



**A-Z**

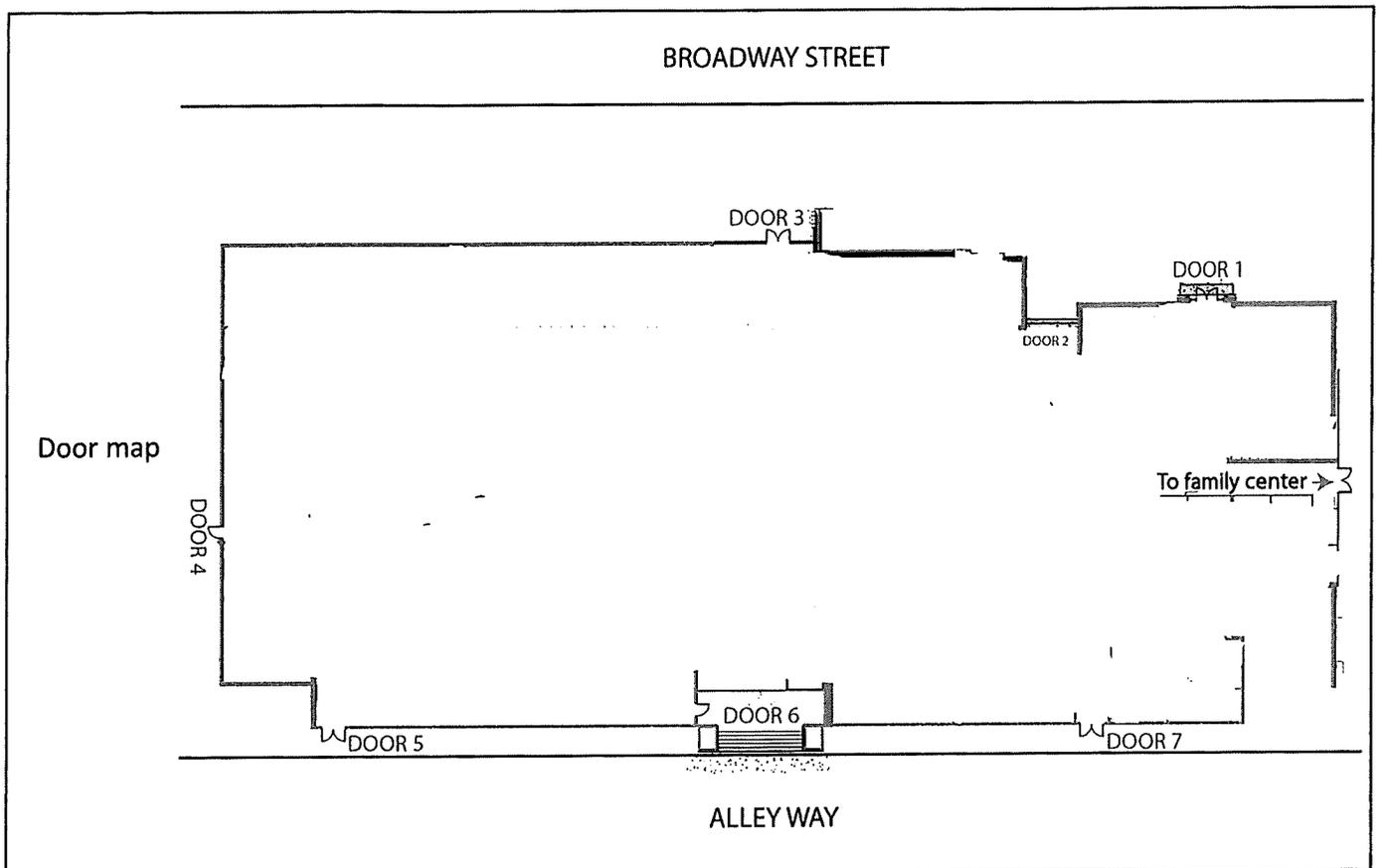
**New Family**

**Reference Guide**

Topic	Description
Absence	If your student is sick, email Mrs. Johnson in the morning before school starts. Be sure to email to both Mrs. Johnson and your child's homeroom teacher. This will ensure that the teachers are aware as soon as possible. If it is a planned absence, a form can be obtained from the office to fill out with the dates. If your student will be arriving late or picked up early, email Mrs. Johnson and the child's teacher.
Adoration	A worship service for 2nd-8th students every Wednesday. Please check with your teacher to see what times the class will be in the church if you wish to join them. Parents are asked to sit in the back. Also, we need adorers. Jesus can never be left alone. A SignUp Genius link goes out for adorers every week. Even if you can take a half shift we greatly appreciate it.
All School Liturgy	A weekly Catholic Mass held in the church. Parents/grandparents/guardians are welcome to attend but are asked to sit towards the back or upstairs to allow room for students. Your child may sit with you. Please wait in the Family Center for your child. If they do not go through the Family Center, they cut across the balcony. Please wait in the balcony. If you miss your student please find Mr. Nichols or Dr. O'Brien in the back of the church and they will bring the children to you.
Alter Server	Students may learn to become Mass servers beginning in 5th grade. Once official servers, your child will be added to a scheduling app for weekend Masses. You can use the app to indicate when your child is unavailable and select which Mass times you prefer. Schedules will be released quarterly. Just before the next schedule release you will get an email reminding you to block off unavailable weekends. Please remember once they are a server they are expected to serve on weekends in addition to school Masses.
Arrival process	Students will enter through Door #6 in the back of school. Parents can either choose to use the car line or to park and walk with their child to the door. If you have young children needing assistance getting out of a car seat, parking is preferred. If you use the car line, follow the flow of traffic in through the gate on Allen Street and do not exit your car. Watch for a SJM staff member directing traffic, assisting parked cars in leaving. Keep in mind the doors do not open until 8:30 and there is 8:00 Mass every day, so cars may be leaving around 8:25. Parents are to drop off at the middle staircase by Door #7. Students may exit their vehicles before being at the front car of the line. If a parent must exit their vehicle to help their student, they are asked to park.
Back to School Night	An event the Monday night before school starts. Parents and students should all attend. This is a chance to meet the teachers, see the classrooms and drop off school supplies. Parents are welcome to visit the specials (gym, art, music, Spanish) at this time or talk with the school nurse.

