

# *Getting Started at St. Margaret Mary School*

## *The "Insider Scoop"*

*Frequently Asked Questions prepared by current school families.*



### ***Welcome to the Catholic Community of St. Margaret Mary!***

We are so happy that you, like us, have chosen and entrusted St. Margaret Mary with the education of your child. We have a dynamic and involved community with a wonderful group of administrators, teachers and school families. We welcome you and look forward to meeting you and including you in our combined efforts to provide a quality education and Christian environment for our children.

Whether your child is starting Kindergarten or you are transferring from another school, this can be an exciting but sometimes anxious time. We hope to make your transition an easy one by answering any questions and alleviating any concerns you may have about getting started at a new school. A group of current school families has compiled a list of "Frequently Asked Questions" that new parents often have. We hope that giving you the "insider scoop" will help as you and your child get off to a great start at St. Margaret Mary!

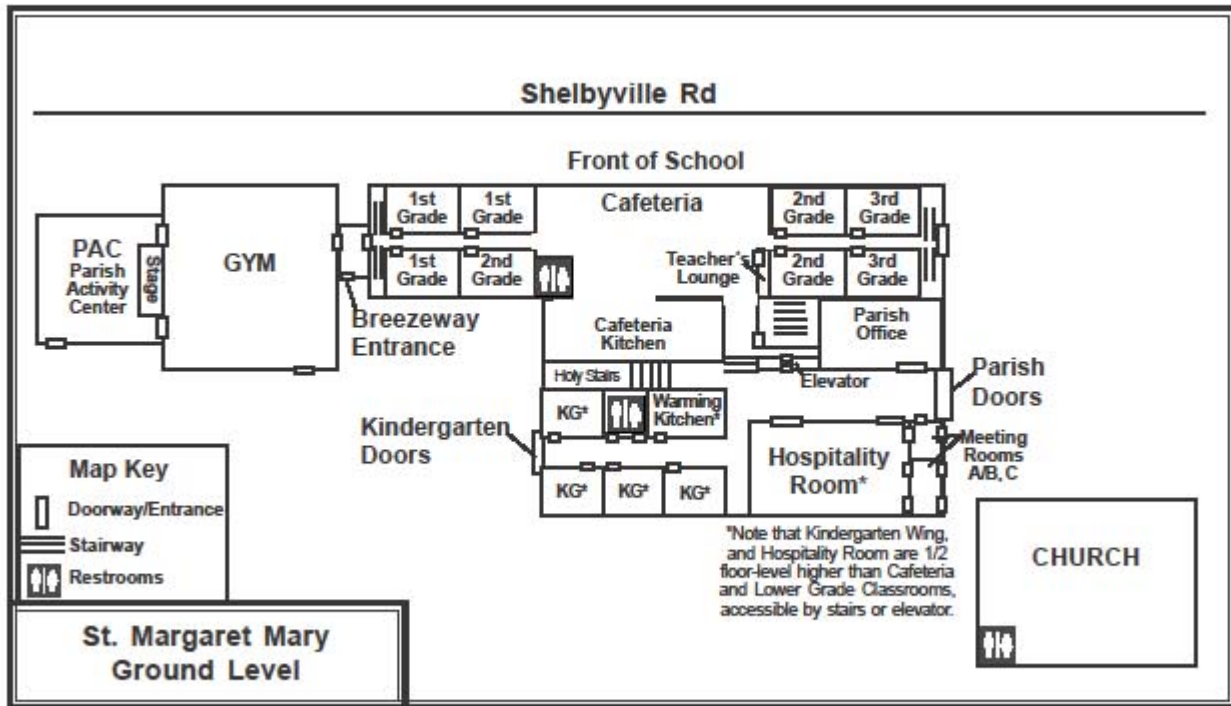
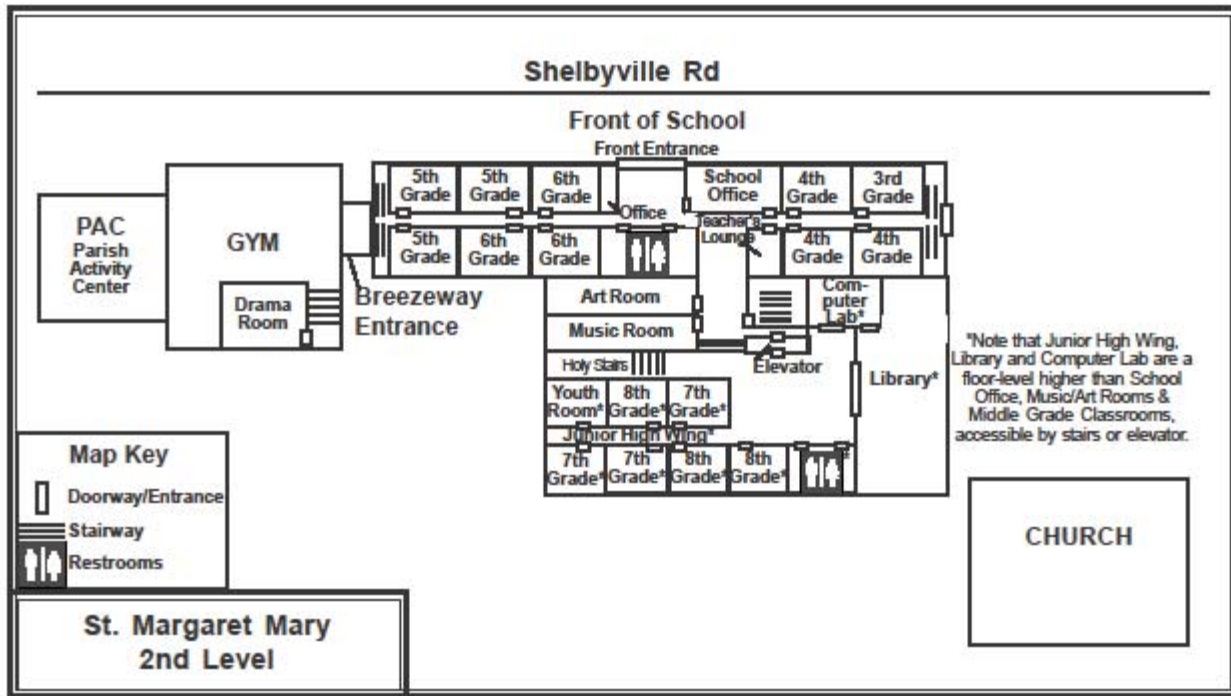
Welcome and God Bless,  
The Catholic Community of St. Margaret Mary School  
2010-2011 School Year

\*Sponsored by the St. Margaret Mary PTO\*

# Table of Contents:

<b>SMM Maps</b>	<b>Page 1</b>
<b>SMM Speak</b> (translating SMM slang)	<b>Page 2</b>
<b>Critical Communication</b> (communicating with the school)	<b>Page 3</b>
<b>Kindergarten "Koncerns"</b>	<b>Page 3</b>
<b>New Student News</b> (starting new and/or transferring to SMM)	<b>Page 5</b>
<b>Carpool Clarity and Transportation Trivia</b> (Everything you need to know about getting your child to and from school, including info about appointments and snow days)	<b>Page 6</b>
<b>Parent Pointers</b> (Visiting your child, Lunchroom info, & "Parent Days")	<b>Page 9</b>
<b>Uniforms for the Uninformed</b> (Everything you need to know about uniforms & "special-dress" days)	<b>Page 11</b>
<b>Invaluable Involvement</b> (How can I get involved at school including PTO Particulars - page 14 & Athletic Awareness - page 15)	<b>Page 12</b>
<b>Sickness Sense</b> (when I have a sick child)	<b>Page 16</b>
<b>Grade-Level Gazette</b> (questions that arise for every grade level)	<b>Page 17</b>
<b>Miscellaneous Matters - All grade-levels</b>	<b>Page 17</b>
<b>First Grade Focus</b>	<b>Page 20</b>
<b>Second Grade Secrets</b>	<b>Page 20</b>
<b>Third Grade Thoughts</b>	<b>Page 21</b>
<b>Fourth Grade Facts</b>	<b>Page 21</b>
<b>Fifth Grade Fun</b>	<b>Page 22</b>
<b>Sixth Grade Sense</b>	<b>Page 22</b>
<b>Junior High Jabber</b>	<b>Page 23</b>
<b>"Who Do I Call When...?" List</b> (A list of quick contacts & phone numbers)	<b>Page 26</b>

# SMM School Maps



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## SMM SPEAK - Translating SMM Vocabulary & Slang

- The Breezeway:** This is the glassed-in school entrance in between the school building and the school gymnasium in the back of the school. The children may enter the school through the breezeway during morning carpool and many of the school children are released from this entrance at dismissal.
- The Holy Stairs:** This is the staircase that leads from the Parish Office hallway (near the Hospitality Room) to the Library and Junior High Classrooms.
- KIVA:** This is a corner of the library that has tiered seating (like bleachers) that is often used for presentations to the children.
- The PAC:** This is the Parish Activity Center or small gym located on the east end of the school.
- SAC:** This is the School Advisory Council (formally known as School Board). This board acts as an advisory and support group to the school administration and staff, helps formulate general policies, develops and oversees the budget and finances, and bus transportation.

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## Critical Communication:

### **1) How do I learn important information about what is going on at school?**

- Edline.net - Edline is a wonderful online communication and grading system that contains the majority of information you will need at SMM. Edline includes information about your child's classes, grades, and all school & athletic activities. See Question #2 for more information about Edline.
- School Handbook - The school handbook contains information about the school, school policies, and school calendar. This is an important resource for you and your child. The Handbook can be found on Edline in the School Information section.
- School Newsletter - Each Friday during the school year, the school newsletter is posted on the Edline Homepage. Each week, you will be e-mailed a reminder that the newsletter has been posted. This newsletter contains timely information about school activities, parish news, athletic news and the school calendar.
- Tuesday Reminders - Every Tuesdays during the school year, additional pertinent information & reminders for the week will be posted on the Edline Homepage. You will be e-mailed a reminder that the Tuesdays Reminders have been posted on Edline.
- Friday Home Folders - At the end of every week, a "Friday Home Folder" is sent home with your child. It will contain important information about school and classroom activities. After you have reviewed the information, please sign the folder and send it back to school with your child.

### **2) What is Edline? When will I receive information about opening my account and who do I contact if I have trouble figuring it out?**

Edline.net is a wonderful online communication and grading system that contains the majority of information that you will need at St. Margaret Mary. You will want to check Edline often to review pertinent information. You can access the website directly or through the link on SMM's school website ([stmm.org/school](http://stmm.org/school)). Each family has an account and you are able to view information about your child's classes, his or her grades and assignments online. Edline also contains the school newsletter, other updates about school activities, athletics, PTO, cafeteria, as well as any forms that you may need. You should receive information about opening your account at the New Parent Meeting in August. If you are having trouble setting up your account or have questions about how to manage your account, please contact the computer teacher or the school office (426-2635).

### **3) Can I send correspondence into the school office via my child's backpack?**

Yes, any envelope clearly marked "school office" in your child's backpack/home folder will be delivered to the office.

