



ST. EMILY SCHOOL

NEW FAMILY GUIDE

[stemilyschool.org](http://stemilyschool.org)

**Absence Policy:** If a student will be absent or late, a parent or guardian must notify the school by 8am on the date of each absence. If you require homework for your student, please inform us how you would like this handled in your message. To report an absence, call 224/500-3743 (the Absentee hotline). This voicemail is available 24 hours/7 days a week.

**Arrival & Dismissal Procedure:** Our day begins at 7:45 a.m., the bell rings and students report to their classrooms. Students who are not in the classroom by the 7:55 bell are considered tardy. Our day ends at 2:40 p.m. This bell rings and we end the day with announcements; 2:45pm dismissal of extended care students, and car riders. Car riders are dismissed to the back (north) parking lot.

For the safety of your children, follow the driving procedures found on our website. It is important that you follow traffic patterns at drop off and pick up. Please note: Pre-K 3 and 4-year old morning class hours are 7:55am – 11:00am.

**Catholic Schools Week:** Held in late January, Catholic Schools Week is an annual diocese-wide celebration of the benefits of Catholic Education. We celebrate with a variety of activities including a Community Open house, teacher appreciation luncheon and spirit wear days. Our annual Scholastic Book Fair and Fun Fair occur during Catholic Schools Week.

**Dress Down Days:** These are out-of-uniform days. Students will be instructed regarding the theme of the special day, for example, wearing red white and blue in honor of Veterans Day. On Spirit Wear dress down days, students are allowed to wear St. Emily School spirit wear. Spirit wear clothing may be special-ordered each school year. Students are not required to purchase Spirit wear. Students may wear their P.E. clothes on spirit wear dress down days.

**Family School Association (FSA):** The St. Emily Family School Association is designed to encourage parent involvement, support our school and build our sense of school community. Parent volunteers run the Hot Lunch program, Santa's Workshop, Book Fair, Fun Fair, and so much more. Every parent that has a child attending St. Emily School is already a member!

**May Crowning:** May Crowning is a traditional event held in May to honor the Blessed Mother. At the May Crowning, the 2<sup>nd</sup> graders, in their Communion attire, line the main aisle as the 8<sup>th</sup> graders process in. Together, they sing Marian hymns, and one 8<sup>th</sup> grade student crowns the Blessed Mother with a wreath of flowers.

**Hot Lunch:** Pre-K 4 through 8<sup>th</sup> grade students have the opportunity to order special hot lunches, on Mondays, Wednesdays and Fridays. Hot lunches are pre-ordered and pre-paid. Vendors have included Mr. Beef and Pizza, Panera, Potbelly, and Subway. Parents create an online account with Marla's Lunch ([marlaslunch.boonli.com](http://marlaslunch.boonli.com)); the School Password is SES393.

**Room Parent:** Each class has one room parent who helps plan parties for Halloween, Christmas, St. Valentine's Day and the school picnic. However, two parents may share the position. Room parents organize gift collections for teacher appreciation and student appreciation days, and help the teachers as requested.

**School Uniforms:** School uniform polo shirts, jumpers/skirts and uniform sweatshirts must be purchased at Dennis Uniform. Navy blue pants/shorts may be purchased at any major retailer. The office can supply you with a flyer for Dennis uniform with more information (School Code G9LGV).

P.E. uniforms: sweatshirt, sweatpants, t-shirt and shorts, will be sold in the school office while supplies last. Several sizes are only available at Dennis Uniform. All Pre-K students wear P.E. uniforms daily.

Used Uniforms are available during the office's open hours throughout the year. All sizes and styles may not be available at all times.

**St. Emily School Advisory Board:** The school advisory board is a leadership group within the ministry of Catholic schooling. Local school boards are advisory to the pastor and the principal. The meetings are held bi-monthly and are open to the public. The dates and times are announced in the school's monthly calendar and on the school website.

**Talent Show:** Kindergarten through 8<sup>th</sup> grade students may try out for the annual Talent Show, held in the spring.

**Teacher Contacts:** Formal parent/teacher conferences are held in November and April. Teachers are available to discuss students' progress with parents any time during the year. Teachers may be reached by e-mail and Class Dojo. Staff e-mail addresses are found in our School Directory. The link to the School Directory is included in the Wednesday News email.

**Track-a-thon:** This annual fundraiser occurs in the spring. Students obtain pledges from friends and family for every lap run on our outside track. Students run throughout the day, with their grade level. Parent volunteers serve as lap counters.

**Virtus Training:** In order to volunteer for any school activity, parents must complete an online background check and attend a Virtus Training online session. David Mika coordinates all of the compliance training and paperwork (including Code of Conduct and CANTS forms).

**Wednesday's News:** School information is emailed (and updated online) every Wednesday, including the Principal's newsletter, monthly school calendars, important fundraising events, outside information from athletic and arts camps, \*\*\*Special e-mail blasts may be sent during the week with important reminders or urgent information.\*\*\*

We ask that all Pre-K through 8<sup>th</sup> Grade families check the Wednesday News email (or link on our website). Also, Pre-K teachers send out their own monthly calendars and newsletters.

**Other Resources:** Additional information may be found on the St. Emily website [www.stemilyschool.org](http://www.stemilyschool.org) including:

Our Tentative Yearly Calendar

Parent/Student Handbook

Tuition information

How to Help the school

Curriculum information

Extra-curricular programs

Extended Care