

Cathedral Chapel School News
From Miss Tina Katherine Kipp, Principal
Wednesday, September 2, 2009

Welcome to Cathedral Chapel School

We, the Faculty and Staff at Cathedral Chapel School, warmly welcome you to our 2009-2010 school year. We are excited and enthusiastic about the new school year. You can be sure that we are dedicated to Catholic education and we will continue to build our Community of Faith, strengthen our religious education program, integrate our curriculum, and work with you to provide the best academic program for your child.

**A Catholic Education is an Advantage
for Life.**

Without your support of our fundraising efforts at CCS we would not be able make the improvements we need to make at our school.

This summer the following improvements were made thanks to your support of our fundraising efforts. Remember, we have **THREE** major fundraisers during the school year. A Gift Wrap Drive in the fall, a Candy Drive in the spring and our Jog-a-thon in May!

We used the profit from our technology fundraiser to purchase 36 iMacs for the computer lab in February 2009.

We will renew our subscriptions to Discovery Education streaming videos, Virtual Science Experiments, Brainpop, Brainpop, Jr. and other resources in technology.

We purchased a new reading program for students in grades 1 – 5.

We purchased a new religion program for students in grades K – 8.

Mr. Ponce painted needed areas throughout the school building.

These improvements will make the school building more conducive to learning!

Our next fundraising goal is to generate money to create a state of the art science lab on the lower floor of the school building where the kitchen is located!

**Please support the WF Gift Wrap and Gourmet Chocolate
Fundraiser for the benefit of our children!**

ABSENCES: PLEASE CALL THE OFFICE

It is your responsibility to phone the school office when your child is absent from school. If we do not receive a phone call, someone from our school office will contact you by **9:30 AM** to verify your child's absence because we are concerned for the safety of your child.

When your child returns to school after a period of absence, you must send a written note to the school office stating the specific reason why your child was absent. **THIS WRITTEN NOTE IS REQUIRED BY STATE LAW!**

The school day begins at **8:00 AM** and we ask that you make every effort to have your child here on time. Any child who arrives after **8:00 AM** is considered to be **LATE** and will be asked to go to the school office to obtain a tardy slip. The student will be marked **LATE** in the school register. It's very difficult for the teacher and the class to concentrate when students are arriving late for class. **We appreciate your cooperation!**

When your child has a doctor's or a dentist's appointment, please request a slip from the doctor's office verifying the visit and your child will be registered as a **medical absence**.

Tardiness Policy: Ineligible to Receive Honors with more than 12 Times LATE in a Trimester

The first bell rings at 7:55 AM for students to get organized for morning assembly. When the bell rings at 8:00 AM, we begin the school day with prayer and announcements. Students will be marked late if they arrive on campus after the second bell rings at 8:00 AM. If students are dropped off at the gate on 8th Street and/or Dunsmuir Avenue after 8:00 AM and the gate is still open, the person who is supervising the gate will mark the student late. After the gate is closed, all students should be dropped off at the front door of the school. Please try not to be late because it will affect your child's ability to receive Honors. Teachers have been requested to document excessive tardiness on the Progress Reports that will be sent home on Friday, October 16, 2009. Please be advised that if your child is late more than 12 times in a trimester, he/she will not be able to receive Honors. The first trimester ends on Wednesday, November 25, 2009. Please see the Parent Handbook for the policy regarding tardiness.

CLASSROOM ORIENTATIONS: Thursday, September 10, 2009 5:30 PM, 6:00 PM and 6:30 PM

Teachers will conduct a classroom orientation for all parents/guardians on Thursday, September 10 at 5:30 PM, 6:00 PM and 6:30 PM. Parents/guardians are invited to the classrooms for a thirty-minute session. During this session the teachers will have the opportunity to share their curriculum goals, expectations, procedures and guidelines for the new school year. Three sessions will provide the opportunity for parents/guardians who have more than one child to visit all their teachers. Junior high parents/guardians will have the opportunity to attend the sessions for all three junior high teachers. This evening is **NOT** a time for you to question the teachers about your child's progress. If you are concerned about your child's progress, a parent-teacher conference can be arranged by writing a note to the teacher requesting an appointment or phoning the school office to set up an appointment to meet with the teacher. **ALL FAMILIES are expected to send at least one parent/ guardian to this important Classroom Orientation on Thursday, September 10, 2009!** Classroom sessions **will not be held** on Back To School Night. Parking will be available in the school yard and the 8th Street gate will be open at 5:15 PM to allow parents/ guardians to park for the Classroom Orientations.