### **4) What is the best way to communicate with my child's teacher?**

- St. Margaret Mary is blessed with wonderful teachers who welcome parent involvement and communication, so please contact your teacher with any compliments, concerns, information about your child, etc. Each teacher has a preferred method of communication (e-mail, a note in the home folder, a call to the school or home) and should let you know the best method of contacting them at the beginning of the year during the PTO sponsored Open House in August. If you fail to receive this information, be sure to ask them...a note in the student planner or home-folder always works!
- In order to reduce classroom disruption and make the best use of our teachers' and your time, the school administration and teachers ask that you schedule a meeting if you would like to meet with your child's teacher. Scheduling a time rather than having an "impromptu meeting" before or after school minimizes classroom disruption and allows your child's teacher an opportunity to prepare for your time together.

## Kindergarten "Koncerns":

### **Kindergarten Step-by-Step Theme - Introduction to Stewardship**

(see #79 for more info about SBS)

### **5) How do I get my child signed up for fall sports?**

Soccer is the only fall sport available to the Kindergarten children. Sign-ups will be in May and will be e-mailed to you. You can also contact the parish office 426-1588 to determine the contact person to get your child signed-up. Soccer is a great way for kindergartners (and their families) to get to know one another!

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**6) My child has never had lunch at school. Will someone be there to help her/him?**

Absolutely! The teachers and volunteer cafeteria monitors will help your child navigate the lunchroom. Most of the children are experiencing their first full-day of school and they will all be learning together. You will be surprised how quickly they adjust! The first couple of weeks are actually a wonderful time for your child to purchase their first school lunch because there are plenty of extra volunteers on hand to help the children. There will also be cafeteria volunteers throughout the year that will monitor the children and help them with anything they need (i.e. opening food items, etc.).

**7) What if my child has a bathroom accident at school?**

Many of us have dealt with this issue! While this can be upsetting (usually more upsetting to parent than child), this is certainly not uncommon as children adjust to a full-day schedule, shared bathrooms, etc. The teachers are very experienced in dealing with bathroom accidents and your child will be taken care of with dignity and kindness. If you are concerned that this may be a problem for your child, you may want to keep a change of clothing (including socks) in your child's backpack or send a change of clothing to be kept at school.

**8) What if my child has trouble adjusting?**

Most children will have an adjustment period when starting at a new school. This is normal! Make sure to contact your child's teacher, who will work with you and your child to help your child make a smooth transition. Sometimes a simple e-mail from your child's teacher is enough to reassure you that your child is doing fine. If extra support is needed, please contact our staff Counselor, Brenda Clark (426-2635, [bclark@stmm.org](mailto:bclark@stmm.org)).

**9) What medical forms does my Kindergartener need for school?**

All kindergarten students must have a physical form, an immunization form (with expiration date) and an eye exam from an ophthalmologist or optometrist. A member of the school office staff will be in the gym during Student Orientation/Open House (the Monday before school starts) to collect any outstanding forms. All forms must be turned in prior to the first day of school. If you have any questions, please contact the office at 426-2635 or by email at [school@stmm.org](mailto:school@stmm.org).

**10) Do I send a snack for my child? What kind?**

You will need to send a snack with your child each day. Teachers love nutritious snacks (fruit, vegetables, yogurt, cheese, 1/2 sandwich, Goldfish crackers, etc). All Kindergarten and 1<sup>st</sup> Grade families pay a snack beverage fee during the summer registration to ensure that your child receives a beverage with his/her snack. The children can choose between milk (chocolate or white), juice (orange, apple, or grape), or bottled water. The teachers keep extra snack items at school if you forget to send a snack with your child. The teachers appreciate donations of bulk snack foods to keep the classrooms stocked.

**11) Do I need to send a snack for my child on the first day of school?**

Yes, please send a snack with your child every day, including the first day of school. See question #10 regarding the type of snack you should send.

**12) What kind of backpack and/or lunchbox will my child need?**

Children carry many types of backpacks & lunchboxes, many with characters, "personalities" or monograms on them that can be purchased at Target, Walmart, LL Bean or similar type store. The Kindergarten teachers request that the kindergarten children do NOT carry the "rolling" backpacks.

**13) Can I walk my child into school on the first day of school?**

- Absolutely! Many parents do. Please be careful to park your car so that you won't block the carpool lines. If you park in the front of school, park in the row facing Shelbyville Rd. In the back of school, park in the lot next to the church.
- If your child rides the bus, you are encouraged to allow him/her to ride on the first day of school. The bus drivers are especially attuned to the needs of the 1<sup>st</sup> time riders on the first day of school. You may follow the bus and meet your child at school. The buses drop the children off in the back carpool lines next to the gym.

After the first day of school, the administration and teachers encourage you to allow your child to walk into school by him/herself. There will be many people stationed around the school to make sure your child arrives safely in his/her classroom. While it may seem scary, you will be surprised how quickly the kids get the hang of it!

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**14) What school supplies will my child need to start school?**

The teachers prepare a list of supplies each year. This list will be included in the initial informational packet that will be mailed to you in April. You can choose to purchase these supplies on your own or you can purchase the pre-packaged school supplies provided by the PTO. Many parents choose to participate in this pre-packaged school supply fundraiser. It is convenient, cost-effective, and the profits go back to the PTO/school. Order forms will be included in the informational packet that is mailed to you. If you have any questions, please call the school office at 426-2635, ext 234. The teachers prefer that supplies are brought to school during the Student Orientation/Open House the Monday before school begins. You can also bring them on your child's first day of school. Please remember to label all supplies with your child's name.

## **New Student News - Transferring to SMM**

**15) What medical forms does my new student need for school?**

All new students must have a physical form, an immunization form (with expiration date) and an eye exam from an ophthalmologist or optometrist. If you are new to the school and coming from out of state, you must have a Kentucky immunization form, a Kentucky physical form and an eye exam. If you have any questions, please contact the school office at 426-2635 or by email at [school@stmm.org](mailto:school@stmm.org).

**16) How do I get signed up for Edline.net?**

Edline.net is a wonderful online communication and grading system that contains the majority of information that you will need at St. Margaret Mary (See question #2). Because Edline contains so much pertinent information about the activities at SMM, you will want to get signed up for Edline as soon as possible. The school office will give you information about activating your child's account soon after your child starts school. If you are having trouble setting up your account or have questions about how to manage your account, please contact the computer teacher or the school office (426-2635).

**17) Do I send a snack for my child? What kind?**

If your child is in grades K - 4<sup>th</sup> grade, you will need to send a snack with your child each day. Teachers love nutritious snacks (fruit, vegetables, yogurt, cheese, 1/2 sandwich, Goldfish crackers, etc). All Kindergarten and 1<sup>st</sup> Grade families pay a snack beverage fee to ensure that your child receives a beverage with his/her snack.

**18) What kind of backpack and/or lunchbox will my child need?**

Children carry many types of backpacks & lunchboxes, many with characters, "personalities" or monograms on them that can be purchased at Target, Walmart, LL Bean or similar type store. The Kindergarten teachers request that the kindergarten children do NOT carry the "rolling" backpacks.

**19) What school supplies will my child need to start school?**

The teachers prepare a list of supplies each year. This list will be included in the initial acceptance packet that is mailed to you. If you are transferring to school at the beginning of the year, you will have the option of purchasing a pre-packaged school supplies set provided by the PTO. The order forms will be included in the informational packet that is mailed to you. If you have any questions, please call the school office at 426-2635. Supplies should be brought to your child's classroom at the Student Orientation/Open House the Monday before school starts. Please remember to label all supplies with your child's name.

**20) How do I get my child signed up for athletics?**

SMM offers a wide variety of sports for the children (see the Athletic Awareness section on page #15). Sign-up forms will be posted periodically on Edline throughout the year before each season begins. Watch for information in the school newsletter. However, if you are transferring mid-year and you would like to find out if you can get your child involved immediately, please contact any Athletic Association Board Member. Board members are listed on Edline. You can also call the parish office 426-1588 so that they can assist you in contacting the correct person.

**21) What if my child has trouble adjusting?**

Most children will have an adjustment period when starting at a new school. This is normal! Make sure to contact your child's teacher, who will work with you and your child to help your child make a smooth transition. Sometimes a simple

e-mail from your child's teacher is enough to reassure you that your child is doing fine. If extra support is needed, please contact our staff Counselor, Brenda Clark (426-2635, bclark@stmm.org).

**22) Can I walk my child into school on the first day of school?**

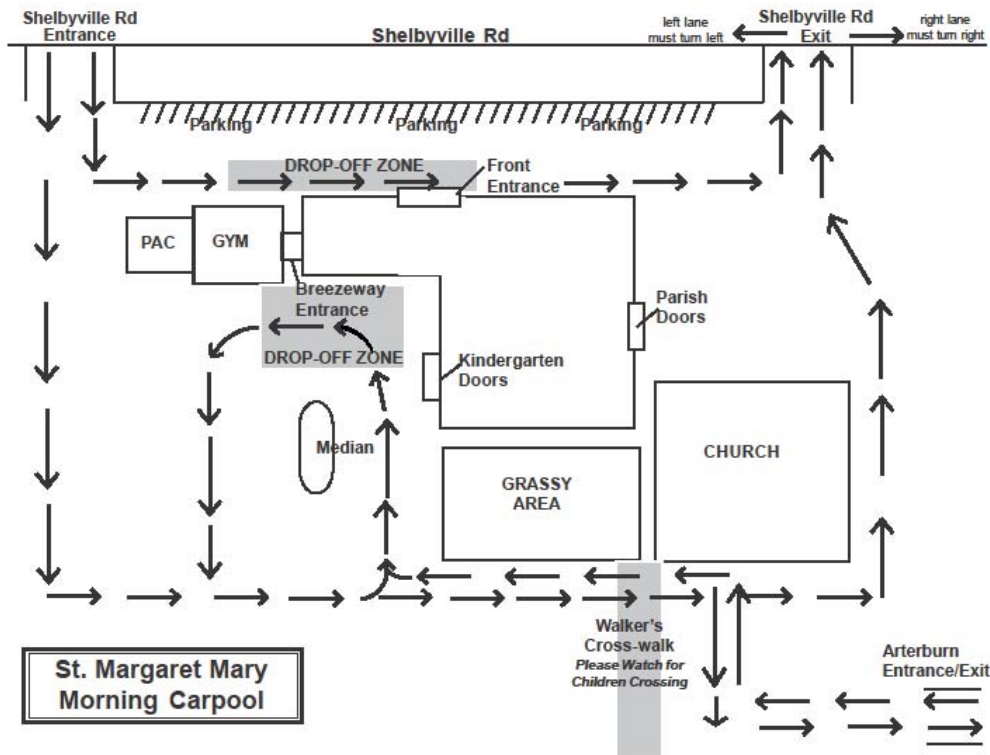
- Absolutely! Please be careful to park your car so that you won't block the carpool lines. If you park in the front of school, park in the row facing Shelbyville Rd. In the back of school, park in the lot next to the church.
- After the first day of school, the administration and teachers encourage you to allow your child to walk into school by themselves. However if you are concerned about your child finding his/her way to the classroom, please contact the Welcome Committee (Chair: Amy Bartley @ 384-1969 or amybartley@insightbb.com) to arrange to have an older child walk your children to his/her classroom for a few days until he/she feels comfortable.

## Carpool Clarity and other Transportation Trivia (incl. doctor appointments & snow days)

**23) How does carpool work? Where do I go? When should I arrive? What is 2<sup>nd</sup> Carpool?**

Carpool can be a little confusing and intimidating for any parent, but is quite simple once you get the hang of it! See the next page for specific information.

