



# Cliff Notes

*THE MORE FACTOR:  
A MISSION ORDERED TOWARDS REACHING ETERNAL LIFE*

530 W. Kilgore Rd. Kalamazoo 49008  
**269.345.2444 phone**  
269.345.8534 fax  
www.stmonicakzoo.org

Becky Reits, Principal  
Carleen Bartlett, Administrative Assistant  
Bridget VanDam, Office Staff  
Office Hours: M-F 7:30am-3:30pm

Instructional day: 7:50am-2:50pm	Riders & Walkers dismissal: 2:50pm
School Lobby open: 7:15am	Portage bus dismissal: 3:00pm
Classrooms open: 7:30am	Kalamazoo bus dismissal: 3:10pm
Students to be in homeroom: 7:40am	
Tardy bell: 7:50am	

**NotifyMe** - Please sign up for these E-Alerts to receive all communication from school administration. The NotifyMe icon is on our home page. Click here and follow instructions. You will then receive an email where you need to confirm subscription to receive E-Alerts.

**Uniforms** - Wearing of uniforms begins the first day of school. Used uniforms are available in the uniform closet; parents may bring out-grown uniforms that are clean and in good condition to the school office for donation or exchange. The St. Monica logo is allowed on all shirts, ordered through Flynn O'Hara. Please reference SMCS Family Hand Book. (pg. 64-67)

\*Uniform Holiday - every first Friday of each month

\*Spiritwear Day - every third Friday of each month

**Seasonal Uniform Policy** - Note uniform changes in the hand book from April 1st through October 31st. During winter students bring snow gear in a reusable shopping bag to accommodate for books and lunches in their backpacks. (pg. 65-66)

**CSGK** -The Catholic Schools of Greater Kalamazoo is an unparalleled school system formed to develop hearts as well as minds through Gospel values, character formation, and Catholic faith experiences in an environment that nurtures life-long learning, commitment, and service to our church and civic community. (pg. 10)

**Tuition** - Accounts will be maintained through the CSGK business office. Tuition Administration: Michele Buchmann, 381.2646 x106, [mbuchmann@csqk.org](mailto:mbuchmann@csqk.org). (pg. 10)

**TRIP** - Tuition Reduction Incentive Program allows you to reduce the cost of your tuition by purchasing gift certificates for things you'll buy anyway and anyone can participate. The link is on the bottom left of our school webpage or [www.shopwithscrip.com](http://www.shopwithscrip.com) (pg. 10)

**Hot Lunch** - To order hot lunch please register at [www.boonli.com](http://www.boonli.com). Password is **royals 55**. More details on the *Hot Lunch Program* tab on our website. School Contact: Rhonda Clark, [rclark@hackettcp.org](mailto:rclark@hackettcp.org). (pg. 60)

**Kids Klub** - Our fully licensed day care program is available to St. Monica students, on regularly scheduled school days, Monday through Friday, until 6:00 p.m. Abby Carr is the program director, [acarr@stmonickzoo.org](mailto:acarr@stmonickzoo.org) or 271-3115. (pg. 26)

**Bus Transportation** - Both Kalamazoo and Portage public schools provide transportation. Please turn in appropriate paperwork found on the school website to our office. School contact: Mary Beth Romano, [mromano@stmonickzoo.org](mailto:mromano@stmonickzoo.org). (pg. 26)

**Drop Off and Pick Up Procedure** - The circular driveway in the front of school is not to be used after 7:30 a.m. for dropping off students. This area is reserved for buses. Pick up at dismissal is in the west parking lot near gym doors. PLEASE read the hand book thoroughly for more details, safety of our students is most important. (pg. 22-26)

**CHAMPS** - A school-wide model to encourage positive student behavior. The guiding principle behind CHAMPS is to enhance student engagement and learning by empowering school personnel with techniques to help all students make responsible and respectful choices (pg. 34-35).

**Building Our Faith** - Students attend morning Mass, twice weekly, once as a grade level division and the Wednesday All School Mass. Students celebrate prayer together every morning (All student in hall prayer Monday), at noon and dismissal. (pg. 16)

**Atrium** - Catechesis of the Good Shepherd is an approach to teaching the Catholic faith to Early Childhood students through 5th grade. The atrium, a work space specially designed for the children, offers opportunities for the child to speak to and listen to God, while working with beautiful, handcrafted materials that nurture the relationship that already exists between the child and God.

**Specials Teachers** - Art, Band, Gym, Music, Spanish and Technology teachers are hired by Portage Public Schools.

**VIRTUS Training** - Also known as Protecting God's Children is a mandatory awareness seminar every adult within our school must complete prior to supervising or working with St. Monica students. [https://www.virtusonline.org/virtus/reg\\_list2.cfm?theme=0](https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0) (pg.62)

**Fundraising** - Kalamazoo Candle Company sales, Booster Bash and School Auction are annual events sponsored by the Boosters. (pg. 15)

**St. Monica Boosters** - Want to become involved? This club is an active parent organization, which sponsors many yearly activities to complement the school's academic offerings. (pg. 15)

**LAC (Local Advisory Council)** - This organization serves in an advisory capacity to the administration. Public meetings are held most months. (pg. 12-14)

**School Closings or Delays** - E-Alerts via NotifyMe will be emailed. (pg. 25-28)

**Cyber Day** - Teachers assign activities for students to complete on snow days. This allows teachers to continue instruction during inclement weather.

*SMCS Family Hand Book page numbers are noted in parentheses. Please find further detail in the hand book on the school's website, [www.stmonicakzoo.org](http://www.stmonicakzoo.org).*

