

Dear Parents and Students,

I hope you are enjoying a safe and rejuvenating summer. I am a big believer in taking advantage of breaks to recharge and enjoy time with family and friends so we are ready to begin anew in the fall, so I wish that for you and yours in the remaining weeks.

The start of the school year is fast approaching, and preparations are underway to ensure it is a year of learning, growth, and most definitely fun. I hope students are ready to work hard while also enjoying their time with us each day.

Enclosed in this packet you will find several important pieces of information. Please be sure to return all forms fully completed to the office personnel during Orientation on August 11. This paperwork is essential to our fulfilling legal requirements as well as to ensure your student's safety, well-being, and success.

As noted above, Orientation will be on Thursday, August 11. You will receive your classroom assignment, turn in the previously mentioned important paperwork, be able to order sportswear, and meet your teachers and me. You will also be asked to pay the new Technology Fee, either the entire payment of \$100 per student or half now and half in March. The per-family PFA membership fee is \$35 and will also be collected at Orientation. We would like to invite students and parents in the following order:

Student's Last Name (A to L) register between 4:00 p.m. and 5:30 p.m.
Student's Last Name (M to Z) register between 5:30 p.m. and 7:00 p.m.

A couple of further important notes regarding Orientation to bear in mind. Our wonderfully supportive St. Matthew Men's Group will be cooking out Hot Dogs for our enjoyment, and we thank them for this service to enhance the evening as we take care of many essential business items. If you pre-ordered school supplies through the school, your box of supplies will NOT be available at Orientation. However, your child's supplies will be delivered to his/her classroom for the first day of school. Also, **6th grade parents and students will meet during Orientation at 5:30 p.m. in the Multi-Purpose Room (Room 203) to make your transition to Middle School more successful.** Lockers will be assigned and schedules will be discussed. All Middle School students will also be learning of our new schedule which allows us to put Band into the regular school day (no more 7 a.m. meetings!)

I have enjoyed my time already this summer learning the intricacies of St. Matthew. One theme that has resounded, and with which I can heartily agree, is that we have a great staff. These teachers and support staff are dedicated professionals who are committed to your students, and I want to thank them for all they have already done and will continue to do. There are some staffing changes of which to be aware. We say good-bye to Mrs. Diane Alerding, Mrs. Jill Starliper, Mrs. Mary Meginnis, Mrs. Christy Gauss, Mrs. Janice Wellington, and Mrs. Judy Tansy and we want to thank them for their years of service and all of the good things they provided for our students. There will also be some changes revolving around grade levels. Miss Leighanna Hotka is moving from 2nd grade to 1st grade, and Miss Jeanna Reale is moving from 5th grade to 4th grade. Also, Mrs. Margaret Stempky is moving from 1st grade aide to Pre-K Aide. Returning to our St. Matthew Community is Mrs. Susan Sobieski, who will again help in Resource while also serving as a small group Math Instructor as well as teach all of the 5th grade Math. I am also happy to announce that we have hired Miss Brittany Correll to join our staff as the other 1st grade teacher. Miss Correll is a graduate of Purdue University and Ball State's Transition to Teaching program, and she brings an enthusiasm and a commitment to innovative strategies. We have also hired Miss Colleen McDonough as both a Resource Teacher as well as a 5th Grade Language Arts instructor. Miss McDonough is a graduate of Butler University, where she was one of Butler's Top 100 Outstanding Students for 2011, and has also worked as a Special Education Instructional Assistant. I know you will join me in welcoming these new professionals to our community.

The first day of school for Grades K-8 will be on Monday, August 15, and will be a full day with Mass at 8:30 a.m. Students should go directly to their classroom for the beginning of the school year. Classroom doors will open daily at 7:30 a.m., and students will be expected to begin the year in proper school uniform (school, pants, shirts, socks, belts, etc.) Kindergarten will begin on the 15th with a “Kindergarten Round-Up” Parent Meeting at 8 a.m. in the renovated cafeteria (for which the work to renovate has begun, and we want to thank Craig Wetli, John Shank, and their crews for all their hard work this summer). Finally, the Pre-K class begins on Wednesday, September 7th, at 9:15 a.m.

Whew! That seems like a great deal of information, but all of it very important for you to know to help events run smoothly and put questions and worries at ease. I look forward to meeting you and your family at Orientation and throughout the school year. Enjoy the rest of the summer, and get ready for a fantastic 2011-2012 here at St. Matthew School!

Sincerely,

Mr. David Smock, Principal

August and September Activities and Events

Thursday, August 11- Student/Family Orientation – 4 to 7 p.m. (A-L 4:00 M-Z 5:30)

Thursday, August 11- 6th Grade Orientation – 5:30 p.m.; CYO Physicals 5:30-7:30 p.m.

Monday, August 15- Classes begin for Grades Kindergarten through 8th – 7:50 a.m.

Monday, August 15- Kindergarten Round-Up Parent Meeting – 8 a.m.

Wednesday, August 24- 8th Grade Leadership Shirt Mass – 8:30 a.m. in the Church

Tuesday, August 30- Pre-K to 8th Grade Open House – 6 p.m.

Friday, September 2- Crazy Hat Day- Students and staff may wear jeans and a St. Matthew shirt with a crazy hat

Monday, September 5- No School- Labor Day

Wednesday, September 8- Pre-Kindergarten (Pre-K) class begins- 9:15 a.m.

Friday, September 9- School Picture Day

Wednesday, September 21- Feast Day of St. Matthew, 8th Grade presents medals to Kindergarten at 8:30 a.m. Mass

Check www.saintmatt.org/school for the Emergency Forms, Individual Student Health Plans, school calendar, school supply lists, and middle school summer reading list.

ORIENTATION CHECKLIST

Please make sure that the following items are completed and returned on Thursday, August 11.

_____ **PERSONAL INFORMATION SHEET**

_____ **EMERGENCY FORM (This form is available on our school website with form fields so you can save it for future changes and future years)**

_____ **STUDENT HEALTH PLAN (if necessary) (This form is available on our school website with form fields so you can save it for future changes)**

_____ **IMMUNIZATION REGISTRY RELEASE FORM**

_____ **MEDIA RELEASE FORM**

_____ **TECHNOLOGY ACCEPTABLE USE POLICY**

_____ **TECHNOLOGY FEE (\$100 per student, payable either all now or half now and half on March 1)**

_____ **PFA VOLUNTEER COMMITMENT FORM (We want and need your help!)**

_____ **PARENT FACULTY ASSOCIATION FEE (\$35 per family)
(Please make checks payable to SMS PFA)**