

Quick Reference Guide

For St. Hubert School new families

Revised 2/1/12

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Activities and Events

Accelerated Reader

Students in grades K-6 check out library books appropriate to their reading level. Grades 1-3 take a weekly comprehension test for each book they read. Parents volunteer in lower grades to help the students use computers to take the tests. Grades 4-6 are expected to earn a certain number of points per trimester. It is a web-based program so parents can view their child's progress online, but students cannot take tests from home.

Advent Prayer

Grades K-4 present a beautiful musical prayer service in the church during Advent. Children wear their Christmas best and parents arrive early (sometimes an hour in advance!) to get good seats in the church, however, the doors will not open until 45 minutes prior to the start time. Photography is not allowed since this is a prayer service, but it is videotaped and you can purchase a copy. Check the school calendar for the date. Do not miss this!

Art Programs

All students have art class. An "Artist of the Month" is chosen by school administrators and office staff to be displayed in the office. The Art Adventure Program in lower grades needs parent volunteers to study a few pieces of art and then go into the classroom to talk with students about those pieces. Art Adventure prepares the students for the art museum field trip in the spring. Fiesta of the Arts is an art showcase held in May in conjunction with the Middle School Spanish and Band programs. Artwork is displayed throughout the school hallways and each student has at least one piece of art in the showcase.

Altar Servers

Students in grade 5 and up can train to assist the priest during liturgies on weekends and during school masses. Contact the Parish Office for more information.

Band

Varsity Band, Concert Band, Wind Ensemble and Jazz Bands are offered for students in grade 4 and up. See detailed band information, concert schedules and frequently asked questions on the website under Academics, Band/Choir.

Book Fair

Two book fairs are held – one during Catholic Schools week in January (new books) and one at the end of the year (used books). The book fairs are open during the day for students and in the evening and weekends after masses for parents to shop. You can send money with your child to purchase books during school hours or they can make a wish list for you. Book donations are accepted.

Choirs

Three choirs are offered – 5/6 Grade Choir, 7/8 Grade Choir and Cherub Choir for students in lower grades. See detailed middle school choir information on the website under Academics, Band/Choir. Watch Sycamore for Cherub Choir info.

Curriculum Night

Mid-September, parents attend evening group sessions where teachers discuss curriculum and plans for the year. Parents with students in lower grades will go to your child's homeroom for the meeting. Parents with upper grade students will travel from class to class to meet the teachers. See school calendar for dates. Don't miss this!

Catholic Schools Week

Typically the last week of January we celebrate our Catholic Schools with a week of fun activities for students. There is usually a theme that includes dress-up days, and activities are planned for every day of the week. The Book Sale is held this week, too.

Conferences

Scheduled in November and March, watch Sycamore News for online conference sign-up dates. Priority sign-up will be given to families with multiple children.

School Play

Students in grades 3-8 work together to put on a musical production in the fall, usually in mid-November. There are four performances – two afternoons and two evenings.

Eighth Grade Trip

8th graders travel to Chicago in the spring for an action-packed trip through the Windy City to see the sites and attend a ball game.

Environmental Camp

7th graders go to Lanesboro for their annual three-day camp to study in the spring each year.

Exploravision

Science competition for students in grade K-12. Guides children to explore and report on a chosen technology. See website for details.

Field Trips

Grade specific field trips are listed on your student's school supplies list. Teachers will send permission slips home, but if you misplace it, there is a generic permission slip on the school website under the Front Office/Forms category. Chaperones must be VIRTUS—trained and have completed a background check before they can chaperone field trips or volunteer in the classroom.

Fiesta (Festival) of the Arts

Enjoy an evening touring the school to view your student's artwork on display. A piece from every student is included in the tour. Eat dinner at school and enjoy live entertainment. This art showcase is held in May in conjunction with the Middle School Spanish and Band programs.

First Friday Coffee

The 7th grade students provide hospitality for early Mass on the first Friday of each month.

Fundraisers

Marathon and Spring Fling are the primary school fundraisers. Most other fundraising for school needs is done through Hornet Club. They sponsor the Athletic Banquet, Gym Jam, Spirit Wear and Christmas Tree Sales. PTO raises money for fellowship and hospitality activities through "garbage" collection. Book Fair proceeds benefit the school library. 8th graders sell nuts, cookie dough, sponsor Culver's nights, and bag groceries at Cub to help fund their annual trip.

