

OTHER ITEMS

Parent/Teacher Conferences

Parent/Teacher Conferences for the 2009-2010 school year will be held on October 2. These conferences provide an opportunity for parents or guardians to confer with the teacher on the progress of the child.

Visitors and Volunteers

For security reasons, the main doors of the school and the doors between the church and school will be locked during the school day. Visitors may enter the main door and ring the office to be admitted. All visitors must report to the office, sign in, and wear a visitor badge while in the building.

To ensure that the learning process not be interrupted, parents will not visit the classroom during the school day unless arrangements have been made in advance with the principal. Appointments with teachers should be scheduled before or after school.

Volunteers are a tremendous asset to the school community by the example and help that they give. Volunteers should contact the principal to find ways to best utilize their time and talents in our school setting.

Visitors to the school must be adults unless special permission is given by the principal.

After School Plans

If a student is going home with a schoolmate or by different means than usual, a signed note of permission is required from the parents (from both families in the first case).

Students who return to school for books or items left behind will be allowed to return to the classroom only with the permission of their classroom teacher or the principal. Classroom doors will not be unlocked by other teachers or staff after school hours.

Room Parents

Room parents are responsible for planning and coordinating special parties, assisting with field trips, and helping the teacher with special projects or requests. The entire school will celebrate our parish feast day on Monday, October 19. Each class may have a party to celebrate Christmas and Easter (Resurrection parties are held after the Easter break). Messy treats and drinks (other than water) will not be allowed.

School Pictures

Individual pictures will be taken on October 6 and will be available for purchase. Each student will receive a composite picture of the class.

Safe Homes

Parents will receive information about this program which promotes communication among parents and safe environments for young people. Participation is encouraged.

Written Communication

Any written communications from teachers or the office will be sent home with the students or be e-mail on Thursdays. Please check with your child on those days to see if they have any materials for you. The school newsletter is also available to be sent by e-mail and is posted on our website www.namartyrs.org.

Communication

Parents may leave messages for the teachers by calling the school office (476-7373) between 7:30 a.m. and 3:30 p.m. Calls will be returned at the earliest convenience. Parents may communicate by e-mail using the teacher's first and last name @cdolinc.net. (For example: elizabeth-dixon@cdolinc.net) E-mail may also be sent to the office: sr.patricia-heirigs@cdolinc.net or carol-ruskamp@cdolinc.net. If there are classroom concerns about a student, parents should work directly with the classroom teacher before contacting the administration. Parents are reminded to be considerate of the home life of our teachers and staff and avoid making unnecessary calls to their homes.

Phone Use/ Cell Phones

Since this is a place of business, students may use the phone only in case of emergency and with permission from a teacher or office staff. Students and staff will not be called from the classroom for telephone calls except in cases of an emergency.

The office phone is a business phone. Students will use phone phones only with permission from a teacher or staff. Students will not be allowed to use the phone to make arrangements to go home with a friend or plan after-school activities; those arrangements should be made outside school hours.

Students are encouraged to **leave cell phones at home**; however, if it is necessary for a student to have a cell phone with him/her, the phone must be left off during the school day and be kept in the student's backpack until the student is off school property. Cell phones are not to be used while waiting for rides outside or by walkers and bikers in the gym. It may not be carried in students' pockets. Sending or receiving text messages is not allowed during the school day.

Treats and Snacks

Children may bring treats for birthdays provided there is enough for each child in the class. Parents are asked to contact the office one school day before they wish to treat the class so the teacher is prepared. Messy treats and drinks (other than water) will not be allowed. Treats should be individual, easy to distribute, and healthy. Since large cakes and cookies require sharp knives to cut and distribute, plates and utensils to eat with, they are not appropriate for classroom distribution. ***Students are not allowed to chew gum in school.***

Invitations to private parties may be distributed in the classroom or on school property ***only if*** there is an invitation for every child in the classroom or for every child of the same gender in that classroom.

Beverage Machine

The beverage machine located in the courtyard may not be used by students during school hours. Students may purchase the soda, juice, water, and sports drink products before the 7:55 a.m. bell for consumption during lunch only or after 3:30 p.m.

Toys and Other Items Brought to School

Students are not to bring toys to school unless part of a "show and tell" activity in the classroom. If brought for such a purpose, they are to be kept in the student's book bag.

Animals are ***never*** allowed in the school except when explicit permission has been received from the principal. Students should not bring valuable or personal items to school (i.e. I-pods). The school will not accept responsibility for lost or stolen items.