**MORNING CARPOOL:**

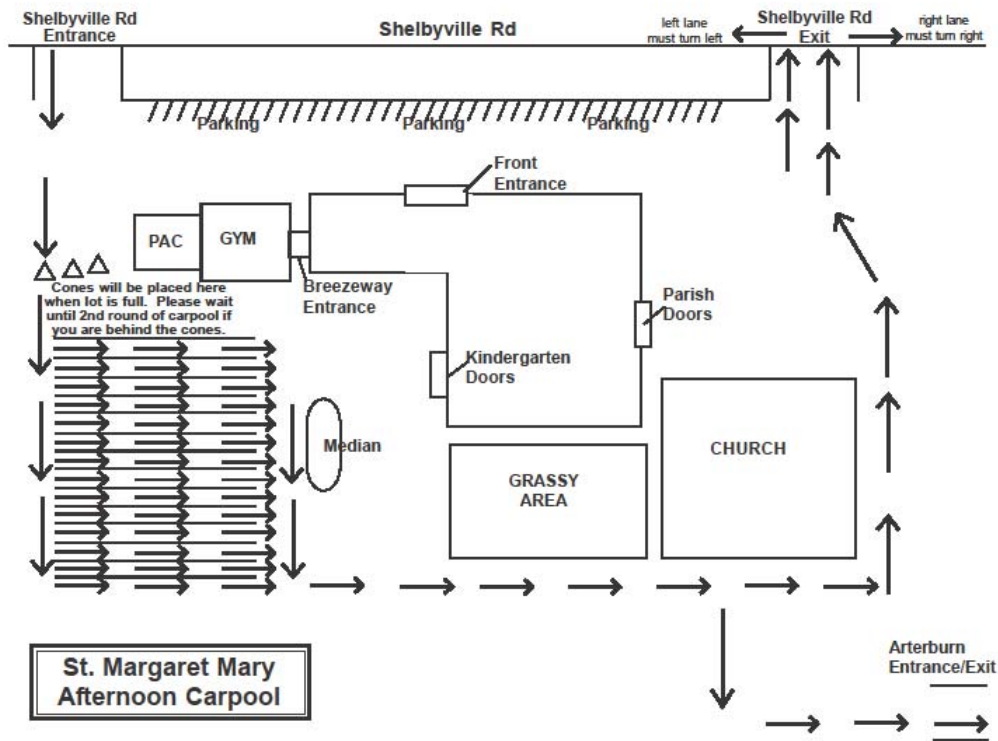


- WHERE? During the morning, drop-off occurs in both the front and the back of the school.
  - FRONT OF SCHOOL: Enter the school property through the front east entrance off of Shelbyville Rd (near the Toyota Dealership). If the line backs up, make sure to stay to the left at the entrance so that buses and autos going to the back parking lot can pass you on the right. A single line forms running east to west next to the front school sidewalk. Children can be dropped off as you near the front entrance (usually five or six cars will let their children out at the same time). Once the children have exited the

car, proceed out the west school entrance (the main entrance). Both lanes of the main entrance will be out-going.

- **BACK OF SCHOOL:** You can enter the school property through the back entrance (off of Arterburn Dr.) or through the front east entrance off of Shelbyville Rd (near the Toyota Dealership). Drop-off is done at the breezeway with cars lining up west to east moving from the area next to the Kindergarten rooms towards the school gym. Children can be dropped off as you near the entrance (usually two or three cars will let their children out at the same time). Once the children have exited your car, exit the school property through the back entrance or the west front main entrance (Both lanes of the main entrance will be out-going).
- **WHEN?** Children can be dropped off any time between 7:20 & 8:00. However, if you arrive before 7:40, your child will need to report to the cafeteria. At 7:40 a bell will ring signifying that the children can proceed to their classrooms. A warning bell sounds at 7:55 and the school day begins at 8:00. Children who report to the school after 8am will be counted as tardy and will need to be dropped in the front of school and report to the school office.

**AFTERNOON CARPOOL**



- **WHERE?** Carpool is done in the parking lot behind school near the playground on the east end of the school (the gym and Parish Activity Center parking lot). During carpool, you should enter the school property through the east entrance off of Shelbyville Rd (near the Toyota Dealership) and drive around to the back of the school.
- **WHEN?** Cars will begin to line up in rows facing west (towards the church) between 2:15 and 2:30.
- **HOW?** There will be two rounds of carpool.  
**ROUND 1:** When the lot is full and before the children are released, all traffic will be stopped and the entrance way to the parking lot will be blocked off for the safety of your child (approx 2:40). The children will be released at the front of the parking lot (approx 2:45). You are welcome to get out of your car and meet your child at the front of the lot to walk them to your car....most parents of young children do. Please tell your child that if they do not see you during this first round of carpool, to please wait on the sidewalk next to the Kindergarten rooms until the 2<sup>nd</sup> round of carpool. (Please remember that if you are stopped behind the cones you are not permitted to retrieve your child until the 2<sup>nd</sup> round of carpool). After all of the children are in their respective cars (or waiting

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on the sidewalk next to the KG rooms, the "safety zone"), cars will be dismissed by row, starting with the row closest to the soccer/baseball fields.

ROUND 2: After the cars in Round 1 leave, a 2<sup>nd</sup> round of carpool then occurs (these cars were blocked from entering the lot just before the children were released). If you are in this 2<sup>nd</sup> round, you will be directed to make a couple of rows of cars facing west. Once all of the cars are stopped, the 2<sup>nd</sup> round of children, who have been waiting in the "safety zone" near the KG rooms, will be released to their cars. You may exit the lot through the back entrance or the west front main entrance (both lanes of the main entrance will be outgoing).

REMAINING KIDS: Any remaining children who have not been picked up will be taken to the school office to await their parent's arrival.

**24) What if something unexpected happens and I don't get to carpool on time?**

If you do not pick your child up during the normal carpool time, he or she will be taken to the school office to await your arrival. You can call the school office if you are concerned (426-2635, ext 234). All children who are not staying for an after-school activity should be picked up by 3:15pm.

**25) What if my child walks to/from school? What do I need to know?**

- Arrival: For their safety, walkers should enter the school property through the church parking lot entrances and walk along the pedestrian walkway along the church parking lot and/or the church sidewalks. There is a crossing guard posted at the crosswalk next to the back church parking lot between 7:40 & 7:55am each morning. For his/her safety, please have your child cross during this time. The children should enter the building through the back breezeway entrance.
- Dismissal: For their safety, walkers are released after carpool is completed in the afternoon (approx 3:05pm). The children will exit the school through the back breezeway entrance and will be supervised until they have left the school property. Children may enter the Deepwood neighborhood through either gate in the afternoons.

**26) What if my child will go to the YMCA after-school care? What do I need to know?**

There will be a sign-up table for the YMCA after-school care at school during the Student Orientation/Open House (Monday before school starts). You can also fill out a registration form on the YMCA website: [www.ymcalouisville.org](http://www.ymcalouisville.org) (the form can be found under childcare). During dismissal, a special announcement will be made for the children going to YMCA and your child will proceed to the school cafeteria at that time to meet their YMCA care provider.

**27) What do I do if I need to pick my child up for an appointment during school hours?**

- If you are unable to make an appointment after school hours and need to pick your child up during the school day, please send a note to school with your child detailing appt time, etc. At the time of the appointment, you will need to come to the office to sign your child out and he or she will be sent to the school office to meet you. Please remember to allow a few minutes for your child to collect his/her belongings and walk to the office. If your child comes back to school, please have him/her report to the office. In order for the absence to be considered excused, a doctor's note must be turned in at this time.
- Please remember, if your child is gone for more than 2 hours, it will be counted as one half-day absent.

**28) What do I do if I need to pick up my child a few minutes early in order to go to an appointment immediately after school?**

Please send a note to your child's teacher detailing the schedule change and report to the office a few minutes before you need to get your child. The office respectfully requests that you are at the school to pick up your child by 2:20 to ensure a smooth dismissal process. Please remember to allow a few minutes for your child to collect his/her belongings and walk to the school office. For the safety of our children, cars should not be moving in the front parking lot between 2:30 and the time the buses have left the property.

**29) What do I do if we have a change in my child's transportation home or he/she is going home with a friend?**

Please send a note to your child's teacher detailing the change. For changes made after the school day has begun, please see question #31. Please remember that only children registered to ride the bus are allowed to ride and *only* on the bus for which they are registered.

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### **30) What do I do if my child has an activity after school?**

Please send a note to your child's teacher detailing the after-school activity and giving permission for your child to stay after school.

- ◆ Children of grades K-5: The parents must write a note each day that your child will be staying after school (this may be done in the assignment notebook) stating that your child will be staying for the activity/practice. If there is no note, your child will go home by their main mode of afternoon transportation.
- ◆ Children of grades 6-8: If your child has an activity that occurs weekly, you may write one blanket note to the teacher with all practice dates that will allow your child to stay after school for these events. However, if your schedule changes after you send this initial note and your child will not be staying for a particular date, please send a note letting the teacher know about the change.

Please remember that for the safety of our children, no child can be left after school without adult supervision and he/she must be picked-up immediately following the after-school activity.

### **31) What do I do if I need to change my child's transportation home after the school day has started?**

If your child's transportation plans change after the school day is in progress, you can call or e-mail the school office (426-2635, ext 234, [school@stmm.org](mailto:school@stmm.org)). Please do so by 1pm in order for the change to be relayed to your child during the afternoon school announcements. Phone messages received after 2pm may not be able to be given to your child, except in emergency situations. *It is important to contact the school office rather than your child's teacher with changes after the day begins. Teachers are not always able to check e-mail/phone messages during the day because they are attending to the children.*

### **32) What happens on snow days?**

Make sure to listen to the media on snowy/icy days and/or check your e-mail and Edline for updates. We follow the "Jefferson Co Catholic Elementary Schools" decision. Unless announced otherwise, school is open. Once we are in school, students will not be dismissed unless a parent or guardian is notified.

- If Jefferson Co Catholic Elementary Schools are OPEN - school is on a regular schedule
- If Jefferson Co Catholic Elementary Schools are on a DELAYED SCHEDULE - The school building is open at 9am, classes begin at 10am and end at 2:45pm.
- If Jefferson Co Catholic Elementary Schools are CLOSED - there is no school.
- In the event of an early dismissal due to weather, parents will be notified via e-mail.

## **Parent Pointers: Visiting my Child, Lunchroom Leads, and "Parent Days"**

### **33) When I come to visit or help at the school, do I need to check-in at the office?**

For the safety of our children, all visitors are asked to sign-in and sign-out at the school office. Also, for safety reasons please fill-out a nametag (next to the sign-in station) in the office.

### **34) Can I come to lunch with my child?**

Yes! You are more than welcome to have lunch with your child. If you plan to eat, please call the school office (426-2635, ext 234) by 9am so the cafeteria can plan accordingly. If you are a Kindergarten parent, the teachers ask that you wait until October to visit (see question #39). Please also note that some grades have assigned seating in the cafeteria and you will want to be careful not to take the assigned seat of one of the children. If it is difficult to squeeze in, please feel free to take your child and a couple of his/her friends to the empty tables in the middle of the cafeteria.