Garbage Fundraiser

PTO sponsors "garbage" contests to encourage parents to turn in General Mills Box Tops, Campbell's Soup Labels, Kemps Milk Caps and ink cartridges to earn money for our school. Classrooms compete for great prizes (PJ day/popcorn/movies). Two to three contests are held per year. Watch Sycamore for upcoming contest dates. Please support the companies offering these programs!

Grandparents Day

Grandparents are invited to attend a Mass and coffee reception in November. Grandparents or (family friends) join their students for a school tour to see their classroom after Mass. See school calendar for the celebration date.

Honor Points

5th-8th grade students have the opportunity to accumulate enough points to earn an honor jacket for service hours, participation in extra-curricular activities such as band or sports, working on the newspaper, etc. Points are tabulated by trimester. Details in handbook.

Hospitality

After Mass on Wednesdays (except during Lent), PTO provides coffee and donuts in the Fellowship Hall so parents can take a few minutes to sit, talk and get to know each other better.

Junior Great Books

Facilitated by parent volunteers, 1st-8th graders meet weekly over their lunch hour to read and discuss a classic literature piece. The goal is to improve critical thinking skills and reading comprehension. Sign your student up to participate in their 6-week program running in January and February.

Kickball Tournament

The last week of school, grades K-4 have an all-day kickball tournament at school. Each team consists of students in Kindergarten through the 4th grade wearing different colored team shirts. Parents are invited to watch and/or volunteer at this event.

KIND (Kids in New Directions)

Students in grades 4-8 are chosen through a selection process to work to provide a welcoming and safe school environment. KIND Committee works on anti-bullying campaigns and gives tours to new and prospective students. They sponsor a large "Acts of Kindness" effort in the spring. Watch Sycamore in the spring for the application form and details.

Marathon

Students seek pledges for the miles they will ride their bikes to raise money for SHS at the Marathon in early October. The 3-mile course begins at school and it takes riders on trails around Lake Susan, just south of the school. Many families ride together on Marathon day, or your student can plan to ride with a friend or two.

Math Teams

3rd-8th graders meet four mornings during the winter/spring months to work collaboratively on problem solving. At the final meet, students independently take the Math League grade level test.

May Crowning

A Mass to celebrate 2nd graders who have completed their First Eucharist. Since the children receive the Sacrament individually at different Masses throughout the spring, this is their opportunity to dress up and celebrate as a group. The 1st grade parents provide hospitality for the celebration after this Mass in May.

Meet and Greet

Teachers set up short appointments to meet students in the classroom a few days before the start of the year. Students bring labeled school supplies to put in their desks, meet their teacher and check out their classroom. In the gym, tables are set up with informational resources. This is where you pick up athletic team uniforms, pay activity fees, purchase headphones, special art supplies and Spirit Wear. Drop off your volunteer form at the PTO table located just outside the gym. School pictures are taken on this day, too. Students should not wear uniforms for their pictures.

Ministry Fair

Opportunities abound for sharing your time and talent at St. Hubert Catholic Community. The Ministry Fair is a great place to go to learn about many programs that you may like to get involved with. Tables are set up in the Fellowship Hall with volunteers on hand to share information with you.

Phy Ed

All grades participate in Phy Ed class. Grades 4-8 are required to wear uniforms for Phy Ed. These are ordered through B.I.G. and a link is featured on Sycamore. (Samples are available in the school office.) Team sports are offered in grades 5-8. More information about team sports is found on our school website.

Read Naturally

Students in grades 1-3 practice reading passages aloud from a packet appropriate for their reading level to increase fluency. Weekly, they will bring the packet home and read the passage to you three times (and you sign the packet three times). They will also complete the questions for that section. At school, your student will read aloud to a parent volunteer who will time them to track their progress. Many volunteers are needed. This is a great opportunity to get to know the other students in your child's classroom, as well as other parent volunteers.

Run Club

Students in grades K-8 are invited to participate in Run Club. For 6 weeks in the Fall and again in the Spring, students and parent volunteers get together weekly on Wednesday's after school to run. It's a great opportunity to start running or continue training. Runners of all experience levels are invited to join in on the fun.

Science Fair

Students in grades 7 and 8 participate in the Science Fair. Students' projects are on display for students and parents to tour in the Fellowship Hall during Catholic Schools Week in January.

Spirit Wear Days

The last Friday that we are in school each month students can be out of uniform – without using a non-uniform pass – if they wear SHS Spirit Wear. B.I.G. sells Spirit Wear t-shirts, sweatshirts and pants several times through the year. A link to B.I.G is featured on Sycamore.

