



NEWSLETTER



NOTES FROM MRS. SHARON ALLEN
ST. STEPHEN SCHOOL AUGUST 21, 2019 NO. 1

WELCOME TO A GREAT SCHOOL YEAR!

Welcome Back! I missed you! A new year with exciting possibilities awaits! My expectation is that every child at St. Stephen School will learn and thrive, be happy and successful and will be treated with kindness and respect. We will work together to make sure St. Stephen School is the best place it can be. I think the **GREATEST** gift we can give every child is a future of confidence, competence, kindness and love. Let the journey begin. Thank you for entrusting us with your most precious gift - your child!

- Please make sure your child arrives ON time for school each day IN complete uniform.
- If you need to deliver a LUNCH or a BIRTHDAY TREAT AFTER 8:00 AM, please bring the items directly to the school office. This will minimize classroom interruptions. Thank you!
- * Please come to the office and meet your child there to take them to doctor, dentist, or orthodontist appointments. Parents you will sign your child out and sign them in when they return. For safety reasons, we want this procedure followed. Your cooperation is appreciated.
- Please send your child to school each day with a healthy snack and lunch. All student snacks and lunches must come in a recyclable lunch bag or lunch box. Thank you!

Just a few reminders as we begin the 2019-2020 school year.

- * Students are expected to be in COMPLETE school uniform each day. Please review PARENT STUDENT HANDBOOK regulations (Handbook was revised August, 2019). Students should come to school in a clean, neat uniform. Let's take pride in wearing the St. Stephen uniform. Go Cougars!
- * Please make sure to follow haircut guidelines - no exceptions.
- * Please only purchase items specified on the St. Stephen uniform sheet. Non-uniform items will not be allowed.
- * No sweatshirts may be worn during the school instructional day. Eighth Graders ONLY have the privilege of wearing the 8th Grade Class sweatshirt during class time.
School sweaters should be worn daily in grades K-7.
- * Cell phones may not be used during the school day (8:00 a.m.-2:50 p.m.).
- * Students with emergencies during the school day should speak to their classroom teachers and then come to the office. If you feel your child needs a cell phone for after school emergencies - please be aware that all cell phones will be collected by the classroom teacher and returned at 2:50 p.m.
As always, we truly appreciate your help and cooperation. Thank you!

WELCOME FACULTY AND STAFF

We offer a warm welcome to our new Faculty and Staff at St. Stephen School. We are so glad to have you as part of our team. Welcome to our First Grade Teacher - Miss Lizzie Siprut, Sixth Grade Teacher - Mr. Andy Rosenstein and Eighth Grade Teacher - Mrs. Debra Dharmer! We also welcome Ms. Jennifer Lo Guidice - English Teacher, Maria Beatriz Arellano - Spanish Teacher, Parisa Saniee - P.E. Teacher and Jessica Cruz - Sixth Grade Aide. Welcome one and all! We are excited to begin our school year with such a positive, enthusiastic Faculty and Staff.

MRS. ALLEN'S NOTES CONT.

INSURANCE

Enclosed in today's family envelope is a Student Accident and Health Insurance Form. This is an optional program if you would like to participate.

THANK YOU!

Thank you to everyone who helped make our WELCOME BACK COFFEE such a wonderful event. It was great to see so many school parents enjoying the morning refreshments and special camaraderie. Heartfelt thanks to Women's Guild Co-Presidents Courtney Kilroy and Rose O'Driscoll and Welcome Back Coffee Chairs Aislinn Conlin and Mizuki McElroy for organizing this great gathering.

ZERO WASTE LUNCH

St. Stephen School is doing our best to help the environment. Again, this year we are asking that all snacks and lunches be packed in a recyclable lunch bag or lunch box. Please also consider using individual containers for snack and lunch items that are recyclable. All leftover snack and lunch items will be put back in the lunch containers and returned home each day. Our goal is to cut down on waste and litter in the yard. Thanks for helping us with our Zero Waste Lunch Program!

SCHOOL UNIFORM

Just a reminder that students are expected to be in complete uniform each day. If a student receives 4 uniform referrals in a quarter, it will result in an afterschool detention. Let's wear our complete uniform and avoid uniform referrals. Thank you for your cooperation in this matter.

PARENT BACK TO SCHOOL/ORIENTATION NIGHT SCHEDULE WEDNESDAY, AUGUST 28th

TIMES: Grades K	7:00 - 7:40 p.m. K-Classroom
Grades 1-8	7:00 - 7:30 p.m. Classrooms Gr. 1-8
Everyone	7:45 - 8:15 p.m. St. Stephen Church
Grades 1-8	8:20 - 8:50 p.m. Classrooms Gr. 1-8

Our Parent Back to School/Orientation Night is scheduled for Wednesday, August 28th. This is a MANDATORY parent meeting. We ask EVERY parent to attend. An important general information session for all grades will be held in St. Stephen Church from 7:45 p.m. to 8:15 p.m. There will be one presentation for Kindergarten from 7:00 p.m. - 7:40 p.m. Two presentations are planned in grades 1-8 (7:00 p.m. - 7:30 p.m.) and (8:20 p.m. - 8:50 p.m.) to accommodate all parents. Our expectation is that each and every parent will attend this important presentation. We look forward to having you at school on August 28th.