### **35) When I come to lunch, do I bring my own lunch or can I purchase a lunch at school?**

You can either bring a bagged lunch (please no fast food) or purchase a lunch at school on your child's account. The school offers a hot entrée, a nice salad bar, or a baked potato. You are also welcome to come and spend some time with your child in the cafeteria without eating lunch at all. As a courtesy to the cafeteria staff, if you plan to purchase a lunch, please call the school office by 9am to inform them that you will be visiting.

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**36) How can I add money to my child's cafeteria account?**

You can add money to your child's account during summer registration in June. Also, during the school year, you can send cash or check to the cafeteria weekly or monthly. Please place the money in an envelope clearly labeled "Cafeteria Money" and marked with your child's name & Student Pin/ID #.

**37) Where can I check my child's lunch account balance? What happens if my child does not have any money in his/her lunch account?**

You can check your child's lunch account balance on Edline under "Cafeteria." Unfortunately, per the Archdiocese, your child can not be served a hot lunch meal if they have a negative balance of more than \$10. Instead they will be given peanut butter or cheese/crackers and will not be able to purchase any "a la carte" items (i.e. cookies) until money is added to the account. Please remember to check your child's balance regularly.

**38) Can I come to church with my child?**

Yes! You are more than welcome to come to mass and sit with your child. Mass is at 8:15 every Thursday morning. If you are a Kindergarten parent, the teachers ask that you wait until October until you visit (see question #39). Also some years, the KG teachers may decide to wait until January before attending mass with the Kindergarten children. Therefore, please check with your child's teacher before you come to visit.

**39) The handbook/teachers suggest I wait until October to visit my Kindergartener for lunch or mass. Why?**

Some children have separation issues when they start Kindergarten. Many times at the beginning of the year, they will become upset when their parent visits and once again leaves them at school (a 2<sup>nd</sup> separation in the day). Even if your child isn't having any issues, your presence may upset a child who is. Therefore, the teachers ask that you give the Kindergarteners an opportunity to adjust to their new schedules before you visit during the day. In their years of experience, they have found that most children have adjusted by October.

**40) What are some important dates and/or "parent days" at school/after school that I should try to adjust my schedule to attend?**

There are several days throughout the year that you should try to adjust your schedule to attend. If you are unable, you might want to consider having a grandparent or other family member/friend attend for your child.

- **Student Orientation/Open House** - This occurs the Monday before the school year begins. Your child will meet his/her teacher, visit the classroom, tour the school, get his/her pre-ordered supplies, etc. There are also many booths set up in the gym for your convenience. You will have an opportunity to purchase uniform apparel (sweatshirts, uniform leggings, t-shirts) and spirit wear, and to learn about/get-involved in many fund-raising opportunities for our school.
- **Grandparent's Day** - During September, your child's grandparents or another special adult will be invited to attend a reception and mass/prayer service with your child.
- **PTO Meetings/Open Houses** - There are two school-wide PTO meetings followed by special classroom/school events:
  - **General PTO Meeting/Parent Open House** - The first occurs the last week in August (watch your newsletter for the specific date) and is followed by a "parents-only" Open House. You will meet your child's teacher and get important information about his/her school year, teacher communication, classroom rules, curriculum, special grade-level events, etc.
  - **Spring Demonstration** - The second occurs in the spring (watch your newsletter for the specific date) and is followed by a P.E. or Music Demonstration (alternates each year). Your child will likely be participating in this event at some point.
- **Fall/Winter Conferences** - Two times during the year, conferences will be scheduled for you and your child to meet with your child's teacher and discuss his/her progress.
- **Catholic Schools Week Open House in Late January/Early February** - As part of our celebration of being a Catholic School, we participate in Catholic Schools Week. On Thursday of that week, our school has "parent day." On this day, you are invited to attend mass and an open house with your child. Teachers often have fun activities planned during this time for you and your child (parent "tests", plays, math games, etc) that allow you to get a taste of your child's classroom experience.

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- **Each Grade level may have designated "special days."** Your teacher will let you know about these days. Some include: K-1<sup>st</sup>: Musical/Play in the fall, 1<sup>st</sup> Grade: Mother's Day Tea, 2<sup>nd</sup> Grade - First Holy Communion Day of Reflection, 4<sup>th</sup> Grade - Science Fair & Pioneer Day, 6<sup>th</sup> Grade - Festival of the Nations, etc.

## **Uniforms for the Uninformed**

### **41) Where can I get a uniform for my child?**

Educational Outfitters ([www.educationaloutfitters.com](http://www.educationaloutfitters.com)) carries SMM's uniform and will give 3% of all uniform sales back to our school! Many families also find that Shaheen's Department Store (several locations in Louisville - website is [shaheens.net](http://shaheens.net)) is convenient and consistent with our dress code. Pants and shirts are also available at Target, Lands' End, etc. SMM receives money back for all sales at Lands' End (note that the jumpers/skirts at Lands' End are NOT approved SMM jumpers). The "preferred school" code at Lands' End is 9001-1711-0. The school PTO also offers used uniforms for a reduced price. The "used uniform sale" takes place outside the School Office during summer registration & in the School Gym during the Student Orientation/Open House on the Monday before school begins.

### **42) There are so many uniform choices for girls. What do most of the girls wear? Should I just buy a jumper (K-5)/skort(3-5)/skirt (6-8) for my daughter? Do the girls really wear uniform pants and/or uniform shorts?**

This is a question best answered based on your daughter's preference and your budget. The jumper/skort/skirt is by far the *most* popular uniform choice for girls. However, some do choose to wear uniform pants and/or uniform shorts. You should purchase whatever your daughter is most comfortable wearing and what best fits your budget. Please also remember that girls are required to wear shorts or navy leggings underneath their jumpers/skirts. SMM Soffie shorts & Uniform Leggings (pants) are an option for the shorts/leggings that the girls can wear and can be purchased on Edline under "Spirit Wear" and "Uniform Apparel" respectively.

### **43) How many jumpers/skirts should I purchase?**

The jumpers/skirts are very durable. They can easily be worn a couple days in a row, if not more. Many families find that one or two jumpers suit their needs.

### **44) How many shirts should I purchase?**

Depending on your child's habits and age, the white shirts often become dirty during the day (lunch spills, dirt at recess, etc). You will probably want to plan on your child wearing a shirt for only one or two days in a row.

### **45) Should I purchase a white blouse/uniform shirt or polo-type shirt?**

Most children wear the soft white polo-type shirts. However, some do wear uniform blouses or button down shirts. Purchase whatever is most comfortable for your child.

### **46) How long can the children wear the uniform shorts?**

Uniform walking shorts can be worn throughout the year at the discretion of the parents.

### **47) What are free dress days?**

There are many special days throughout the school year when your child will not have to wear his or her uniform. The school will let you know about these days in the school newsletter and/or on Tuesday Reminders. Please see the handbook for appropriate attire on free dress days.

### **48) What is a free dress pass?**

"Free Dress" Passes will be awarded for various reasons (using your Shopping card, participating in fundraisers, as rewards from the teachers, etc) that allow your child to wear "free dress" on Fridays. Please remember that a free dress pass can not be used on liturgy days (usually Thursday) or on field trips. Please see the handbook for appropriate attire on free dress days.

### **49) What is "Blue Ribbon Day"?**

St. Margaret Mary has been awarded the prestigious "Blue Ribbon School of Excellence" award, an honor given by the U.S. Department of Education for superior schools. In celebration of this award, we have "Blue Ribbon Day" where our students are permitted to wear a "Blue Ribbon" t-shirt (see also question #51 & 54) and blue jeans (or denim skirt/denim capris/appropriate length denim shorts) on certain Wednesdays during the month. Watch your newsletter and Tuesday Reminders for the designated "Blue Ribbon" days.

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### 50) What is "Bully Buster Day"?

St. Margaret Mary follows the Olweus (pronounced Ol-VEY-us) Bullying Prevention Program. This program helps to decrease bullying specific behaviors. As part of this program, the school has designated certain Thursdays during the month "Bully Buster Day." On these specified days, children can wear a "Bully Buster" t-shirt (see questions #51 & 54) over their school uniform. Watch your Newsletter and Tuesday Reminders for the designated "Bully Buster" days.

### 51) Where do I get a "Blue Ribbon" or "Bully Buster" t-shirt for my child?

Blue Ribbon and Bully Buster t-shirts can be purchased by sending in the forms that come with your initial informational packet, are available at summer registration during June and the first General PTO/Open House held in August, and/or can be ordered through the school office. Order forms can also be found on Edline under "Uniform Apparel."

### 52) What is "Spirit Wear Day"?

In order to promote school spirit in a fun way for the children, certain days throughout the year are designated "Spirit Wear Day." On these days, children are allowed to wear any SMM Logo shirt/sweatshirt (including athletic team shirts) with blue jeans/denim skirt/denim capris/appropriate length denim shorts (see question #53 & 54). Watch your newsletter and Tuesday Reminders for the designated "Spirit Wear" days.

### 53) How do I buy Spirit Wear for my child?

Watch for the Spirit Wear table at many school activities (Open Houses, Fall Festival, Fall Conferences, etc). Days and times of Spirit Wear sales will also be mentioned in the school newsletter. You can also view photos of the spirit wear and get an order form on Edline. You can send in your order form and check (made out to SMM PTO) to the school office. Orders will be compiled and sent to our manufacturer on Mondays and will be returned within 1 - 2 weeks and distributed on Fridays.

### 54) Does my child have to participate in Blue Ribbon, Bully Buster, or Spirit Wear Day?

No. While most children choose to participate, your child is not required to do so. If you choose not to purchase the Blue Ribbon, Bully Buster, and/or a Spirit Wear t-shirt, your child can wear their normal uniform on these days.

## Invaluable Involvement (including PTO Particulars & Athletic Awareness)

### 55) I want to get involved in my child's school. What are some ways to do this?

There is no shortage of ways to get involved at St. Margaret Mary. The quality education that St. Margaret Mary provides relies on the combined efforts of our entire community. We welcome you and encourage you to get involved! Please see question #56 about the background check required before volunteering. Here are a few opportunities available to you:

- **PTO (Parent Teacher Organization)** - We have a very active and effective PTO at SMM that is an excellent liaison between home and school and financially supports non-budget items needed by the school and teachers. See more about PTO in questions #58 & #59. You can get involved in PTO in two ways:
  - **PTO Board Member** - Board positions are elected positions. If you would like to nominate yourself for a position (President, Treasurer, Secretary, Volunteer Co-Chair) contact the current year's President (information on Edline) or look for the nomination forms that come out in the spring.
  - **PTO Committee Member** - There are numerous committees that oversee the multitude of PTO activities. If you'd like to help out in any way, contact the current year's President (information on Edline) or come to a PTO meeting. Meetings are generally held on the 2<sup>nd</sup> Tuesday of every month in the A/B Meeting room (next to the parish office) at 6:30pm...you may want to verify meeting time/place with a current board member before attending because meeting times/dates sometimes change.
- **Athletic Association** - Our Athletic Association is a parish-wide program run completely by volunteers that offers an amazing variety of youth sports. The Athletic Association depends on volunteer coaches. If you would like to get involved, contact a member of the Athletic Association Board (information on Edline). See more about athletics in questions #60 - 66.
- **School Advisory Council** - This board (formally known as The School Board) acts as an advisory and support group to the school administration and staff, helps formulate general policies, develops and oversees the

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budget and finances, and bus transportation. Positions are a 3-year commitment and are elected/appointed. Watch for nomination forms during February.