Before/After Care	A program that allows your child to arrive earlier and/or stay later than the school hours. Information is sent out at the beginning of the school year but you can add this service at any time during the year. If you are more than 15 minutes late for pickup, your student will be sent to After Care and you will be billed appropriately. Before Care hours are 7:30 -8:30 a.m. After Care is 3:30 to 5:30 p.m.
Birthdays	Students may dress down on their birthdays (appropriate school clothing). Please do not send treats or trinkets for the class.
Blessing of the Animals	An event typically on or before October 4th where parents/grandparents can bring pets from home to the parking lot and have them blessed by Father. Look for specific times noted in the Family Envelope. Students may leave with their parents after the event once they check out with their teachers.
Blessing of the Polos	An event typically in September where the new 6th graders get welcomed into prep school. The school provides each student one black polo that they receive at this event. The event takes place after an all school Mass so parents can attend Mass and stay for the blessing.
Book Fair	A fundraiser for Parents Association, typically held in February to coordinate with Open House. A Catholic-based publishing organization brings in books and the students are given time during the day to shop. Detailed information about the event will be sent home closer to the dates.
Boosters (ASB)	Now called the Athletic and Scouting Board (ASB). This organization coordinates all coaching, uniforms, equipment and more for CYO sports. ASB is also the organization that coordinates and raises funds for SJM CYO sports, Boy/Cub Scouts, American Heritage Girls and more. Their fundraisers include the Feather Party (Family Fall Fest) and Reverse Raffle. ASB is always in need of parent support in any way you can offer: Coach a team, volunteer at a fundraiser, take on a commissioner roll, get involved with the board, donate to the Reverse Raffle. The opportunities to get involved are nearly endless.
Camp Damascus	A Catholic youth camp with 2 locations nearby: Centerburg, OH and Brighton, MI. SJM students typically go to camp with their class in 7th grade and then again for a Confirmation retreat in 8th grade. Additionally there is an opportunity for students to go for a week summer camp starting the summer after 5th grade.
Camp Storer	A YMCA youth camp located in Jackson, MI, with a focus on science and outdoor activities. SJM students attend for a week in 6th grade. Parent chaperones are needed to stay with the students all week (can be split by day).
Cancellation/Delays	If school needs to be canceled or delayed for weather, watch the SJM App, Facebook page or local news (listed as St. Joseph Catholic School Maumee). An email will also be sent by Mrs. Johnson. If school is canceled, all after-school activities (CYO Sports, scouts, etc) will be canceled as well.

