** Parents: please check your child/ren’s uniform before school each day; help us keep school time for educational purposes, not for “uniform patrol.”

Uniforms: navy bottoms and white tops grades 1 – 5; khaki bottoms and navy tops grades 6 – 8. Plaid jumpers for grades 1 – 5. Bermuda length shorts during summer uniform allowance (see below). Skorts and skirts for girls allowed year round; Capris for girls allowed during summer uniform allowance. Educational Outfitters can describe any other uniform allowances. ****All uniform components should be purchased from Educational Outfitters to be “legal.”**

P.E. uniforms must include school t-shirt. Students may wear school bermuda shorts or school p.e. shorts in summer for p.e. class. In winter, students may wear school pants or school sweat pants for p.e. class.

School sweatshirts (including new “dress” sweat shirt) may be worn any uniform day.

Hooded basketball sweatshirts may not be worn during the school day. You may wear them to and from school like a jacket but must remove them during the day, all year.

*Students are not required to purchase coats, shoes, sweaters, socks from the uniform company. These are optional items.

Students may wear athletic shoes with all uniform components. Shoes must be primarily white, black or navy with only small amounts of other colors in trim. Visible socks must be white or navy.

Guidelines for hair, jewelry, make-up, etc. are available in the new parent/student handbook that will be distributed to everyone in August. Please—no bleached, highlighted, or dyed hair.

All new uniform components must be purchased from Educational Outfitters in Cary, NC. Link directly to our “school store” from the St. Mary website or go to www.educationaloutfitters.com and follow on-screen directions to enter the uniform list for our school. If you visit the store, someone will assist you with measurements, etc. You may also phone in orders.

****Please Note:** Winter uniforms (long pants) may be worn any time of the year. Shorts may be worn from the start of the year through November 23, 2010, and from March 8, 2011, to the end of the school year. P.E. uniforms and imprinted uniform items are only available from Educational Outfitters. All students come to school dressed for p.e. on the days their class is scheduled. Students in preschool – 6th grade have P.E. every Monday and Wednesday; students in grades 7 & 8 have P.E. on Thursdays and Fridays.

Used Uniforms: We maintain a used uniform closet at school, and we may have received donations of new uniform components. Feel free to stop by and check the closet. The school accepts donations for items taken from the closet.

Lunch: Preschool and Kindergarten 11 a.m.; 1st and 2nd 11:30 a.m.; 3rd, 4th & 5th noon; 6th, 7th, & 8th 12:30 p.m.

Specific information about school lunches will be available online by August 10th.

*****IMPORTANT BAKESALE INFORMATION—PLEASE, NO CANDY IS TO BE SENT FOR SALE. ALSO, BECAUSE OF STUDENTS WITH SERIOUS FOOD ALLERGIES, AVOID ALL NUTS/PEANUT BUTTER IN FOODS SENT FOR BAKESALES.**

Parents are requested to avoid delivering purchased lunches at noontime. Exceptions can be made for special occasions. Parents are also encouraged to avoid packing glass bottles, cans with sharp pull tops, carbonated beverages, or foods/drinks with lots of red dyes or high sugar content. We have canned juice and Gatorade available for \$1.00. Milk is always for sale for \$.50. A variety of ice cream treats are also available for \$.75. This year we will also have bottled water, dry cereal, and occasional other snacks available as many days as possible. Costs of these items will be posted in the office; most are generally \$.75. Students must have cash for these items—they can't be “charged” to lunch accounts.

Hot lunch menus will be published online monthly. We are working on establishing an online order and payment method—please check the website in late July/early August to see if it is up and running! Those without online access may order through the school office or homeroom teacher as necessary. Additional meals will not be available without advance orders. (735-1931, ext. 11). **Note: This year there will be no hot lunches available on Fridays—all students must bring lunch from home each Friday (milk will be available).** Hot lunch items Monday – Thursday will be provided by Pizza Inn—we thank them for their service as our lunch providers! Lunch at SMS is offered as a service to our families—all students may choose to bring lunch from home any day.

Classes will continue to have bake sales on Thursday—all items are \$.25.

****For students who do not order lunch but need food, the school will provide a limited “emergency” selection, and parents will be asked to pay to replace the “emergency” supply.**

St. Mary School does not serve lunch on half days or on any Fridays. Students staying in the After School Program on half days must bring a lunch from home.

Absence/Dismissal Procedure: Please notify us if your child is going to arrive later than 9 a.m., or if the child will be absent. You may do this by calling 735-1931, ext. 11, and leaving a message. After 9 a.m., SMS will attempt to call families with absent children if we have not been notified.

If your child is absent or must be dismissed early, he/she must present a written note clearly stating the date(s) and reason(s). This note is to be presented to the homeroom teacher and becomes part of the child’s permanent records. If someone other than parents or siblings is to pick up, this must be made known to the office or teacher in advance by completing an authorization form. In an emergency, contact the office with information about the person picking up; that person will need to show a photo i.d. if he/she is unknown to us. Parents or designees must come into the school office to pick up the child and must sign the student out in the book provided for this purpose.

Before- and After-School Care: The After School Care phone number after 3 p.m. is 735-1931, ext. 20. Both Before- and After-School Programs begin on the first day of school.