BACK TO SCHOOL NIGHT: Thursday, September 17, 2009

Our first general Parent Meeting will be held Thursday, September 17, 2009 at 7:00 PM in the school auditorium. The Parent-Student Handbook for the 2009 - 2010 school year will be distributed at this meeting. P.T.O. Board members will be introduced and they will discuss the importance of parent/guardian involvement in the various activities that will take place during the school year. Parents/guardians will be encouraged to participate in the following areas: Traffic Control, Gift Wrap Drive, Used Uniforms, Scrip Program, Larchmont Family Fair, Halloween, annual Golf Tournament/Hall of Fame Dinner and Volunteer Hours. ALL FAMILIES are expected to send at least one parent/ guardian to this important General Parent Meeting on Thursday, September 17, 2009!

BIRTHDAY CELEBRATIONS AT SCHOOL: Notify the Teacher

Please remember that birthday celebrations at school should be simple! Whatever you decide to serve your child's classmates should be easy to distribute since their recess time of fifteen minutes is so short! You can bring donuts, cupcakes, brownies, or cookies for a recess treat. Sheet cakes are not allowed. **Bringing lunch for the whole class at lunchtime will NOT be allowed due to the hot lunch program provided by Children's Choice.**

It is also a requirement to notify the teacher at least two weeks before the party so he/she can decide if that is a good day to celebrate. Sometimes we have two or three children who have their birthdays on the same day or in the same week. **Please be considerate and consult with the teacher before you celebrate your child's birthday at school!**

CALENDAR: ARCHDIOCESAN AND MONTHLY CALENDARS

Enclosed in your **FAMILY ENVELOPE**, you will find a copy of the Archdiocesan Calendar for the 2009-2010 school year. This calendar gives you the necessary information regarding holidays, vacations and in-service days. Please put this Archdiocesan Calendar in a safe place for easy reference throughout the school year.

You will also find your **SEPTEMBER** calendar highlighting the various activities happening at school. A current school calendar will be sent home monthly in your **FAMILY ENVELOPE**. The events for the month will be detailed for each day. Please keep this calendar in a prominent place where you can refer to it daily.

School will be dismissed at 12:30 PM every WEDNESDAY during the school year for faculty meetings unless another time is indicated on the school calendar. Your children must be picked up no later than 1:00 PM unless they are registered in the Extended Daycare Program or they are involved in an after school sports activity.

EMERGENCY INFORMATION: Completed Emergency Cards DUE Friday, September 4

Enclosed in your Family Envelope you will find an **EMERGENCY** card that needs to be completed with the necessary information for the new school year for the Extended Daycare Program as well as the school office.

The Emergency - Earthquake - Disaster Information Card provides the school personnel with **critical** information to care for your child in case of a serious accident. **It is extremely important that you provide us with the most recent information and persons who can be contacted in case of an emergency!** Please notify the school office in writing of any changes that have taken place regarding phone numbers, addresses, and/or alternate persons for picking your children up in the event that you cannot be reached. It is your responsibility to keep the emergency information regarding your child updated in the school office!

HEALTH: ARCHDIOCESAN PARENT PERMISSION FORMS

If, for any reason, during the school year your child is required to take medication, we remind you that a Parent Permission Form must be filled out in the school office before your child is allowed to take the medication. Any time medication is brought to school, it must be kept in the school office. The Archdiocesan Parent Permission Form is enclosed in today's Family Envelope. Additional forms can be requested from Mrs. Karen Hall, our Health Coordinator!

HOT LUNCH PROGRAM: Children's Choice

Please go online to www.ChoiceLunch.com to order lunches.