➤ **In-School Volunteers:**

- **Room Parent Volunteers** - Each classroom has several parents that organize the class parties, coordinate volunteers for Fall Festival and other events, aid in Teacher Appreciation days, and help the teachers in other miscellaneous ways. Sign-ups are included with your summer registration packet. This is a much sought-after volunteer position and sometimes is decided on a lottery basis. If you don't get the chance to serve in this capacity the first year that you sign-up, keep trying!
- **Step-by-Step Student Stewardship Parents** - We have a wonderful student stewardship program at SMM that strives to teach our students how they can make a difference in God's world. The program is run by volunteers at each grade level. Based on grade-level stewardship themes, volunteers work together to organize and carry-out service projects with the children. All volunteers are welcome to help! Sign-ups are included with your summer registration packet. (See #79 for more info about SBS).
- **Cafeteria** - Volunteers are needed each day to help in many ways during the lunch periods (10:30 - 1:30 pm). This is a great opportunity to interact with the students at St. Margaret Mary. Signs-ups are at summer registration or you can contact Ellen Duane ([eduane@stmm.org](mailto:eduane@stmm.org), 426-2635, ext 135), our Cafeteria Manager.
- **Health Screenings** - Assist with health screenings (e.g. vision, hearing, etc).
- **Physical Education** - Assist the teacher during the Presidential Physical Fitness testing in October. Sign-ups are at summer registration.

➤ **Other Opportunities:**

- **Scouts** - Parent organized troops are available for our students. Registration papers are sent home during the first month of the school year and parental participation is always welcomed!
- **Parish Council and parish committees** - There are a multitude of ways to get involved in our Parish including: Parish Picnic Committee, Worship, Adult & Children's Faith Formation, Youth and Young Adult Ministry, Outreach, Parish Life, and Administration. Sign-up by filling out your Stewardship Commitment Card (comes out in October) or by nominating yourself for Parish Council (in the spring). For additional questions, contact the Parish Office (426-1588).

**56) I've heard that I have to have a background check and take a class to help at the school?**

**What is this and where do I take it? Why?**

For the safety of our children, the Archdiocese of Louisville requires both a background check and training in the Honor Thy Children Safe Environment Workshop prior to volunteering with children in any way in the parish or school. This is a one-time Archdiocesan-wide process.

- **Background Check:** The background check form should be included in your summer registration papers or you can contact the Parish Office at 426-1588.
- **Honor Thy Children Safe Environment Workshop:** Find times/locations for the Honor Thy children Safe Environment Workshop on the church website ([www.stmm.org](http://www.stmm.org)) or contact the parish office at 426-1588. When you attend the workshop, you will be given a document showing that you have completed this workshop, which you will need to turn into the Parish Office.

**57) Once I'm involved in school organizations and need some information included in the newsletter, Tuesday Reminders, Parish Bulletin, or inserted in the Friday folders, how do I do this?**

Following are the contacts and deadlines to have information included in school & parish publications and correspondence:

- School newsletter: Email information to the school office ([school@stmm.org](mailto:school@stmm.org)) clearly marked "For the school newsletter" by Wednesday at 3pm to be included in the Friday newsletter.
- Tuesday Reminders: Email information to the school office ([school@stmm.org](mailto:school@stmm.org)) clearly marked "For the Tuesday e-mail" by Monday at noon.

- Friday folders: If you need something put in the Friday Folders you need to have the copies to the school office no later than 2:00pm on Thursday, sorted by grade or oldest/only. You can obtain a list of # of students by grade from the school office.
- Parish Bulletin: Email information to Grace in the parish office ([grace@stmm.org](mailto:grace@stmm.org)) clearly marked "For the parish bulletin" by Monday at 10am for the following Sunday bulletin.

### PTO PARTICULARS:

#### **58) How much money does the PTO raise and what kind of things does PTO purchase for our school? When are meetings and am I welcome to attend?**

The St. Margaret Mary PTO works to improve the relationship between home and school and financially supports non-budget items needed by the school. Our PTO is very active and effective and for the past several years has raised almost \$100,000 for our school. Without the efforts of the PTO, our school could not provide the same level of education at the same cost for our children as it does now!

- **Items purchased:** One of the main efforts of the PTO is to support the technology needs of our school as well as provide many other resources for our classrooms. This past year, the PTO completely renovated the school bathrooms near the office. Some other items purchased by the PTO were laptop and desktop computers for the classrooms, risers for music/choir, lighting systems, smart boards (innovative interactive classroom learning tools), mulch for the playground, "wish list" items for the teachers and many others. The PTO also donates to the EC (Extra-Curricular) Fund. This fund was set up by the School Advisory Council in 2008 to show appreciation for those teachers who spend time educating our children before or after the regular school day. Some activities supported by these teachers are: Quick Recall, Governor's Cup, Student Council, Spanish Club, Journalism Club, Junior Beta Club, etc. The PTO also supports many hospitality events for our children and families: Grandparents Day, Coffee and Tissues, Donuts with Dad, Muffins with Mom, Welcome to KG, etc.
- **PTO Meetings:** There are two all-school meetings during the year, one in August and one in the Spring. Monthly Meetings are generally held on the 2<sup>nd</sup> Tuesday of every month in the A/B room (adjacent to the Hospitality Room). You are always welcome to attend. The PTO depends on the involvement of many volunteers. If you'd like to get involved, please contact a board member. Board members are listed on Edline.

#### **59) What kind of fundraisers does the PTO do and how can I participate?**

Following are some important fundraisers organized by PTO that directly impact the education of our children. Your help would be appreciated in each of these activities...call a board member to volunteer:

- **What is Fall Festival?** - The single greatest fund-raiser done at our school to date, Fall Festival raises between \$45,000 and \$55,000 each year. The Fall festival is held in October and includes fun activities for the entire family (raffle, silent auction, dinner, games and inflatables). The success of this event depends on the support of hundreds of volunteers and you will likely be contacted to work a shift. Please help if you are able. This is an important fundraiser for our school!
- **What is the Winter Gala?** - New in 2010, this event is an elegant evening in February for adults. Held at an off-site location, this fun night includes dinner and dancing, a silent auction, a reverse raffle, and a "wheel of chance." The event raised over \$40,000 for our school in its first year.
- **What are Shopping Cards?** - Another leading fundraiser, shopping cards bring in funds all year round and are as easy as buying your regular groceries and gas. You simply purchase an initial Kroger or Valu Market shopping card from our school which can then be used to purchase groceries and gas. You can continue to re-load your card at your individual store before you purchase your groceries or gas. These stores give 4% of every dollar you spend back to SMM!! See Edline for Kroger & Valu card order forms or watch for forms attached to our school newsletters. Dress passes are awarded each month for families who charge at least \$50 per child or \$100 per family on their card.
- **What is Spirit Wear?** - PTO offers a wide variety of SMM spirit apparel for children and adults. Purchasing spirit wear is a great way to proudly advertise our school and to support our PTO fundraising efforts. All profits from Spirit Wear are included in the PTO funds used to purchase items for the classrooms! See question #53 on how to purchase Spirit Wear.

- **What is the Poinsettia Sale?** - PTO sells beautiful poinsettias at Christmas time. Watch for order forms on Edline and Friday folders and/or stop by the poinsettia table after weekend masses in November to purchase a poinsettia. Volunteers are needed for poinsettia delivery day. Contact a Poinsettia committee member to help (listed on Edline).
- **What are Pre-packaged School Supplies?** - PTO participates in a fundraiser that pre-packages school supplies for our children. Rather than shopping for hard-to-find supplies, your child will have all the supplies he/she needs to get started for school ready for pick-up at the Student Orientation/Open House the Monday before school starts. All supply packages are tailored to the individual grade level. Order forms will be included in your registration materials or come home in the school folders towards the end of the year. PTO receives a portion of the proceeds for all supply packages ordered.
- **What are Box Tops & Soup Labels?** - An incredibly easy way to make money for our school, simply cut "Box Tops for Education" off of hundreds of your favorite products and "Labels for Education" off of Campbell's products in your pantry and earn money or free items for our school. Encourage your family and friends to do the same. Please send labels into school with your child in an envelope or plastic bag anytime throughout the school year. Also watch for fun label and box top contests throughout the year.
- **Used Uniform Sale:** The PTO offers donated used uniforms for sale at a discounted price to school families during school registration in the summer. Proceeds benefit PTO and our school.
- Some other Fundraisers:
  - **Target Cards:** Enroll for a Target Red VISA credit Card and register online for a percentage of all of your purchases to be given to SMM. Every time you use your Target card, SMM earns money! Simple!
  - **Meijer Community Rewards:** When you shop at Meijer, you can sign-up for their Community Rewards program and they give .5% of your purchases to SMM. Families who assign their Meijer card to SMM and spend at least \$300 monthly will earn a free dress pass for each child in the family.
  - **Office Depot, Staples, Office Max:** When checking out at these stores, please mention SMM so that the school may receive some member benefits.

### Athletic Awareness:

#### 60) How is the Athletic Association run? When are meetings and am I welcome to attend?

Our Athletic Association is a parish-wide program run completely by volunteers. The Athletic Association offers an amazing variety of youth sports at a reasonable cost to our children. The Athletic Association depends on volunteer coaches (see #56 regarding a background check required before volunteering). If you would like to get involved, contact a member of the Athletic Association Board and plan on attending a meeting. A list of current Board members can be found on Edline or you can contact the Parish Office for contact information.

- **Meetings:** The Athletic Association meets on the 3<sup>rd</sup> Monday of each month at 6:30pm in the room over the gym. All are welcome to attend.

#### 61) How do I get my child signed-up for sports?

Athletic sign-up forms are available on Edline periodically throughout the year. Watch the school newsletter for details. In general, sign-ups for Fall Sports take place during late Spring/early Summer of the previous school year; sign-ups for Basketball occur during October; sign-ups for Winter sports take place in January; sign-ups for Spring sports take place during February. The Athletic Association is currently working on a dedicated website with online registration for all sports.

#### 62) What sports are offered?

There are 4 general sports seasons at St. Margaret Mary. The following sports are offered during these various seasons:

1. **Fall** - *Tackle Football* for 3<sup>rd</sup>-8<sup>th</sup> grade, *Flag Football* for 1<sup>st</sup> & 2<sup>nd</sup> grade, *Co-ed Soccer* for K-2<sup>nd</sup> grade, *Girls Volleyball* for 1<sup>st</sup>- 8<sup>th</sup> grade, *Cross Country* for 1<sup>st</sup> -8<sup>th</sup> grade, and *Cheerleading and Dance*.
2. **Basketball** - Boys and girls teams for grades 3<sup>rd</sup>- 8<sup>th</sup> grade.
3. **Winter** - *Swimming* for K-8<sup>th</sup> grade, *Boys' Volleyball* for 1<sup>st</sup>- 8<sup>th</sup> grade, and a *Basketball Clinic* for 1<sup>st</sup> & 2<sup>nd</sup> grade boys and girls.
4. **Spring** - *Girls Softball*, *Soccer* for K-8<sup>th</sup> grade, *Track*, *Golf*, *Tennis*, *Field Hockey*, and *Baseball*.