Catholic Schools Week	A week in January to celebrate Catholic Schools. Typically there are themed days for the students to participate in and other special events throughout the week.
Christmas Concert	An evening activity in December where students in Preschool through 2nd grade sing Christmas songs in the gym. All are welcome to attend. Get to the gym early (up to 45 min) to get the best seats.
Christmas Parties	Held before Christmas break for Kindergarten through 5th grade. Teachers will coordinate with parents of each class to determine what help and supplies are necessary.
Class Lists	The lists of students in each class (A/B) are posted on Door #6 in early August each year. This list cannot be emailed out due to privacy reasons.
Community Center	Also known as the cafeteria. This is located below the gym and can be accessed from Door #6 and down the steps or elevator.
CYO Sports	The sporting league that SJM participates in (Catholic Youth Organization). CYO is a Diocesan organization run from the Bishop's office that coordinates each sport (schedules, game sites, referees, rules, etc). The CYO sports that SJM offers are: cross country (Kindergarten-8th), soccer (1st-8th), volleyball (3rd-12th), flag football (1st-4th), basketball (3rd-12th), and track (4th-8th). SJM also offers girls softball (3rd-8th) through an independent league.
Dine Out Nights	Evening events scheduled throughout the year by Parents Association at local restaurants. These are optional opportunities to dine out and socialize with other SJM families while supporting the PA programs. The restaurants typically donate 20-30% of the profits to the school.
Dismissal process	All-day preschool is released first at 3:15pm. The Kindergarten-8th day ends at 3:30 in this order: Buses, After Care, Prep students, 3-5th grade, Kindergarten-2nd grade. If you have a child in Prep school and in a younger grade, the Prep student may stop by and pick up the younger child from their classroom. Parents can gather by the steps to the alley to watch for their student. There is no car-line at pickup. Be sure to watch for a staff member directing traffic since there are many pedestrians in the parking lot. Please remain in the parking lot and not the alley.
Donuts with Dad	A breakfast event put on by the Parents Association before school (8:00-8:45). Each student may bring their Dad or a substitute if Dad is not available. With the size of the school, students are divided by last name to attend either on a Monday (A-L) or Tuesday (M-Z). Please try to attend on your designated day. As the date approaches, a reminder will be sent out. Parents Association will ask for volunteers to help each morning.



Easy A+ app	This website/app is used to check into Before and After Care, pay for lunches, and pay for different events throughout the year (e.g. class trips).
Facebook	There are 3 Facebook pages that are helpful to follow: "St. Joseph Maumee Catholic School & Preparatory," "St. Joseph Parish, Maumee," and "SJM Parents." The first two are public groups run by the school and parish. The last group is private and is a place for parents to ask questions of other parents or sell/trade things like uniforms, sports equipment or spirit wear.
Family Center	The space between the church and school. This area is typically unlocked for people to enter the church. The purple doors between the Family Center and Parish Office are locked during school hours.
Family Envelope	A brown envelope sent home weekly with the youngest child in the household. This contains important flyers for upcoming events. The envelope should be signed and returned to school on Monday. An email containing more general information for the week will also be sent. Be sure to read both the email and the envelope.
Family Fair	A School/Parish event in the June for families to attend. It's a fun afternoon with food, games, prizes, treats and socializing. It's a great way to meet new people and engage with the community. Many volunteers are needed, contact the Parish office if you wish to help.