Enclosed in your summer mailing we sent you information regarding our hot lunch program for the 2009 - 2010 school year. We enclosed a postcard detailing the great offerings our lunch program will provide for the students. This new lunch program features 12 menu selections per day and includes milk as well as water and juice. You are strongly encouraged to register for this online lunch program and use the *Registration Code* in the bottom left hand corner of the postcard: *Chapel*. Children's Choice will e-mail you a notification when the monthly menu is available for ordering. Your only option to order for this new lunch program is online. There is no obligation to buy hot lunch every day and your child can continue to bring their lunch if you do not wish to participate in this program. Thank you!

EXTENDED DAYCARE PROGRAM: AFTER SCHOOL

The EDC Program will begin on Wednesday, September 2.. Parents can register their children on Wednesday, September 2 for this extended care program. Our extended care after school program will be directly supervised by the administration of Cathedral Chapel School.

The cost for the afternoon program will be \$125.00 for one child and \$210.00 for two children and \$275.00 for three children. Occasional day use is \$10.00 per child per day. Extended care will be provided from dismissal until 6:00 PM Monday through Friday effective September 2 . The EDC Program will be available from 12:30-6:00 PM every Wednesday when school will be dismissed for faculty meetings to provide supervision for the students who cannot be picked up at the 12:30 PM dismissal. Morning extended care is provided from 6:30 – 7:30 AM and the cost is \$5.00 per day or \$40.00 per month. There is a \$25.00 registration fee per child.

The school does not provide any supervision in the schoolyard before 7:30 AM nor after 3:30 PM unless your child is involved in an after school sports program or other extracurricular activity sponsored by the school. If your child arrives at school before 7:30 AM, you must stay with your child until a teacher is on yard duty or place him/her in the morning EDC Program. If your child cannot be picked up by 3:30 PM, you are required to register your child in the EDC Program. Children who are left in the school yard after 3:30 PM will be placed in the EDC Program and the parents will be charged \$10.00 per day for this special supervision. Let's work together to protect the safety of your children!

SCHOOL FUNDRAISER: GIFT WRAP & GOURMET CHOCOLATE

On Friday, September 4, your child will bring home a Gift Wrap and Gourmet Chocolate envelope with catalogs, order forms and prize brochures for our first school fundraiser. Mr. Don Klucken works closely with us to organize this fundraiser which makes it easier on our working parents and they are selling a wonderful product that we need year round but especially at Christmas! GIFT WRAP! Please support your school and do the best you can to make this fundraiser successful. The Gift Wrap Drive was a very successful fundraiser last year thanks to all your hard work to sell this product to your co-workers, family, and friends. Let's do our best to make this another successful fundraiser for our children.

First Week of School for the 2009 - 2010 School Year Wednesday, September 2 - Friday, September 11, 2009

The schedule for the first week of school is the following:

Wednesday, September 2, 2009:	8:00 AM - 12:30 PM All Students in Uniform Coffee and donuts for parents New Parent/Guardian Orientation 12:30 PM Dismissal for K - 8 Extended Daycare Begins!
Thursday, September 3, 2009:	8:00 AM - 12:30 PM for Grades K – 8
Friday, September 4, 2009:	8:00 AM - 12:30 PM for Grades K – 8 Policy for Inappropriate Items DUE!
Monday, September 7, 2009:	Labor Day Holiday! NO SCHOOL!
Tuesday, September 8, 2009:	First Full Day of School for Gr. 1 - 8 8:00 AM - 3:00 PM Grades 1 – 4 8:00 AM – 3:10 PM Grades 5 - 8 12:30 PM Dismissal for K through Friday, September 11, 2009
Wednesday, September 9, 2009:	12:30 PM Dismissal for K - 8 1:30 PM Faculty Meeting

**Thursday, September 10, 2009: Classroom Orientations for Parents/Guardians
Three sessions at 5:30 PM, 6:00 PM and 6:30 PM**

**Monday, September 14, 2009: First Full Day for Kindergarten
8:00 AM - 3:00 PM**

Please note that dismissal times on regular school days are as follows:

