



OUR SAVIOUR SCHOOL

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MRS. STEVIE VANDEVELDE, PRINCIPAL

July 21, 2022

Dear Pre-K – 8th grade families,

I hope each of you are enjoying your summer. As August is right around the corner, we wanted to provide you with information for the start of the 2022-23 school year. We are excited to be celebrating our 150 year anniversary this year. We have incorporated this celebratory event into our school theme this year with: “Rooted in Faith – Growing in Love” - #150YearsStrong”.

If you are a parent of a Pre-K student, you will receive this letter as well as a Pre-K letter. If you do not receive both letters, please let the office know.

Final Registration/“Meet and Greet”: We are continuing with our “Meet and Greet” approach for the 2022-23 school year as we received favorable comments that this individual time with the teacher was valuable. Our “Meet and Greet” times with the student/parent/teacher are on Monday, August 15 and Tuesday, August 16. You will receive a link by August 9th to schedule a 20 minute “Meet and Greet” time. During this time, you will be able to bring your child’s school supplies, receive additional information, meet the teachers, explore the room, and make sure all necessary office forms are turned in. **Also, at the “meet and greet”, any 3rd – 8th grade students and any NEW students will need to stop by the office and pay any additional fees. (Please see fee schedule below.)** Also, you will receive your calendar/handbook and any additional paperwork.

School Day: For the 2022-23 school year, our hours of operation will be 8:07 am – 2:50 pm. (Please note that the tardy bills is 5 minutes earlier this year.) For K – 8, our first student attendance day will be Wednesday, August 17th and our first Pre-K attendance day will be Tuesday, August 23rd. On August 17th, 18th, and 19th, our K – 8 students will dismiss at 2:00 pm. We will begin our regular dismissal time of 2:50 pm beginning on Monday, August 22nd. **With that being said, we will NOT have after school care until the week of August 22nd.**

Sickness protocol: Children who are sick, feverish, or in need of medicine at regular intervals are expected to stay home to recover and to receive proper rest and attention.

Arrival procedures: We will continue with our arrival procedures similar to last year. The school building will open at 7:45 am and students will enter the building at the main entrance for Pre-K – 6 (Jr High will enter at the Jr High doors at Routt Catholic). Students will go directly to their classrooms. Pre-K students will be able to enter

at the alleyway door as another option, but this option is only for Pre-K only students. More information will be discussed at the Meet and Greets.

Water Bottles: We continue to encourage students to bring their water to school each day. Disposable plastic water bottles are acceptable or a reusable water bottle can be brought back and forth daily. Water bottles should be plastic and spill-proof. You must ensure your child's name is on the water bottles.

Bus Service: Information on bus service will be forthcoming. If your K – 8 grade child will be riding the bus, you must complete a bus form (attached). Any questions regarding bus stops, times, etc., please contact Jacksonville School District bus garage.

After School Care: We will continue to offer after school care for our students. Our fees are \$12.00 a day for the first student of the family and \$6.00 a day for each additional child in a family. Students **must** be signed up before they can attend after school care. I have attached a form for your convenience, however, you may also pick one up in the office or obtain one from our website. After school care will not start until the week of August 22nd.

Spiritwear: Parent Club will be offering a school approved sweat pant that can be worn during Spirit Wear Days only. More information will follow. These loose-fitting sweat pants are the **only** acceptable sweat pant that can be worn during Our Saviour School spirit wear days.

Communications: Typically, each week, I send a Parent Letter via our Teacherease system. This parent letter will go to the email(s) that you have specified in Teacherease. Please make sure you provide a valid e-mail in order to receive these important communications. Also, it is very helpful to have a Teacherease account to check lunch balances, after school balances and grades (for 3rd – 8th grade), etc. We will continue to use our School Messenger system to send reminder calls and attendance calls out to families as well. However, during the next few months, we will be moving away from School Messenger and use TeacherEase for our email and phone call communications.

Gently Used Uniform Exchange Program: During the first two weeks of August appointments will be scheduled for interested families to come in, try on if wanted, and take clothing home. The volunteer will help them find sizes, tops, bottoms, etc. and return to stock those unwanted or non fitting items. The time slots for these uniform exchange appointments will be approximately 15 minutes for 1 child or 30 minutes for 2 or more children. Dates and times for shopping the exchanged uniform items are: Tuesday, August 2, 7:30 am to 3:00 pm Thursday, August 4, 7:30 am to 6:00 pm Tuesday, August 9, 7:30 am to 6:00 pm Thursday, August 11, 7:30 am to 6:00 pm. Calls or texts will be accepted. You may contact Candy West at (217) 473-0507. For future planning there will be a second exchange period in November to December, look for details in the October family letters. We appreciate Candy's willingness to keep our gently used uniforms organized and conveniently available to our families.