Family Groups	The Kindergarten thru 8th students are divided into 17-20 groups, with a few from each grade level, each led by a 7th or 8th grader. They meet occasionally throughout the year to do activities, projects or just talk. It's a great way to connect all ages in the school and tends to be one of the students' favorite parts about SJM.
Father Daughter Dance	A dance for Preschool through 8th grade girls and their dads (or substitute) held at the school on a Saturday night, typically in January, put on by the Parents Association. RSVPs are encouraged. The cost is \$15 per family no matter how many daughters. There is a theme every year and girls are encouraged to dress in theme but it is not mandatory. Please attend the December and January PA meetings if you wish to help plan this event.
Feather Party (aka Family Fall Fest)	A fundraiser for the SJM Athletic & Scouting Board (ASB) held in November. This is a family event in the Community Center on a Friday evening. There are games for the kids, raffles to win turkeys & hams, raffle baskets and silent auction items. A turkey dinner is served for a small fee per person. This is a great opportunity to meet other SJM families.
FinalForms	A website used by the SJM Athletic and Scouting Board (ASB) to register students wishing to participate in CYO sports. It is very intuitive to fill out all required forms. Students must have a CYO Contract form that is filled out by the parent, student, and signed by a physician. Parents can take a photo of this form with their phone and upload it to the site as well. Students may NOT participate in any practice or game until all forms and fees are complete. SJM also began using this site starting in 2025 for non-sports forms (e.g. all permission and medical forms).
GradeLink	A website used by the school for tracking students grades. Some teachers use it to also show upcoming assignments. The site can be checked to see if a student is missing any work. Parents can set up alerts to receive an email when a grade is low or work is missing.
Grandparents Day	An event (Mass and ice cream social) run by the Parents Association for Grandparents (if unavailable, any family member or guardian can substitute). Because of the size of the school, there are two separate events: Kindergarten-3rd Grade and then 4th-8th Grade. Preschool runs their own Grandparents event as well. If there are students in multiple grades, please choose one or the other to attend.
Halloween Parties / Parade	Held on or near Halloween for Kindergarten-5th Grade. Teachers will coordinate with parents of each class to determine what help/supplies are necessary. All students (including Prep) are invited to dress up and participate in a parade either around the school block if the weather is nice or in the gym. Parents are welcome to attend.
Ice Packs	The nurse on occasion will send a student home with an ice pack. Please return these to school, as they are washed and reused.
IXL	A website many teachers use for extra practice for the students. It is especially used in math for the older students. Students have access through school and can always log in at home and do extra practice on their own.

Kindergarten-8th Awards	An event near the end of the school year. All parents are welcome to attend. The event typically takes about 25 minutes. Each grade has at least two awards and special programs are recognized.
L.E.A.D.	A program for 5th graders. Law Enforcement Against Drugs & Violence
Living Stations of the Cross	A special Lenten event put on by the 8th grade students where they act out the Stations of the Cross. This performance is typically held on one of the last Fridays during Lent and all are welcome to attend either during the school hours or in the evening. Parents should arrive 10 minutes early.
Lock-In	A special night for 8th graders to celebrate their upcoming graduation. They stay overnight in the school with staff and parent supervision. Typically held on a Friday in May.
Lost and Found	Many items are lost by students throughout the school year. These items are collected and stored in the cafeteria. Please look through these items whenever you have the chance. The items are purged (donated) at Christmas break and at the end of the year. Please label anything that your student takes to school, especially lunch boxes, coats, quarter zips, hats, gloves and water bottles.
Lower Level (aka Church Basement)	There are 2 entrances to the Lower Level: One is off the alley, to the right of the door to the Family Center. The other is on the Broadway Street side, to the left of the door to the Family Center. Parents Association meetings are held here the first Wednesday of every month unless there is an email stating otherwise.
Lunches	Keep in mind there are only a few microwaves available to the students at lunch time (these are for warming not cooking). Students may not bring EasyMac for lunch. If a student forgets their lunch, you may drop it off to the office before their lunch period. If you cannot drop one off, the student may purchase a hot lunch (even though it was not ordered in advance) and it will be billed to you.
May Crowning	A special Mass in May to celebrate Mary. 8th Grade girls present flowers to Mary.
Mass Schedule (weekend)	5:00 pm Saturday 7:00 am, 9:00 am, 11:00 am, 6:00 pm Sundays Please plan to attend a Mass with your students.