Sports

5th-8th graders are welcome to participate in soccer or volleyball in the fall, basketball in the winter, and baseball and softball in the spring. See school website for Athletic Policy Handbook and more information about participation in Hornet Sports.

Spring Fling

Our school's largest fundraiser is held in late April. The evening consists of dinner, entertainment and a silent and live auction. This is a dressy, fun event with lots of tradition involved. Parents are contacted via each classroom prior to Spring Fling for "virtual" giving parties where they select an item to donate as a class to be auctioned off. Donated items range from golf packages to trips to tropical locations to Twins or Vikings packages to fall hayrides and class picnics at local parks. You will receive lots of communication about the event through the year asking for auction item donations and your help as a volunteer. It's really fun to work the event, too. Most "jobs" are short in duration so you can still have lots of fun at the party!

Stations of the Cross

On Ash Wednesday, the 8th graders act out the Living Stations of the Cross in church. They also present the Living Stations at least one evening during Lent and on the last day before Easter break at school. Students attend during the day and parents can attend, too. Watch Sycamore for details and a schedule. It is absolutely amazing and moving! If there's any way you can come, please do so!

Student Council

Students in grades 5-8 can run for Student Council seats in the early fall – one per classroom. This group works on social justice activities, classroom issues, Marathon, service projects, school dances, the Variety Show, etc. Students apply and give a speech to their classrooms who then vote for their representative. More information and Student Council Faculty Advisors can be found on the website.

Target Take Charge of Education (TCE)

A program supporting schools whereby Target Corporation gives back a percentage of purchases made with Target REDcards to the school you choose. SHS code is 9176. PTO helps direct these funds directly back to our classrooms and students. You can enroll online, call 1-800-316-6142 or enroll at an in-store kiosk.

Administrative Topics

School Advisory Committee (SAC)

Made up of parents, teachers, administrators and our Pastor, the group serves as advisors regarding policy changes, marketing and development. Also called the School Committee.

Attendance

Attendance line/email - Call 952-374-5050 or email attendance@sthubert.org if your child will be absent or late. Please include a detailed reason for the absence. Late arrival/Early departure - Parents must sign in/out students in the school office using the log book.

Bussing

Questions regarding bus stops and other specific bus related items should be directed to District 112, EP, or Minnetonka Transportation Offices. Bussing boundary questions should be directed to Mary Roles, Principal. There are a few days called “No Bussing Days” when morning or afternoon bussing is unavailable for the entire district. These days are communicated well in advance via Sycamore, including detailed parking lot drop off instructions. Carpooling is recommended on those days.

Communication Vehicles

Sycamore

Log in to Sycamore daily for updates from the school, and your child’s teacher. Upcoming events, weekly recaps and other important bulletin items are updated in Sycamore regularly.

Pink from the Principal

Important or time sensitive messages are sent out on pink paper from the Principal when necessary.

One-Call

This is a mass-voicemail messaging system sometimes used for early school dismissal or other parent notifications

Dismissal

Students are dismissed at 3:45 p.m. According to your dismissal requests for your students, they will be directed to one of three areas.

Bus Rider:

K-4 students go to a main level classroom and 5-8 students go to an upper level classroom to wait with others that ride the same bus.

When the bus number is called over the loudspeaker the students leave the room together to go to that bus.

1st Car Rider

Parking spots are available for parents who intend to pick up their students(s) everyday. Parents request a spot from Cheryl Elenz in the school office. After school, students are directed to the link where they wait to be led outside by teachers to walk to their assigned family parking spot. Parents do not leave their vehicles. For safety reasons, parents of younger students usually get front row spots so we don’t have little ones walking through the parking lot. Please be in your parking spot no later than 3:47 pm. If you are late for pick up, your child will be sent up to 2nd Car Rider so you can plan to meet them there.

2nd Car Rider

If you intend to pick up your child after school on occasion you must park in the upper level, or church lot. Your child will be called over the loudspeaker with other “2nd Car Riders” to go to the Fellowship Hall at the designated time. Parents must enter through the northwest **Gym Door** and then go into the Fellowship Hall to pick up your child there. Parents should not congregate or meet students in the church hallway.

Handbook

Detailed information about programs, policies and procedures are found in the Handbook distributed at Meet and Greet. It is also on the website and on Sycamore in the document area in the Handbooks folder.

Hornet Club

Made up of parents, teachers and administrators, the mission is to raise funds for school academic and athletic needs. This group sponsors the Athletic Banquet, Gym Jam, Spirit Wear and Christmas Tree Sales. Club information is on the school website.