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**63) How are teams picked?**

All children who sign up for a sport are placed on a team. There are no cuts in St. Margaret Mary's Athletic Program. For team sports, children will go through a tryout and be placed on a team based on the child's ability in that sport. Tryouts vary by sport, but an unbiased panel of coaches/parents/parishioners evaluate the children during the tryout and place them on appropriate teams. Once teams are picked, a coach will contact you in regards to practice times and practice location.

**64) Does the Athletic Association supply uniforms and are there other costs involved?**

The Athletic Association will provide uniforms for all sports. K-2 sports generally receive t-shirts which they will keep at the end of the season. All others receive uniforms that are to be returned at the end of the season. A deposit check is required for all uniforms and will be given back when the uniform is returned at the end of the season. Depending on the sport, additional equipment (socks, shorts, personal hygiene items, etc) might be required to be purchased.

**65) Will parents be asked to volunteer during the season?**

Parents will be asked to work in the concession stand during a particular season. St. Margaret Mary hosts both volleyball and basketball leagues for the Catholic School Athletic Association (CSAA) and it takes a lot of volunteers to make this run smoothly.

**66) Does the Athletic Association organize the Fish Frys?**

Yes, during Lent, the Athletic Association organizes Fish Frys on most Friday evenings as a fundraiser to help support the Athletic Department. Fish, pizza, Mac-n-cheese, soft drinks, and beer are offered. A cake booth and inflatables are also available for the kids. This is an important fundraiser for the Athletic Association that helps defer the cost of our athletic programs. The support of many volunteers is needed each week and you will likely be called and asked to work a shift. Please help if you are able. If you would like to be more involved with the Fish Fry, please contact an Athletic Association Board member.

## **Sickness Sense:**

**67) What do I do if my child is sick and won't be coming to school?**

- Please call or e-mail the school office (426-2635, ext 535 or [school@stmm.org](mailto:school@stmm.org)) by 9am if your child will be absent.
- Please remember that if a child is absent from school he/she is not permitted to participate in any after-school events.
- Please remember that your child should be vomit/fever free for 24 hours before he/she returns to school. Therefore, if your child is sent home from school vomiting or with a fever, he or she may not return to school the following day.

**68) What do I do if my child needs to take medicine at school?**

If your child needs to receive medication during the school day, please fill out a "Permission Form for Prescribed/Overcounter Medication" and send it to your child's teacher with the medication. This form is sent with your initial registration papers, can be found on Edline, or by contacting the school office. Medication will be given per the information on the prescription or medication label. For your child's safety, children are not permitted to carry any medication (including cough drops) in their backpacks, purses, or on themselves (with the exception of inhalers) during the school day.

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## GRADE LEVEL GAZETTE

The answer to some questions that come up at the beginning of each grade level.

### Miscellaneous Matters - All grade levels

**69) How much does it cost to educate my child? Am I expected to pay this much?**

It costs approximately \$4375 to educate each child. The quality of the education that our children receive depends on us all doing our share. The school handbook does a great job of explaining stewardship guidelines.

**70) What do I do if I have a concern about something happening in my child's classroom or school day?**

The best place to begin addressing concerns about your child is with your child's teacher or the adult closest to the concerning issue. If this does not resolve the issue, please read the due process/grievance policy in the school handbook for guidance on how best to proceed.

**71) What is the Terra Nova test and why is it important?**

The Terra Nova Test is the standardized achievement test used by the Archdiocese of Louisville. It is designed to provide achievement scores that are valid for most types of educational decision-making. Areas that are assessed are Reading/Language Arts, Mathematics, Science, and Social Studies. The student's performance is measured against the current nationwide normative group. At SMM, tests are conducted during March in the 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> grades. Terra Nova test scores are used:

- to analyze the strengths and weaknesses of a student's achievement in each content area
- to plan for further instruction and curriculum development
- to assess our school by prospective parents
- to select children for the SEEK program (see 5<sup>th</sup> grade section for more information)
- to select children for the Duke University TIP program (see Junior High section for more information)
- as one of a variety of factors to select children for the Kentucky Colonel's 6<sup>th</sup> grade Academic Showcase (see 6<sup>th</sup> grade section) and Governor's Cup (see Junior High section).

The normal classroom curriculum should adequately prepare your child for the testing; therefore he/she does not need to "study" for the Terra Nova tests. However, you can facilitate a good testing process by making sure your child is well-rested, eats a healthy breakfast and brings a healthy snack. Please also avoid scheduling appointments during the testing days. Encourage your child to listen to all testing directions and to do his/her best.

**72) What do I do if my child is struggling academically at SMM?**

St. Margaret Mary is fortunate enough to have a full-time Special Needs Resource Teacher, Sherry Baird, who has a Bachelor's and Master's degree in Special Education, as well as a part-time Special Needs Teacher, Ellen Martin. You can contact Mrs. Baird (426-2635, ext 131 or [sbaird@stmm.org](mailto:sbaird@stmm.org)) to help you determine and meet the specific needs of your child. Some available resources at SMM:

**READING LAB:** Reading Lab is available for students having difficulty with reading in grades K-5. Our reading lab is staffed by two dedicated teachers who administer the "Reading Mastery" program. Children attend reading lab 2x a week for 30 minutes. A student's reading level is evaluated so that the program can best meet his/her needs.

**Opportunities available outside of school hours:**

**SPEECH:** All children in Kindergarten and 1<sup>st</sup> grade are assessed for speech difficulties, as well as new students through grade 4. Parents will be notified if the screening indicates a speech problem. A speech therapy program is available on school premises. For further information, you can contact the school office at 426-2635.

**HOMEWORK CLUB:** Homework Club is a wonderful opportunity for your child to complete his/her homework in a quiet, calm classroom environment immediately after school. He/she can attend from one to four days a week. Homework Club is held from 3:00 - 4:00 Monday - Thursday and staffed by one to two teachers, depending on the

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number of participating children. Supervising teachers are available to answer questions and facilitate the completion of your child's homework. There is a fee for homework club. If you'd like to sign-up your child, contact Mrs. Sneiderman ([ssneiderman@stmm.org](mailto:ssneiderman@stmm.org)) or Mrs. Fichter ([mfichter@stmm.org](mailto:mfichter@stmm.org)).

**TUTORING:** Many of our SMM teachers are available to tutor children outside of school. The office also has contact information for several private tutors in the area. A list of available tutors is often posted on Edline or you can contact the school office (426-2635) or Sherry Baird (426-2635, ext 131) for more information.

### **73) What do I do if my child forgets something at home (lunch, assignment, etc)?**

An occasional forgotten item can be dropped at the office for your child. However, the school encourages your child and family to try to keep these items to a minimum. This is what the handbook says on this matter: *"In an attempt to minimize classroom disruptions, parental cooperation is expected and encouraged. However, we realize that from time to time our students may forget some needed items which will allow for their day to continue more smoothly. Parents will be allowed to bring in, on rare occasion a forgotten item to the office. Parents who frequently take advantage of this policy will have their privileges reviewed by the administration."*

### **74) My child has a food allergy. Who do I need to notify?**

On the first day of school, a form will be sent home regarding food allergies. Please fill this form out and return it to the school office via your child's backpack. The information on these forms will be shared with the school cafeteria and teachers, and will be kept on file in the school office. However, if your child's allergy is severe, you should also contact your child's teacher and the school office directly to discuss specific limitations/concerns.

### **75) Am I able to send special treats for my child's birthday?**

Absolutely! Small appropriate treats can be sent for your child's birthday. Please make sure to communicate your plans to your child's teacher before you send in your treats so that they can plan accordingly. You may also consider checking with your teacher to determine if any of the children have food allergies. If there are food allergies and you would like to ensure that all of the children can enjoy the birthday treat, here are some "peanut-free" options that the entire class will enjoy:

- "Peanut-Free" Bakery items:
  - Krispy Kreme donuts - 3000 Bardstown Road, 451-4880
  - Ooh La La Bakery - 1841 Plantside Drive, 499-1577 (all items are "allergy-free")
- Other store-bought Items that are "peanut-free":
  - Pop-Tarts & Pop-Tart snack Stix
  - Jell-O Cups
  - Popsicle Brand Ice Pops
  - Kellogg's Rice Krispie Treats (original)
  - Hostess Cupcakes, Twinkies, Ho Hos, Ding Dongs
  - Oreos
  - Keebler Fudge Stripes, Fudge Grahams, Grasshopper Fudge Mint, E.L.
  - Fig Newtons
  - Popcorn
  - Fresh fruit - grapes, strawberries, apples, berries, etc
  - Yoplait yogurt in a tube ("Gogurts")
  - Animal Crackers
  - Hostess Brand powdered or frosted donuts

Make sure to read all labels. If a label reads: "CONTAINS PEANUT AND TREE NUT INGREDIENTS" or "MAY CONTAIN TRACE AMOUNTS OF PEANUT/TREE NUT..." or "MADE IN A FACILITY/ON EQUIPMENT THAT MANUFACTURES OR PROCESSES NUTS" then it will not be safe for a child with nut allergies.

### **76) Do the children exchange Valentine's Day cards on Valentine's Day? Do they do this in all grades?**

The children exchange Valentine's Day cards in grades K - 5. In order to make the exchange go more smoothly, the teachers generally will ask that your child fill out the "From" portion of their cards but leave the "To" portion blank. Your teacher will give you more information as the holiday approaches.

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### 77) How do I get selected to be a "room parent"?

You can sign-up to be a room parent during the summer registration in June. Three room moms are assigned to a classroom. If there are more than three volunteers for a homeroom, selections are made using a lottery process. In the lower grades, the PTO Room Parent chairs will attempt to select at least one "experienced parent" (i.e. a parent with older children) per classroom to make the planning processes easier. Because so many parents sign-up for this opportunity, especially in the lower grades, it is possible that you may not be selected the first time that you sign-up! Please keep trying! Please see question #56 about the background check required before volunteering.

### 78) Who is invited to come to the holiday room parties?

To minimize the activity level in the classrooms during a very exciting time, the school respectfully requests that only the selected room parents attend the holiday room parties (Halloween, Christmas and Valentine's Day). Room parents are asked to find a sitter for siblings for this same reason. If you are not selected to be a room parent but are interested in attending, please let the room parents know that you are available as a "substitute" room parent. Room parents will often call upon other grade-level parents when they have a scheduling conflict and are unable to attend a party.

### 79) What is Step-by-Step? What kind of service project will my child do this year?

Step-by-Step is a unique and wonderful student-stewardship program designed to teach our children that they are never too young to make a difference in God's world. The program was adopted in 2004 at SMM and has been warmly embraced by students, teachers and parents. It is run entirely by parent volunteers.

**SERVICE PROJECTS:** Each year the children participate in a "hands-on" service project emphasizing a grade-level community need or focus. Each project follows a general outline:

- **A kick-off meeting** - children will be taught about their call to stewardship and about the focus of their grade-level project
- **Guest Speaker** - A speaker from an outside organization will come to talk to the children. Guest speakers bring a closer perspective to the community need and focus, provide wonderful information, and increase the excitement about the service project
- **The project** - Parent volunteers will work with an outside organization to organize a "hands-on" service project. Children will have an opportunity to get out into the community and make a difference.
- **Closing meeting/Reflection** - Children will reflect on their project and be asked to fill out reflection forms.

After 2<sup>nd</sup> grade, these projects are generally completed outside of normal school hours at an off-site location. Please make every effort for your child to participate in his/her grade-level project. These projects offer wonderful perspective and experiences for our children!