Mission Dress Down / Spirit Day	Typically about every other Friday except for during Lent. Dates are on the school calendar and generally announced the day before during dismissal. Students may wear any spirit shirt (says SJM on it - this could be a sports uniform, Play/Musical shirt, Party in the Parking Lot shirt, or any shirt ordered through the school) and either their uniform bottom or jeans. If jeans are worn, students pay \$0.50. The money collected is donated to the missions.
Mission Fair	The Friday of Catholic Schools week. This is a fun day for the students to play games and eat treats. Student purchase tickets for the games and food and the money is donated to the Missions. Parents receive an envelope in the Family Envelope to send in money. Generally \$15-\$20 is enough but all extra goes to the missions. Any donation is appreciated.
Mother / Son Event	This is typically a Mud Hens game in the spring for Preschool through 8th grade students and their moms (or substitute) arranged by the Parents Association. A group discount is obtained on tickets and the event is generally about \$25 per family. Please attend the February and March PA meetings if you wish to help plan this event.
Muffins with Mom	A breakfast event put on by the Parents Association before school (8:00-8:45). Each student may bring their Mom or a substitute if Mom is not available. With the size of the school, students are divided by last name to attend either on a Monday (A-L) or Tuesday (M-Z). Please try to attend on your designated day. As the date approaches, a reminder will be sent out. Parents Association will ask for volunteers to help each morning.
Nurse	The school nurse is full time at SJM. If she is out or needs to leave early, Mrs. Johnson will fill in. The nurse will contact you if your child is sick or injured and will consult with you if the student needs to go home. She will gladly take donations of socks and leggings (can be lightly worn) and new packets of kindergarten size underwear.
Open House	A Sunday, generally in late February, where families can tour the school if they are considering sending their child to SJM. The school may contact you or a student to help with this event giving tours.
Parents Association	A parent run organization that coordinates many events throughout the school year. Their activities include fundraising events: Book Fair, Secret Santa, Father Daughter Dance; fund-spending events: Grandparents Day, Parents Breakfast, Party in the Parking Lot, Teacher Appreciation Week; and fund-neutral events: Mother Son Event. Meetings are generally the first Wednesday (unless there is no school that day, it will move to the next Wednesday) of every month in the Lower Level (unless an email from the office states otherwise). All are welcome and encouraged to attend and help plan the events. If you are unable to attend the meeting but wish to volunteer at an event, Signup Geniuses are sent out for things like Book Fair, Secret Santa and Party in the Parking Lot as the dates approach.

<p>Party in the Parking Lot</p>	<p>This is the last day of school, 8:45-12:00 (early dismissal that day) and by far the favorite day of the year! It's a fun day for students to celebrate the school year. It is run by the Parents Association and requires many volunteers. The day starts with a slide show in the gym to celebrate the graduating 8th grade class, then KG-7th go outside and the 8th graders are announced with their high school choice. Parents of 8th graders are welcome to attend these 2 parts even if they cannot stay to volunteer. After these scheduled events, the parking lot is open for all students to play games, use bounce houses, get hair color/tattoos/face paint. Keep in mind the day can be hot and sunscreen may be required. Watch for communication from the PA to signup to run a game or other activity.</p>
<p>Pep Rallies</p>	<p>All school assemblies in the gym run by the student council to celebrate CYO sports. These are during the school days and parents cannot attend.</p>
<p>Positive Practice Week</p>	<p>A week at the end of the school year for Prep students to learn of positive things to practice rather than negative. There are many events that will be communicated before hand. The week ends with a color run for the 7th and 8th grade students at the school. Parents are welcome to attend. KG-6th grade attend the run and may get some color on them (washable). T-Shirts are sold to all grades that can be worn that day, students have their friends sign the shirts.</p>
<p>Prep School</p>	<p>What 6-8 grade is called. Students in prep school change classes every period to get them used to a high school schedule. The prep school uniform is different from KG-5th: they wear black polos with the SJM emblem and girls skirts must be plaid, khaki is no longer allowed.</p>
<p>Quizlet</p>	<p>A website used by the students to study for tests.</p>
<p>Recess</p>	<p>Students will have outdoor recess everyday except for the following reasons: raining, cold below 25 degrees, large funeral services where the entire parking lot is needed. Make sure students are prepared for all other conditions. Indoor recess is held in the gym.</p>
<p>Red Ribbon Week</p>	<p>A week in October used to alert students to the dangers of drugs. Themed days are decided by Student Council and published in advance, students are encouraged to participate but it is not required.</p>
<p>Reverse Raffle</p>	<p>The largest fundraiser for the SJM Athletic &amp; Scouting Board. This is an adult only event in the gym on a Friday or Saturday evening. There is food, games, raffles and silent auction items. Watch for opportunities to help with this even and purchase tickets (must be purchased in advance). It is a very fun evening and a great way to meet other parents.</p>