Little Saints Preschool

St. Hubert’s offers a preschool program for children 3-5 years old. Call the school for more information.

Love Inc.

We partner with Love Inc. (Love In The Name of Christ) as part of our social justice ministry. Love Inc. enables churches to work together with outreach agencies to mobilize efforts to help those in need in Eastern Carver County. Families may receive help in the form of a ride, a helping hand with computer training, handyman services, building a budget, playing with kids, etc. The Blessed Bee is a thrift store in Chaska where donations of clothing and household goods are accepted for Love Inc. They will pick up large furniture items at your home!

Lunch

Monthly menus are on Sycamore. Your student will be assigned a PIN to access their account. Lunch accounts are prepaid at Meet and Greet and you can pay as you go by sending a check made out to SHS to replenish your account. Make sure to include your child’s account # on the check. Questions go to Brenda Westland, School Office Manager.

Mass Days

Students go to Mass each Wednesday at 9:15 unless there is a holy day of obligation during the week. You can sit with your child if you choose to attend; otherwise the students sit with their class. Children are invited to bring donations for PROP, our Eden Prairie/Chanhassen area food shelf, to Mass. Each week a specified classroom is in charge of the Mass (readings, petitions and choir), providing hospitality and bagging up PROP donations at the end.

Newcomers Club

Made up of PTO volunteers, this group welcomes new families to our school community. Monthly coffee gatherings are held, periodic informational emails are sent and NCC has a presence at many school events to welcome them and help with any questions.

No Bussing Days

There are a few days called “No Bussing Days” when morning or afternoon bussing is unavailable for the entire district. It is sometimes confusing because we refer to them as “Chaska” no bussing days but it affects the entire district, not just Chaska residents. Our district, Schools of Eastern Carver County, was formerly named Chaska School District and sometimes we still call it the Chaska District or District 112 because the new name is quite long. These no-bussing days are communicated well in advance via Sycamore, including detailed parking lot drop off instructions. Carpooling is recommended on those days.

Non-Uniform Passes

Students can earn non-uniform passes in different ways throughout the year. Student Council sponsors days during the year when students can bring in \$1 for a good cause and have a non-uniform day.

Pictures

Students have pictures taken during Meet and Greet just before the school year starts, and again in the spring. During Meet and Greet you can stop by where the photographers are set up whenever it is convenient for you during the day – there is no schedule or sign-up necessary. Students do not dress in uniform for pictures days.

PROP (People Reaching Out To People)

We support this Eden Prairie/Chanhassen area food shelf as part of our social justice ministry. Classrooms are involved with collection efforts and visit the Eden Prairie location annually when their class puts on the school Mass. When your students are invited to “bring PROP” that means they can bring food donations for the food shelf. Students bring PROP donations to Mass each Wednesday.

PTO

Made up of parents, teachers and administrators, the mission is to encourage fellowship through hospitality and community-building.

Room Parents

Responsibilities may include coordinating hospitality needs for one or two Masses during the year and/or the coordination of special events. Room Parents are not in charge of planning and putting on the parties (although they are welcome to); rather they coordinate volunteers to perform these activities.

SACC (School Age Child Care)

Before and after school care is available year round for our students. Your child can go to SACC every day or only one day per week. SACC hours are 6:45 to 8:45 a.m. and after school from 3:50 to 6:00 p.m. Summer SACC offers weekly field trips and swim events so it is popular with non-working parents too since you can choose to participate only on field trip days or swim days through the summer.

School Closings

Broadcast on WCCO Radio 830 AM or TV channels 4, 5, 9 or 11. We are identified as part of our school district “Schools of Eastern Carver County” on the scrolls of school closings. Early closings are communicated through the One-Call voicemail system.

School Supplies

SHS offers a pre-paid school supplies kit for all grade levels at a very good price in the spring. Each child receives an individualized supplies kit before school begins. Watch Sycamore News this spring for ordering information.

Sycamore Education is an integrated school management and student information web-based system. Families can check attendance and lunch menus, review grades and check assignments for students in Grades 5-8, communicate with teachers/staff, view calendars, student directories and classroom home pages. Parents should check Sycamore at least once a week for updates.

Uniforms

Detailed dress code information is found in the handbook and on Sycamore. You can purchase uniforms at Donald's in St. Paul, Educational Outfitters in St. Louis Park and Spirit Wear and miscellaneous items locally at B.I.G. in Chanhassen. The school hosts a uniform sale in early August at school. There is a donations box at this event where you can pick up FREE uniforms or donate items you no longer need.