#### **GRADE LEVEL FOCUS:**

The grade-level focus by grade is:

KG - Introduction to Stewardship

1<sup>st</sup> - Hungry & Needy

2<sup>nd</sup> - Environment and Literacy

3<sup>rd</sup> - Sick & Disabled

4<sup>th</sup> - Elderly

5<sup>th</sup> - Babies, Children & Moms

6<sup>th</sup> - Homeless

7<sup>th</sup> - Refugees & Veterans

8<sup>th</sup> - Confirmation Hours

#### **PARENT VOLUNTEERS:**

Parent volunteers are necessary to make this program successful. It is a great opportunity to work directly with the children and have a positive impact on their Catholic education. Project information, contact information, etc is retained from one year to the next in SBS binders and therefore projects are easy to implement. Sign-up to be a volunteer during summer registration in June or come to the SBS kick-off meeting in Aug/Sep after school begins if you would like to get involved! Please see question #56 about the background check required before volunteering.

### 80) When should I send in my child's school supplies at the beginning of the year?

The teachers prefer that you bring your child's supplies to his/her classroom during the Open House the Monday before school begins. You can also send in the supplies on the first day of school. Please remember to label all items with your child's name.

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**81) What is the cell phone policy at SMM?**

If you would like your child to be able to bring a cell phone to school, you will need to sign a permission form before the phone is brought to school. Any student who brings a cell phone to school must turn it off once they enter the building and keep it in their backpack (grades K-4) or locker (grades 5-8) during the school day. The student may turn the cell phone back on after school is dismissed for the day. Please see the handbook for information about violation of this policy.

**82) I've heard there is a "buddy" mentoring program for the students at SMM. What is this?**

Children in the lower grades (K-2) are paired with children in the upper grades (6-8) for fun social events throughout the year. Kindergarten students are paired with 6<sup>th</sup> grade students, 1<sup>st</sup> grade students are paired with 8<sup>th</sup> grade students, and 2<sup>nd</sup> grade students are paired with 7<sup>th</sup> grade students. Older children will work with the younger children to make crafts, read stories, attend social gatherings (ice cream socials, etc), and occasionally attend a field trip. It is a wonderful program that is fun for both groups of children!

### **First Grade Focus:**

#### **1st Grade Step-by-Step Theme - Hungry & Needy**

(see #79 for more info about SBS)

**83) What is AR and how does it work?**

AR is the Accelerated Reader Program, a national reading computer program that assists the teachers in monitoring and managing children's independent reading practice. The program helps children develop their reading skills at their own pace. At SMM, the program is used in grades 1 - 8. First graders usually begin the program in Jan/Feb. Your child's teacher will make sure you have the necessary information to help your child begin the program. In the AR program, children choose their own books to read (rather than having one assigned to them) within their reading level. After your child completes a book, he/she will take a short computer quiz. The results will help your child and his/her teacher set goals for future independent reading. Each teacher uses and implements the AR program differently in their classroom and will communicate their specific goals/guidelines at the beginning of each year or at the start of the program.

**84) What changes can my child expect in the 1<sup>st</sup> grade?**

During First grade the children are continually encouraged to become more independent. Some examples: tying their own shoes, doing things themselves in the classroom, completing homework on time, doing their best work, etc.

### **Second Grade Secrets:**

#### **2nd Grade Step-by-Step Theme - Environment & Literacy**

(see #79 for more info about SBS)

**85) What information do I need to know about the "Sacrament Year"?**

The 2<sup>nd</sup> grade is an exciting year when your child will make his/her First Reconciliation and First Communion. First Reconciliation will take place in the fall and First Communion will be held in the spring. The 2<sup>nd</sup> grade teachers and the Parish Children's Formation Representatives do a wonderful job in preparing your child and your entire family for these important events. A meeting will be scheduled at the beginning of the school year to give you all the information you will need to prepare for these important sacraments (i.e. calendar of events, catechesis materials, information on attire, etc).

**86) Do the children begin rotating classes in the 2<sup>nd</sup> grade?**

Yes. The children begin rotating classrooms & teachers for four subjects in the 2<sup>nd</sup> grade: Social Studies, Science, Writing Workshop & Math Enrichment. Each teacher teaches a subject; therefore your child will have the opportunity to be taught by all of the 2<sup>nd</sup> grade teachers. His/her homeroom teacher will explain the rotation schedule at the beginning of the year.

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## Third Grade Thoughts:

### **3rd Grade Step-by-Step Theme - Sick & Disabled**

(see #79 for more info about SBS)

#### **87) How does grading change from 2<sup>nd</sup> to 3<sup>rd</sup> grade?**

In the 3<sup>rd</sup> grade and above, the children will be graded on the letter-grade scale adopted by the Archdiocese of Louisville (A+/A/A-, B+/B/B-, C+/C/C-, D+/D/D-, U). Grades will be continually posted on Edline throughout the year so that you can monitor your child's progress.

#### **88) What changes can my child expect academically in the 3<sup>rd</sup> grade?**

Third grade is a year of transition where the children are encouraged to become more independent learners. During 3<sup>rd</sup> grade, the children will be encouraged to begin to assume responsibility for their own education so that they develop into life-long learners. Some examples: children will be responsible for accurately filling out their own assignment notebooks, gathering their books/supplies for class rotation and homework, turning work in on time, etc.

#### **89) Third grade girls are allowed to wear skorts or jumpers. What do most girls wear?**

This changes each year depending on the preferences of the girls in each grade. Generally, most girls will wear both the skort and the jumper throughout the year. Because the girls are unable to wear the SMM leggings under the skorts, jumpers are usually more popular during the winter months.

## Fourth Grade Facts:

### **4th Grade Step-by-Step Theme - Elderly**

(see #79 for more info about SBS)

#### **90) What is Pioneer Day?**

Pioneer Day is a fantastic all-day event that is part of the 4<sup>th</sup> grade Social Studies curriculum. Parents work with the Social Studies teacher to create a day where the children get to "go back in time" to experience a day on the frontier. The event is held on school grounds and the children will have the opportunity to visit a one room school house, a "general store", play pioneer games, ride in a horse-drawn buggy, have a "pioneer" picture taken with his/her parent, and enjoy a home-cooked meal. They also will make butter, ice cream, tin lanterns, a corn husk doll and learn how to "stitch." All "stations" are prepared and staffed by parent volunteers. It is an exciting and fun day for the students, parents & teachers!

- **Parent volunteer sign-ups:** Sign-ups typically occur during 1<sup>st</sup> trimester during the General PTO Meeting/"Parent only" Open House in the fall. Pioneer Day is held in late spring. You will be notified by your teacher where/when to sign-up and the date of the event. If you are able to adjust your schedule, this is a great event to attend!
- **Authentic Attire:** All parents and children wear pioneer dress for the day. The children will make aprons/bonnets at school. Boys/Dads can wear jeans and a western style shirt (uniform pants/shirts may also be worn). Girls/Moms can wear skirts (plaid, calico or print) or pioneer dresses. Uniform shirts may also be worn. Some years the sewing committee will offer to make skirts for the girls/moms at a very reasonable rate. Also, families with children in older grades will often have pioneer attire that they are willing to lend for the day. You will be given more information on attire as you get closer to the event.

#### **91) What is the Science Fair?**

The Science Fair is held in the spring of 4<sup>th</sup> grade. Children can work alone or in groups of 2 or 3 students. The science teacher will help the children form groups. Students can either conduct an experiment (designed to answer a yes/no question) or design a model for their project. Students are given ample time and instruction from the teachers to conduct their project. The children display their finished projects in a science fair which parents are invited to attend. If you are able to adjust your schedule, this is a fun event to attend.

#### **92) I have heard that the children no longer wear their uniform for gym class in the 4<sup>th</sup> grade. What does my child need to wear for gym?**

Starting in the 4<sup>th</sup> grade, children change into "gym clothes" for gym class. They should wear appropriate length gym shorts and a t-shirt. Children should also wear gym shoes. Children are also required to bring deodorant.

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**93) What is Quick Recall?**

Quick Recall is an academic competition featuring 2 halves of toss-up and bonus trivia questions. Teams are formed at participating schools beginning in the 4<sup>th</sup> grade and continuing through the 8<sup>th</sup> grade. In 4<sup>th</sup> & 5<sup>th</sup> grade, competition takes place during 2<sup>nd</sup> trimester and you will be notified when teams are formed to determine if your child would like to participate. The number of teams that are formed and the number of children that are able to participate is determined by the number of parent volunteers willing to "coach" the teams.

**94) I have heard that my child will have an elective related arts class this year: choir, academic enrichment or drama? Will my child be able to select which class he or she would like to attend? Is he/she guaranteed to be in the class of his/her choosing?**

You are able to select your child's 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> preference for their elective class at summer registration. Placement for these classes is done on a first come/first serve basis. Each class can accommodate 28 children. Every effort is made to give each child his/her first choice. You can increase the chance of your child being placed in his/her first choice class by registering in the first couple days of the registration process held in June.

### **Fifth Grade Fun:**

#### **5th Grade Step-by-Step Theme - Babies, Children & Moms**

(see #79 for more info about SBS)

**95) I have heard that my child will have a locker this year. Can they decorate their lockers? What decorations are appropriate?**

Students are excited to be assigned lockers in the 5<sup>th</sup> grade & 6<sup>th</sup> grade and most children enjoy decorating them to suit their personality. Some appropriate locker decorations are mirrors, magnets, small magnetic dry erase boards, and magnetic baskets to hold dry erase pens. All decorations are optional.

**96) What is SEEK? How are children selected for this program?**

SEEK stands for Student Enrichment and Exploration of Knowledge. It is a program developed by the cooperative effort of six Catholic schools to meet the needs of academically gifted children. Students are selected for the program based on his/her performance on the most recent Terra Nova test. Students must have a Total National Percentile (NP) on the Terra Nova test of 92 or better. This criterion is set by the six Catholic schools that administer the program. Once a child meets this condition, he or she is eligible to participate in the program for the rest of his/her elementary education. Selected students work on special projects/classes under the guidance of teachers representing the participating schools. If your child is selected in the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> grade to participate, you will be notified in the spring semester. Classes are also available to 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> graders in the fall semester.

### **Six Grade Sanity:**

#### **6<sup>th</sup> Grade Step-by-Step Theme - Homeless**

(see #79 for more info about SBS)

**97) What is Festival of Nations?**

Festival of Nations is a fantastic group project that is part of the 6<sup>th</sup> grade Social Studies curriculum where the children get to explore the cultures of different nations. The children are assigned a nation to explore and they create a table at the Festival that includes an informational tri-fold, music, costumes, food, decorations, etc. The children also create a skit about their nation. The Festival is open to the children in the other grades and parents are welcome to attend. The event is held in the Spring. Your child's teacher will make sure you have all the information you need for this exciting event.

**98) What is KYA (Kentucky Youth Assembly)?**

Kentucky Youth Assembly is an event sponsored by the YMCA and administered at Saint Margaret Mary completely by parent volunteers. Children are eligible to participate in grades 6 - 8. While the event is not school sponsored, the children receive an excused absence if they choose to participate. Held in the fall in Kentucky's Capitol Building in Frankfort, this three day event allows the children to gain hands-on experience of Kentucky's state government. This

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student-led conference gives the children first-hand experience through role-play of what it's like to debate a bill in the capitol chambers, run for state office or argue a case in the State Supreme. The conference includes a 3 day hotel stay and many group meetings prior to the event to prepare. If you are interested in creating a group to participate in this fantastic event, go to [www.kyymca.org](http://www.kyymca.org) for more information.