School Musical / Play	The school puts on either a play or musical once a year. The events alternate year by year and take place in the late winter or spring (odd years are musicals, even are plays). The musicals are open to KG thru 8th and the plays are open to 5th-8th. Practices usually start when school resumes in Jan. Musicals take a lot of volunteers to pull off, please consider donating your time.
School Pictures	Typically taken in early September with a makeup day in October. Students can DRESS UP (no jeans, leggings, sweats, athletic shorts) or wear their uniforms. Parents can order the pictures online through the vendor's website. Be sure to include a package that has a yearbook or order it a-la-carte at the time of ordering these pictures. You will receive the pictures in about a month but the yearbooks won't be passed out until Spring.
Secret Santa	This is a week in early December for students to do their own Christmas shopping and is the biggest fundraiser for Parents Association. A shop is set up in the cafeteria and all grades (preschool through 8th) will take turns shopping. A detailed envelope is sent home beforehand to select who the students may shop for and how much money they may spend. PA will send out a Signup Genius to volunteer to help during the school day at this event. If you wish to help plan this event please attend the Oct and Nov meetings.
Student Council	An opportunity for students to help plan some of the events that occur during the school year. Each class (5th thru 7th) elects a student to represent the class. 8th grade elects the main officers (president, vice president, scribe, treasurer, religious and spirit). Meetings are held the first Tuesday of every month before school at 8 am. Please consider this commitment before your student volunteers.
Swap Shop	This is located in the school basement, off the hallway at the bottom of the stairs to the community center. This is a place parents can donate and/or take old uniform pieces. Parents cannot access this during school hours but can enter after school or during special events. The nurse will occasionally use these items if a student needs a replacement piece of clothing. Please make an appointment with the office if you need uniforms during the school year. Please drop off donation in the school office.
Teacher Conferences	A time for parents to meet with their students' teachers, generally held in October. There is no school that day to accommodate meetings throughout the day and evening. Students may optionally attend, in Prep school they are encouraged to attend. In Prep, you may choose to meet with all of the students teachers or just some. The school uses a Signup Genius to pick time slots. Parents are encouraged to talk with teachers any time in the year if there are concerns before or after these official conference dates.
Uniforms	See the school handbook for the official rules. Keep in mind shorts can only be worn between certain dates. The gray or black quarter zips with the school emblem can be worn over the uniform at any time. Prep school has different uniform rules than KG-5th. See the Swap Shop for uniform pass-down opportunities. The SJM plaid skirt pattern is available at School Bells.

VIRTUS	<p>A third-party program required for adults who wish to volunteer in the school. Once complete, your certification lasts for 5 years.</p> <p>VIRTUS programs are designed to help prevent wrongdoing and promote “right-doing” within organizations. The VIRTUS programs empower organizations and people to take action as safe adults and improve the lives of everyone with whom they interact within the Church and other organizations.</p>
Valentine Day Party	<p>Held on Feb 14 for KG-5th grade. Teachers will coordinate with parents of each class to determine what help/supplies are necessary.</p>
Youth Group	<p>Run by the Parish for students in 5th-8th grade. Meetings are in the evenings during the school year. Watch email/website/fb page for more information. All students in this age group are welcome to attend even if they do not go to SJM.</p>