Office Hours: Beginning August 8th, our office hours will be 9:00 am – 3:30 pm, Monday through Friday. Beginning Monday, August 15th, our normal office hours will resume as 7:40 am – 4:10 pm.

Also, **except for the Pre-K parents**, who may walk their child into their classroom UNTIL Labor Day, parents will not be permitted to come into the school, except to the office. Please use the phone on the wall in the entryway to communicate with the secretary. If she is away from her desk, you will need to wait.

Calendar: I am attaching the tentative school calendar for August – December to help you with planning. Please realize the calendar is subject to change. Also, please note, we do not always follow the Jacksonville School District 117 in terms of snow days, early out days. We will communicate any weather cancellations via our School Messenger/TeacherEase system.

Staff:

We have several changes to Our Saviour School family this fall. The faculty/staff for this school year are:

Pre-K – Mrs. Becker, Mrs. White and Mrs. Arnold

K – Mrs. Chumley and Mrs. Flynn

1 – Mrs. Dietrich and Mrs. McQueen

2 – Mrs. Elliott and Mrs. Evans

3 – Mrs. Worrell and Mrs. Camacho

4 – Mrs. Schumacher and Mrs. Davis

5/6 – Mr. Whelan, Mrs. Martin, Ms. Koleczek and Mrs. Fritz

7/8 – Mrs. Beeley, Mrs. Peters (part-time), Mrs. Morrow and Mrs. Shade

Computers and Technology Coordinator – Mrs. Gibson

P.E. – Mr. Gibson

Music/Band/Mixed Choir and OSP Youth Choir – Mr. Rose

K-8 Instructional Aide – Mrs. Johnson

Pre-K Instructional Aide – Mrs. Rives and Ms. Haarmann

Office – Mrs. Burgess

Janitorial/Maintenance/Security – Mr. West

Athletic Directors – Mr. Gibson, Mrs. Dietrich, and Mr. Vaughn

I continue to be thankful for working with this amazing staff as we continue to grow our school and focus on student success!

We are still looking for a part-time 7th grade ELA teacher. If you know of anyone interested, please have them contact the office.

Protecting God's Children is a program created to help us watch over our children's safety. The Bishop requires everyone who volunteers at church, school, or parish activities, complete this training. (This includes parents wanting to drive on field trips, assist with classroom parties, etc.) The Diocese's is changing the current program so we will communicate with parents once the new program is available for our new parents. Please watch the Parent Letter for future updates.

Handbook changes: I want to specifically make parents aware of a few changes to our handbook; however, I do encourage you to read the handbook for all information. Some changes to note:

- We have clarified our Social Media policy to include:
 - Any misuse of faculty/staff photos in social media posts will result in a minimum of a 1 day in-school suspension. Also, if the Jacksonville Police Department becomes involved in a social media incident, then OSS must remove itself and JPD will pursue any penalties/punishments.

While we provide our students with Internet Safety/Social Media education annually, we encourage parents to have conversations with their students as to appropriateness of social media usage, as well.

- The technology fee has changed to \$35 for Pre-K – 4th grade and \$50 technology fee for 5 – 8 grade students.
- For 7th and 8th grade shoes: Tied shoes, loafers, slip-ons with backs and canvas style shoes will be allowed that are grey, black, tan, or brown in color. Sandals, clogs and slippers are not allowed.
- All student's hair should be neat and clean. Hair should not be in the face. No extreme or excessive hair color or styles. No facial hair.
- Jewelry – Only ears can be pierced.
- No heeled boots, even on non-uniform days.
- Water bottles – Please use rubber caps on bottom of metal water bottles.

- Athletic fee has changed to \$75.

