

Afternoon Dismissal

Dismissal begins at 2:20 p.m. with prayer. After prayer the students are called to board the buses; Extension students and then students who are getting picked up are called.

In order to have a smooth dismissal, please do not come into the school to pick up your child. Children are dismissed through the back door of the school where parents should wait for them.

If you need to pick up your child early, please stop at the office to sign them out and the student will be called down to the office. Please do not go directly to the student's room.

If a student is not picked up by 2:35, they will go down to our Extension program to wait for parents.

If your child will have a different dismissal (i.e. getting picked up as opposed to going on the bus), **a note must be sent. If we do not receive a note, the child will go home his/her regular dismissal way.** **The school office phones are not answered during the times of 7:50 until 8:15 and from 2:05 until 2:35 each day so that we may concentrate on morning announcements and dismissal. Please do not call the office during this time.**

Appointments

If you need to speak with your child's teacher, please call the school to make an appointment to set up a time to meet. Teachers cannot come to the phone during the day. They will be happy to call you back after school dismisses for the day.

Cell Phones

Please remind your children that all students must turn their cell phones, ipads, ipods, or any other electronic device, into the office each morning before going to their homeroom. They may then pick them up at the end of the day before they catch their bus or their ride.

Busing

Please be aware that if you have a problem with your busing, you will need to call the bus company. We are not responsible for changing bus stops, late or no show buses. If you need the phone number of the bus, please call the school office.

Tuition

Tuition is paid on a monthly basis, from September 1 to June 1. For those who are not on FACTS Tuition, each family will receive a monthly bill which will be due on the first of each month. **All accounts not paid by the 15th of the month, will be accessed a late fee of \$50.** This policy will be strictly enforced as per the tuition agreement. Much like your own family, St. Joseph School runs on a budget and depends on tuition accounts to pay our staff, utility bills and other bills. Please stay current with your tuition.

No School

September 30 there will be a Diocesan Staff Development for all teachers. Teachers will be off campus this day. There will be no school for students on this day.

Lunch Program

The school lunch program began on Wednesday, September 7. The cost for lunch is \$2.50 daily. You are welcome to send money in to cover lunches for the week, bi-weekly or monthly.

Facebook

St. Joseph School is on Facebook!
Facebook.com/sjsbuffalo. Be sure to friend us.

Parent Portal

This is a great tool for parents to keep track of their child/ren's progress.

Through Parent Portal parents will be able to:

View child's attendance record

View teacher's gradebook

View test/quiz grades

View assignments – name of assignment, due date and grade on the assignment

View Progress/Report Cards

Parent Portal is only available for Grades 3-8.

To access Parent Portal:

1. Log on to: <https://parentportal.eschooldata.com>
2. Once there you will be prompted for a user name and password. Your user name is your email address. The default password is: university11.
3. Once into the site you will be allowed to change your username and password.
4. You will now see your children listed – click on the child's name. This will take you to the student profile page. You will see 5 tabs on the top left of the page: Home Profile Attendance Report Card Gradebook Progress Report. Click on whatever tab you wish.
5. If you click on Gradebook: To the right of the page you will see a tab which says "View Gradebook Assignments." Click on this tab. This will take you to the list of courses the student has. Click on each course and the gradebooks will come up. You will notice a + to the left of each listing. Click on the + and the assignments/tests will come up for you to view.
6. To view Progress/Report Cards: simply click on the appropriate tab and the child's Progress/Report card will show up.
7. Parents can also change their account information: On the right side of the page there are tabs: Home, My Account, Help, Log Off. If you click on My Account, you will be able to: change your password, email address. Clicking on Personal Information will allow you to change your phone number or email address. A notification will be sent to the school allowing us to accept these changes.

Parents can have conversations with teachers through Parent Portal.

1. Click on your child's name.
2. Below you will see a box that says "New Conversation" - click on this box.
3. Pick on the subject/teacher you wish to send an email to.
4. Put a subject in the subject line.
5. Type your message; hit send.
6. These messages will show in each teacher's school data course.

Should you have any questions, problems logging on or aren't sure of your username email address, please do not hesitate to call the school office, 835-7395 or send an email to: draithel@stjosephbuffalo.com and we will be happy to help you.