**99) What is KUNA (Kentucky United Nations Assembly)?**

Kentucky United Nations Assembly is an event sponsored by the YMCA and administered at Saint Margaret Mary completely by parent volunteers. Children are eligible to participate in grades 6 - 8. While the event is not school sponsored, the children receive an excused absence if they choose to participate. Held in the spring in Louisville, this three day event focuses on diplomacy and provides students and adult leaders with a greater appreciation for our global community through hands-on involvement with international issues and solutions. The conference is geared toward developing students' international consciousness through role-play as they represent one of the members of the United Nations. The conference includes a 3 day hotel stay and many group meetings prior to the event to prepare. If you are interested in creating a group to participate in this fantastic event, go to [www.kyymca.org](http://www.kyymca.org) for more information.

**100) What is the Kentucky Colonel's Academic Showcase?**

Kentucky Colonel's 6th Grade Academic Showcase is a pre-cursor to Governor's Cup (held in 7<sup>th</sup> & 8<sup>th</sup> grades) at St. Margaret Mary. It is a one-day academic event in December that is designed to provide a competitive opportunity for Kentucky's sixth graders. Each school is allowed to have one team at the competition. Students compete by taking a written assessment/test in one or two of several subjects: Math, Science, Social Studies, Language Arts, and Arts/Humanities. There is also a Quick Recall tournament. The Academic Showcase team is determined based on a variety of factors including teacher recommendation and Terra Nova scores.

**101) How does Quick Recall change in 6<sup>th</sup> grade?**

In grades 6 - 8<sup>th</sup>, Quick Recall competition is held in the fall. Matches begin after Labor Day and last for 6 weeks followed by a single elimination tournament. For more information about Quick Recall, see question #93.

## **Junior High Jabber:**

**7<sup>th</sup> Grade Step-by-Step Theme - Refugees**

**8<sup>th</sup> Grade Step by Step Theme - Confirmation Hours**

(see #79 for more info about SBS)

**102) What is Junior Beta Club? How does my child join?**

Beta Club is the largest independent, non-profit, educational youth organization in America. Established in 1934, The National Beta Club is an academic honors recognition program that honors students for their high academic achievement while equipping them to be the leaders of tomorrow through service for community and school. Student membership is determined by several requirements including classroom performance (grades), participation in church or community organizations, participation in at least one extra-curricular activity, and student behavior. Members participate in service-oriented activities throughout the year. For more information on the Junior Beta Club, visit their website: [www.betaclub.org](http://www.betaclub.org)

**103) What is Governor's Cup?**

Governor's Cup is an academic competition that was founded in 1986 as a way to promote, reward and recognize outstanding academic achievement and has become the state's premier academic event, involving over 20,000 students, nearly 1200 schools, and thousands of coaches, administrators, parents and community leaders. Governor's Cup consists of eight events: Five Written Assessment Examinations (in Mathematics, Science, Social Studies, Language Arts and Arts/Humanities), Composition (On-Demand Writing), Quick Recall, & Future Problem Solving (an award-winning creative thinking competition). The Governor's Cup teams are determined by a variety of factors such as teacher recommendation and Terra Nova scores.

**104) What is Future Problem Solving?**

The Future Problem Solving program (FPS) is a nationally recognized, award winning program that is part of the Governor's Cup academic competition. The program uses the writing process and global thinking skills to increase awareness for the future and encourage creativity in students. The F.P.S. team is determined primarily through

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multiple teacher recommendations based on skills such as writing, thinking, reasoning and cooperation within a group setting.

**105) How does my child test into and out of Algebra I?**

Based on the recommendation of the Archdiocese of Louisville Math Task Force, all 7<sup>th</sup> grade students receive Pre-Algebra instruction and all 8<sup>th</sup> grade students receive Algebra I instruction. In order to determine the readiness level of each student and facilitate placement in Algebra I, the Archdiocese has determined that all 7<sup>th</sup> grade students will be given a 7<sup>th</sup> Grade Mathematics Test during March. The test is designed to gauge the foundational learning needed for algebra and is based on arithmetic, pre-algebra, and problem-solving skills. The test is in multiple choice format. The Archdiocese scores the tests. In 8<sup>th</sup> grade, all students will take the Algebra I Exit Exam in May to determine if he/she will test out of Algebra I as she/he begins high school. Scoring of the tests is completed by the Archdiocese.

**106) Do the children have elections for Student Council in 7<sup>th</sup> & 8<sup>th</sup> grade?**

Yes, elections for student council are held in the fall. The 7<sup>th</sup> & 8<sup>th</sup> graders elect one junior high student for each of the following offices: President, Vice President, Treasurer, Secretary, Spirit Director, and Publicity Director. Students running for office must be in good academic and behavioral standing and have permission from two teachers, an administrator and a parent to be considered for an office. Two class representatives from grades 5 & 6 are also selected from the pool of interested children. The Student Council organizes the skating parties, pep rallies, and the Dare to Care Food Drive. Meetings are held after school one time per month.

**107) What is the Duke University TIP (Talent Identification Program)? How does my child qualify to participate?**

The TIP program is an academic talent search that helps families determine how advanced students' abilities truly are. Traditional testing often fails to measure the variation among many gifted students who reach the upper limits of scoring on grade-level exams. By taking advanced above-level testing (at least two years above a student's current grade placement) through Duke TIP's talent search, gifted students and their families gain a far better understanding of where the student stands in relation to his/her gifted peers and what level of educational challenge is appropriate. Duke TIP's 7<sup>th</sup> Grade Talent Search identifies academically talented 7<sup>th</sup> graders based on standardized test scores. The specific selection criteria are set by the Duke TIP program each year. At SMM, a student's 5<sup>th</sup> grade Terra Nova test scores are the most recent test scores and are used to determine eligibility for the program. The Candidates are then invited to take the SAT or the ACT as 7<sup>th</sup> graders, which allows them greater insight into their academic abilities. In addition, they gain valuable benefits and resources for gifted students.

**108) How does the Related Arts program work in Junior High?**

All 7<sup>th</sup> & 8<sup>th</sup> grade students have a trimester of art, music & drama. Show choir is also an option in lieu of study hall.

**109) Is my child excused to "shadow" at the Louisville high schools?**

The Louisville Catholic high schools allow 7<sup>th</sup> & 8<sup>th</sup> grade students to "shadow" (spend the day with a high school student during their normal day at school) to determine the high school they would like to attend. 7<sup>th</sup> graders may shadow from January - April during the year. 8<sup>th</sup> graders may shadow in the fall (and in special circumstances in the spring). If possible, it is preferable that your child shadow on a day that SMM is not in session. If this is not possible, your child is allowed two excused absences during 7<sup>th</sup> & 8<sup>th</sup> grade collectively to shadow. You will make your shadowing appointment directly with the high school that your child will be visiting. Please make sure to obtain a "shadowing form" (posted on Edline or from the school office) before your child plans to be absent. The form requires signatures from all of your child's teachers and the SMM principal, as well as a representative from the school that your child visits. In order to make sure that your child does not miss anything critical, the school office and teachers request that you give them at least 72 hours notice before your child will be absent to shadow.

**110) What do I need to know about Confirmation and the service hours my child will have to earn?**

Confirmation will occur in the spring of the 8<sup>th</sup> grade year. Your child will work throughout the 8<sup>th</sup> grade year to prepare for this important sacrament, including earning service hours, choosing a confirmation sponsor, and writing a letter to the Archbishop. The Parish Children's Formation Representatives do a wonderful job preparing your child and your entire family for this important sacrament. A meeting will be scheduled in April of the 7<sup>th</sup> grade year to give you

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all the information you will need to prepare (i.e. calendar of events, catechesis materials, information on service hours, attire, choosing a sponsor, etc).

**111) Is there anything I need to know about 8<sup>th</sup> grade graduation?**

The last day of school for 8<sup>th</sup> graders and the Graduation ceremony will occur in May approx 1 week prior to the last day of school for grades K - 7. The specific date will be announced by April 1<sup>st</sup>. There will be a Graduation Breakfast for the graduate and his/her parents sponsored by the School Advisory Council. The Graduation ceremony will be held during a special mass. Students will wear graduation gowns. A fee will be assessed at registration to cover the cost of graduation activities. Also, a meeting will be scheduled at the beginning of the school year to give you more specific information that you will need to prepare for this important event.

**112) Is there a Spanish Placement test?**

All students are encouraged to take a High School Spanish Placement test at the end of 8<sup>th</sup> grade for proper placement in high school. Each high school administers their own placement test. Therefore, you can consult the website of the high school your child will be attending to determine when and where the Spanish Placement test will be administered. You can also discuss the Spanish Placement Test with the counselor during Freshman registration at your child's selected school. Mrs. Delk will also post information about the Placement tests on the 8<sup>th</sup> grade Spanish page on Edline.

**\*\*While we have made every effort to include helpful and accurate information and guidelines, policies sometimes change throughout the year. Therefore, please remember that the SMM Handbook is the best resource for policies and procedures and the school principal has the final say in all matters.\*\***

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## "Who do I call when...?" List

### *Who do I call when...*

- ★ My child will be absent from school?
  - School Office: 426-2635, ext 535
- ★ I need to change my child's transportation during the school day?
  - School Office 426-2635, ext 234
- ★ I want to come and eat lunch with my child?
  - Call the office (426-2635, ext 234) by 9am
- ★ I have a question about Edline?
  - Our technology teacher (426-2635)
- ★ I want to get involved with PTO?
  - Any PTO board member (list of board members is on Edline)
- ★ I have a question about the athletic program?
  - Any Athletic Association board member (list of board members on Edline)
- ★ I want to volunteer to be an athletic coach?
  - There is an area on sports sign-up sheets to indicate your coaching interest or you can contact one of the Athletic Directors (on Edline).
- ★ I want to get a shopping card?
  - Order forms are posted on Edline (under SMM Community - PTO Information) or contact the Shopping Card Committee Chairs (listed on Edline with PTO info)
- ★ My child is not adjusting or is having other trouble at school?
  - Your Child's teacher or our School Counselor, Brenda Clark (426-2635, ext 130)
- ★ I have a concern about the school or parish
  - School Principal (426-2635, x235)
  - Donna Schmidt, Parish Community Director (426-1588, x127, [dschmidt@stmm.org](mailto:dschmidt@stmm.org))
  - Father Steve Pohl, Pastor (426-1588, x124, [spohl@stmm.org](mailto:spohl@stmm.org)).
- ★ My question isn't on this list?
  - Depending on the nature of your question, you can call
    - PTO Welcome Committee Chair: Amy Bartley (384-1969)
    - School Office: 426-2635, x234
    - Assistant Principals: Mrs Tyler (426-2635, x244, [ctyler@stmm.org](mailto:ctyler@stmm.org)) and Mrs. Martin (426-2635, ext 145, [emartin@stmm.org](mailto:emartin@stmm.org)).
    - Principal: 426-2635, x235
    - Parish Community Director: Donna Schmidt (426-1588, x127, [dschmidt@stmm.org](mailto:dschmidt@stmm.org))