A few reminders worth noting are:

- Cell Phones, Smart Devices, Smart Watches, Fitness Devices should not to be brought to school. If students choose to bring these to school, they are to be turned off, and in a location specified by the teacher from the time they are on school property in the morning until after 2:50 pm. Please make sure that students are not wearing smart watches/fit bits at school.
- Individually wrapped items or portioned items are required rather than pan-type, cake-type treats for birthday and other classroom parties.
- If a substitute teacher is required for an in-school suspension, then a fee of \$110.00 will be charged to the parent. With us no longer having a conference room, we will be required to hire a substitute teacher for any in-school suspensions.
- Spirit wear days are green/white or Shamrock days. Students may also wear their Jr Irish football wear. However, the only day that they can wear purple/gold/Rocket wear is on Routt's Homecoming – September 23rd.
- Please remember when students wear non-uniform shorts, they must be an appropriate length. Length of shorts will be monitored beginning in 4th grade. Also, jeans cannot have rips/holes.
- If a student is needing to wear an extra layer because they are cold in a classroom, they must wear a navy sweater, sweatshirt, etc. without logos or only the school logo. Other varying colors of hoodies, etc. will not be allowed except for recess or walking outside.
- Parents must come to office – not throughout the building – except walking in Pre-K until Labor Day
- When a student is out sick or is gone due to a vacation, please consult the handbook for homework guidelines.

Supply Lists: The supply list is available on the school website.

Calendar and Dates: The full calendar and handbook will be given out at our “meet and greet” Pre-K – 8 families. Included in the handbook will be a sign-off sheet stating the handbook policies have been read and accepted. Please give yourself time to read those policies prior to signing off on them. All forms will need to be returned by **August 24th** to the classroom teacher. I have attached an August – December calendar to assist with early planning. Please note that the calendar is subject to change.

Helpful hints: We have found these helpful hints may help parents in terms of communications, etc. during the school year. If you feel your child is not being treated nicely by another student, please talk with the teacher first. Often times, the teacher can provide parents with additional information for what they see in student interactions. Second, please follow the “chain of command”, first speaking with the teacher, then the principal, etc. Third, please schedule meetings with teachers / principal. It is very difficult to honor requests when “popping in”. Fourth, please plan vacations according to the school calendar - it is very difficult for the student - even in the younger years to catch up. Fifth, for 3rd – 8th grade parents, please work with your classroom teacher to get access to our TeacherEase student management system. This access will allow you to check your students' grades frequently.

Bus Form: JSD117 is requiring busing information prior to the start of school. If you live in Jacksonville School District more than 1.5 miles from Our Saviour School, you are eligible to ride their bus. If you plan to ride the bus, please complete the transportation form attached to this email. It needs to be returned by **August 12th**. There is a locked mailbox outside of the main doors to return forms if the office is closed.

Important Dates:

August 9 – Scheduling for Meet and Greet to open – more information to follow

August 15 – Teacher's Institute and Meet and Greet with student/teacher/parent – each student will have a specific time

August 16 – Meet and Greet with student/teacher/parent – each student will have a specific time

August 17 – First day of school for K – 8 – 2:00 dismissal – No PM bus service
August 18 – Early dismissal – 2:00 pm – No PM bus service
August 19 – Early dismissal – 2:00 pm – No PM bus service
August 22 – After School care begins
August 23 – First day of school for Pre-K

And MOST IMPORTANTLY - Your Child's Learning: We continue to focus on individual student success. Over the last few years, we have developed many tools to assist teachers in determining where your child is at academically and how to move them forward. Each year, we utilize student portfolios, MAP assessment, Benchmark Assessment System reading records, Math Facts assessments, Sight Word checks, etc. to assist us in determining what skills we need to work on with each student. This is not a new process for us and we take great pride and effort to ensure your child is successful and shows academic growth! Furthermore, we are excited to begin our new math program for 2nd – 8th grade – Sadlier Math!

I look forward to seeing you in August!

Shamrock Blessings,



Mrs. Stevie VanDeVelde

Attachments:

1. Bus form
2. Calendar for August – December
3. After-school care form

Fee Schedule for 2022-23:

3rd Grade

Bible Purchase \$14.00

4th Grade

Recorder \$7.00

5th Grade

Band (Optional) \$75.00

Choir (Optional) \$75.00

6th Grade

Band (Optional) \$75.00

Choir (Optional) \$75.00

Calculator \$14.00

7th Grade

Band (Optional)	\$75.00
Choir (Optional)	\$75.00

8th Grade

Band (Optional)	\$75.00
Choir (Optional)	\$75.00

Additional Assignment Notebook - \$7.00

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