EMERGENCY FORMS

Emergency forms went home with students on Tuesday. Please be sure to READ the entire emergency form and sign all applicable areas. You need to fill out a complete emergency form for **each** child at St. Stephen School. Please do not remove the staple. All forms must be returned to school no later than Friday, August 23rd.

MRS. ALLEN'S NOTES CONT.
THANK YOU WOMEN'S GUILD

Thank you to our 2018-2019 Women's Guild Leadership and members for your tremendous fundraising and friendraising efforts. The total amount raised was \$227,409.00 for the 2018-2019 school year! Congratulations Moms and thanks for all you do! Wow!

SCHOOL HOLIDAY

MONDAY, September 2, 2019 is Labor Day. School will be closed.

ASBESTOS NOTIFICATION

In today's family envelope, you received a copy of the annual asbestos notification letter for this school year. We have minimal asbestos covered piping at the school. Each school in the Archdiocese is inspected twice annually with reports due to the Archdiocesan Building Committee. We continue to receive a clear report.

STUDENT/PARENT HANDBOOK SIGNATURE PAGE Please return handbook signature page and review the Parent/Student handbook. Everyone should have a handbook. Thank you!

LUNCH PROGRAM Orders can now be placed for September lunches on ststephen.boonli.com - see flyers in the family envelope for full program information and how to order. Please note that September orders close on August 27th.

TUITION The tuition is being handled by FACTS management. Please be sure to keep your account current. Remember there is a late charge of \$25.00 for all payments received after the 15th of the month. FACTS also charges \$30.00 for returned payments.

HEALTH FORMS FOR NEW STUDENTS The San Francisco Health Form and Immunization Record must be completed by EVERY NEW STUDENT entering St. Stephen School. If you have requested that they be sent to us, we may have received these forms from your child's previous school.

YARD DUTY We need your help! If anyone is interested in helping with Yard Duty on Monday through Friday, please contact Mrs. Concannon in the school office @ (415) 664-8331. Yard duty is a great way to earn volunteer hours! We need help on Tuesdays and Thursdays. Thank you!

PARTICIPATION HOURS Enclosed in today's family envelope is the participation hours form for 2019-2020. Please calculate your hours on an ongoing basis. The first form will be collected December 5th. If you have any questions, please call the office.

SPECIAL DRESS FOR FRIDAYS Students are allowed to wear **WHITE** St. Stephen Polo shirts on Fridays. If you would like to purchase a shirt or have any questions, please contact Alicia Pashby @ (650) 787-9035 or pashbymat@sbcglobal.net.

EXTENSION CENTER Please note that all E.C. outstanding balances for the 2018-2019 school year must be paid by this Friday, August 23rd. Student's will not be admitted to E.C. if there is an outstanding balance on their account. Please contact Mrs. Weinman @ (415) 664-1105 or Mrs. O'Callaghan @ (415) 664-8331, if you have any questions. Thank you!

FAMILY BINGO Mark your calendars for our Super Hero Bingo Night! It will be held on Saturday, September 14th in Donworth Hall, directly following the 4:30 p.m. Mass. Join us for a delicious dinner provided by Original Joe's, have fun playing Bingo and winning at our game booths while enjoying the company of our family community. This "Family Fun Night" sells out fast, so purchase your tickets in advance. **This year, tickets will only be sold online.** You will have the option to pay with a credit card online or send in a check once you have reserved your tickets online. Attaching a check to the paper flyer will not reserve you a ticket. The link to purchase your tickets will be sent via the SSWG Email Blast next Tuesday. This year, we are asking for TOY donations and SCRIP donations to AMAZON or SAFEWAY. Cash/Check donations are also welcomed. Please drop off your donations during morning drop off by the school gym or to the office during school hours starting this week. Remember, donations count towards your volunteer hours. This event sells out quickly! See the [flyer](#) for more information. If you would like to volunteer to help with this event, please email chairs: **Tina Gullotta, Anthi Janssens, and Lindsay Nieri** at cougarbingo2019@yahoo.com or look out for our Sign Up Genius link soon.

SOCIAL MEDIA Don't forget to "LIKE" our SSWG Facebook Page @ www.facebook.com/SSWGPage. Giving you up-to-date information on all of our amazing events this school year!

ATTENDANCE EMAIL We have a new email for attendance. Please use attendance@sfststephenschool.org to report any absences. Please have all attendance emails in by 8:30 a.m. If you would like to send the email directly to the teacher that is fine, just be sure to send a copy to the office. Thank you!

TUITION Your next tuition payment is due September 15th to FACTS Management. There is a \$25.00 late fee for payments received after the 15th.

**PARENT
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