Days of Program:

- Every school day that is scheduled on our calendar with the exception of a day that is cancelled or those days noted on this list
- When there is a cancellation during the school day, children will be supervised until they can be picked up
- On scheduled early dismissal days there will be a \$3 charge per family per hour other than regular program hours
- There is no After School Care provided on the last day before Thanksgiving break, Christmas break, Holy Thursday afternoon, or the last day of school

Fees: Fees are all tax deductible

- Annual registration fee: \$10 per family
- Before School Care: 6:45 – 7:45 a.m. or any part there-of, \$3 per child
- Child Watch Program: 3:10 – 4:00 p.m. or any part there-of, \$4 per child or \$6 per family
- Extended Day Program: 4:00 – 5:30 p.m. or any part there-of, the above fee plus an additional \$9 per child or \$13 per family

Note: There is a \$10 late fee and \$1 per minute thereafter for any child left after 5:30 p.m. Please call the After School Extension if there is an emergency.

****Students staying after school for study hall or “unpaid” tutoring must sign into After School and pay After School fees.**

Statements are sent home on Monday of the week following services. Payment is due upon receipt unless other arrangements are made with the school office. Payment must

be received in the month that services are provided or your child may not be allowed to attend extended day care. In addition, late payments may be assessed a service charge.

Parent Involvement: We encourage you to visit and observe with prior appointment. A 30-minute observation appointment may be arranged through the principal's office. If your child asks you to join him/her for an activity, feel free to do so after consulting with the teacher. All school volunteers must have completed a volunteer form available in the school office (Diocesan Policy), and those with responsibilities for supervising children alone must have a background check administered by the school personnel office (Diocesan Policy) and Safe Child Training (Diocesan Policy). These background checks will be kept on file and will not need to be repeated annually. Watch for additional volunteer information to be posted online in the Volunteer Handbook at the start of school. There are many volunteer opportunities—if you are interested in doing something, please don't wait to be asked—stop by or send a note to Mrs. Magoon. We need your help!

Communications: A monthly newsletter, menu and calendar will be posted online at the start of each month. An Alert Now notice will be sent when this information is posted. Many teachers also send home information regularly through their class websites, email lists and/or folders and notes. Please read all communications promptly and carefully. It is our goal for everyone to be well informed. Information will be sent to the email address you designate as non-emergency when you sign up for Alert Now for "regular" communication.

Discipline Policy: Our goal is to develop student self-esteem, problem-solving abilities, and self-discipline through praise and positive reinforcement. We also provide specific negative consequences as necessary. Each parent and student should read the discipline policy as part of the Parent/Student Handbook and the Code of Conduct on the website and return signed acknowledgement pages at Open House or during the first week of school. In addition, teachers will provide specific information about their classroom discipline policies and classroom rules will be posted.

Sexual Abuse Policy: Saint Mary School follows all policies of the Diocese of Raleigh. Every parent should submit a signed volunteer form to the office to have on file annually in order to enter the building and be with children. Those volunteers who will be alone with and responsible for supervising children will also be required to complete a background check and Safe Child Training.

Facts Tuitions Management Program: If you are not enrolled in the FACTS program, you will need to do so by contacting the bookkeeper in the parish office. Forms are available in her office, and she will answer any of your questions. You may reach her by dialing 734-5033, ext. 29. In efforts to control cash flow for the school, we are working to transition as many families as possible to the Facts system. New enrollees must participate in Facts or pay by year or semester. If you have questions about Facts, please contact Mrs. Davis in the accounting office.

Please save your Campbell Soup labels and General Mills Box Tops for Education labels and send them to school! If you use a Target charge card and register it to SMS the school will also receive a portion of your purchases.

Family Fundraising Fee: This fee is actually a portion of tuition that may be paid in cash or “earned” through participation in school fundraising projects and applying the profits raised to the fee. Beginning this year, this fee is part of regular tuition—you may fundraise for up to one month’s tuition. All fundraising credit will be applied in April to your last month’s tuition payment. Several fundraisers this year will be scheduled with a new company—more information to follow. SCRIP participation (purchasing coupons for local and national stores and restaurants/the school receives a percentage) is also a monthly option. More information about each fundraiser will be sent home.

Anyone may choose to not participate in fundraising activities. In addition, anyone may choose to participate in only one or two of the fundraisers.

Events sponsored by the Family and School Association (like the annual Spaghetti Supper) support projects and materials that directly benefit students and teachers in the school but that are not part of the regular school budget—for example, many teachers are able to attend staff development workshops and classes through the generosity of the Family and School Association. Please support these activities as generously as possible. Participation in Family and School Association fundraising, however, does not decrease your last month’s tuition.

Mark your calendars now for these special Fall dates:

- Fall Catalog Fundraiser kick-off 8/25
- Fall pictures, PK – 8, 8/25
- ITBS/CoGAT testing grades 3 – 8, 9/27 – 10/1
- Parent/Teacher Conferences 10/29
- Musical, grades 3, 4, 5 & 6 11/4

I’m looking forward to a great new year, filled with old friends and new! Please feel free to contact me with any questions.

Lynn Magoon, Principal
smsprincipal@nc.rr.com
735-1931, ext. 33

<http://www.saintmarygoldsboro.org>