3:00 PM for students in grades K – 4

3:10 PM for students in grades 5 - 8

SCHOOL POLICY REGARDING UNIFORM: Parent Handbook

Students are expected to adhere to the uniform and grooming code at all times. All students in grades K-8 are required to own a **COMPLETE** uniform including a CCS authorized jacket. **ALL UNIFORM ITEMS MUST BE PURCHASED FROM MICHAEL'S UNIFORMS.** Clothes must always conform to rules of modesty, good taste and appropriateness. We ask parents' cooperation to see that the school uniform is worn at all times. It is not the responsibility of school personnel to be constantly reminding students about proper uniforms. Non-uniform items may be confiscated. If a child is unable to be in full uniform, a written note of explanation must be presented to the teacher for each day the student is out of uniform. Some excuses may not be acceptable. Long-term excuses are not acceptable. **STUDENTS WHO ARE OUT OF UNIFORM WILL BE GIVEN A UNIFORM INFRACTION NOTICE TO BE TAKEN HOME AND SIGNED. Uniform infraction notices will affect the student's behavior grade and his/her eligibility to receive honors.**

Nail polish or makeup is not permitted during school or after school including colored lip gloss. Excessive jewelry is not permitted. For safety reason, ONE pair of small studs or hoops, or dangling earrings (no longer than 1/2") is acceptable. Students may not have a temporary and/or a permanent tattoo. Body piercing other than earrings for the girls is not acceptable.

Everyone's hair should be kept off the forehead and must not interfere with vision. Hairstyles should be neat and moderate. No extreme "trendy" hairstyles or hair colors will be allowed. Students may not change or highlight hair color. Razor shaved cuts, mushroom cuts, wing cuts and any cut that relates to a current philosophical statement may not be worn at Cathedral Chapel School. If students had a different hairstyle for the summer months, now is the time to rectify it and get it restyled appropriately for the new school year. Students who refuse to cooperate with this policy may be suspended. **It is understood that all decisions regarding acceptability of appearance rests with the principal.**

SCHOOL UNIFORM SHOES: WHITE, BLACK or NAVY BLUE

Only WHITE, BLACK, or NAVY BLUE shoes will be worn with the school uniform. Shoes may be leather or canvas. High top shoes may NOT be worn with the uniform. If students need high top shoes for after school sports, they may bring them and change for after school sports. Thank you!

TEXTBOOKS: TAKING GOOD CARE OF OUR TEXTBOOKS!

The students' textbooks are very expensive and we ask that you take some time to talk to your children emphasizing that they only rent the books from the school and we need to take good care of our textbooks. **Students are not allowed to write in the hardbound textbooks and they are responsible to keep the books covered at all times.** Students will be asked to pay for any damaged or lost books so let's work together to take care of our textbooks!

Please stress with the children that they may not write in the hard cover textbooks. If any new texts are damaged or lost during the school year, parents/guardians will be required to pay for the replacement of the textbook. Books are very expensive and we need to teach our children to take good care of them. Let's work together to take good care of these new materials.

TRAFFIC PATTERN FOR THE MORNING ARRIVAL:

Each class is assigned a month during the school year to be responsible to send parents/ guardians to direct traffic in the morning between 7:30 and 8:00 AM when the students arrive for school. Our traffic pattern was very successful last year thanks to Mr. Adam Feinglass and the many parents/guardians who volunteered on a regular basis to keep our children safe when they arrive in the morning. Parents/guardians will receive credit for their volunteer hours and must be there from 7:25 – 8:05 AM to assist Mr. Danny Gonzalez with the arrival of the students.

Please note the month that is assigned to your class and plan to give some time to keeping our children safe when they arrive for school in the morning.

SEPTEMBER:	EIGHTH GRADE	FEBRUARY:	FOURTH GRADE
OCTOBER:	SEVENTH GRADE	MARCH:	THIRD GRADE
NOVEMBER:	SIXTH GRADE	APRIL:	SECOND GRADE
DECEMBER:	KINDERGARTEN	MAY:	FIRST GRADE
JANUARY:	FIFTH GRADE	JUNE:	KINDERGARTEN

The kindergarten parents/guardians were assigned December and June since they are both short months. December and June have two weeks and we know our kindergarten parents/guardians will be willing to help us keep our children safe during those months.

Again, we want to assure you of our dedication to Catholic education and ask that you support us as we strive to educate your children this coming year. God blessed us with a great year last year so let us pray for His continued guidance as we begin our new school year asking Him to strengthen us to do His work to the best of our ability.

Sincerely,

**Miss Tina Katherine Kipp
Principal**