What is PowerSchool?
PowerSchool is a software program that allows parents to track their children’s current grades and attendance on a daily basis. At the beginning of the school year, you will receive a code and information to help you access PowerSchool and create a family account. If you have any difficulty accessing your information or lose your code, please contact Marilyn Francis in the front office. You can also access PowerSchool by using one of the Quick Links located on the right side of the STA School webpage.

Is there a PowerSchool App that I can download to my phone?
There is a PowerSchool app that can be downloaded for free to phones and tablets. This is an easy way for parents and students to check grades. The PowerSchool App is free and is extremely easy to use. It will ask you for a District Code and ours is KNBG.

How do I sign up for Parent/Student/Teacher Conferences?
Parent/Student/Teacher Conferences are held after the first and third quarters. Prior to conferences, a SignUp Genius will be sent via email to all parents. This is a quick and easy way to sign up for conferences. If you already have a SignUp Genius account you just need to log in and select your preferred conference time. If you do not have a SignUp Genius account, it is very simple to create one. You simply go to the website, enter your email and create a password. Once you have done this, you can sign up for conferences.

Where do I drop my child off for school?
There are two primary locations for drop off, the front entrance on Stratford and the circle drive off of the back parking lot. In the morning, the Stratford drop off is only from a North to South direction. Please do not park your car and walk your student in at either location. Both locations are meant for quick drop off. If you do want to walk your child in to the building, please park in the back parking lot and enter the doors south of the Preschool rooms.

Where are students dismissed?
You may pick your child up on either Stratford or in the back parking lot. The back parking lot is closed from 3:30-3:40 so that children may safely walk to their cars. Patrol will sound a horn when the parking lot reopens. Stratford should only be used for quick pick up. You may not double park on Stratford or stop in the middle of the street to pick up your students. Kindergarteners are dismissed from the Church Cloister. Another option if you are wanting to park but not wait for the parking lot to reopen, is in the alley by the playground. You may exit to 11th street from the alley before the horn sounds.
How do we order Spirit Wear? When can my child wear it?
Spirit wear can be purchased at registration during the summer and throughout the school year on the STA website. Students can wear Spirit Wear on Spirit Jeans Day or Community Family Days.

When does my child go to Mass?
The All School Mass is held on Monday mornings at 8:15 am. Grades 3-5 attend on Tuesdays at 8:15 am. Grades 6-8 attend on Thursdays at 8:15 am. Kindergarten – 2 attend on Fridays at 8:15 am. Parents are welcome and encouraged to attend Mass.

Will my child go to Adoration?
Time spent before the Blessed Sacrament is scheduled for all grades, throughout the day, on Wednesday. Your specific teacher can let you know the scheduled time for your child’s class.

When do students begin serving Mass?
During the 7th grade year, students take the Stewards class. This class trains students to help with the Holy Sacrifice of the Mass. The students will be taught to be altar servers, lectors, commentators and ushers. Students will begin serving at Mass during the quarter in which they are enrolled in the class. The server schedule is on the STA website, bulletin and STA weekly. Students serve through the summer of their 8th grade year.

When do students begin Patrol duty?
6th and 7th grade students are responsible for Patrol duty. 7th graders are scheduled during the first semester and 6th graders are scheduled during second semester. At Final Enrollment in July, you will be given a permission form to fill out and you will be able to request AM or PM duty. Best efforts will be given to schedule the time of day requested. Patrolled areas are on Stratford before and after school with the addition of the back parking lot after school. They will be in their designated locations from 7:45-8:00 and from 3:30-3:40 pm. The Patrol Schedule is posted in the STA weekly, on the STA website and on the board in the patrol closet.

When does my child go to recess and lunch?

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<td>12:58-1:10</td>
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Can I eat lunch with my child?
Parents are welcome to eat lunch with their children as long as they are VIRTUS trained. If you plan on eating with your child, please call the office by 8:30 am so your lunch can be ordered. Visitor lunches are $3.50 and will be deducted from the student’s lunch account.

**What is “A La Carte”?**
A La Carte are individual lunch items available for purchase by 3rd through 8th grade. They range in price from $.50 to $2.00 and include items such as cheese sticks, Gogurt, chips, drinks and frozen treats.

**How do I add money to my student’s lunch account?**
You can add money to your student’s lunch account during registration and then by check to the front office throughout the year. Your student’s lunch balance can be checked in Powerschool.

**Can I bring in outside food for my student?**
STA follows the Diocesan Wellness Policy and as such restaurant/fast food purchased outside of the school lunch program is not permitted.

**What is PTO?**
PTO stands for Parent Teacher Organization. As a parent, you are automatically a member of PTO and encouraged to attend the monthly meetings on the 2nd Monday of every month. Meetings are at noon in the Assembly Room. Cortney Romer is the PTO President for the 2016-2017 school year.

**I still have children at home, what can I do to volunteer at school?**
Even with younger children at home, there are still opportunities to get involved at school. You can be a lunch room or recess helper. You can attend PTO meetings and the MOMS group. The Hospitality group brings snacks or lunches for teachers throughout the year. Just remember that you must be VIRTUS trained to volunteer at school. You must also be VIRTUS trained to attend classroom parties or help with field trips.

**What is Community Family Day?**
Community Family Day began at STA to foster a stronger sense of community and belonging between the students and staff. Each student and teacher or staff member are assigned to a “family group”. Students from each grade level are represented in each family and older students (5-8) are paired with younger students (K-4) in their family. Each family also has a teacher and/or adult that works at STA assigned to their family. During the monthly meetings, families eat together and participate in an activity. Spirit wear is worn on Community Family Day.

**What is Parish University?**
Parish University coordinates educational opportunities throughout the year for parents and guardians. A wide variety of topics are covered including topics on faith formation, internet safety, health and wellness, substance abuse and other child safety issues. The sessions are also an opportunity to foster community among the STA families. School families are required to attend a minimum of two Parish
University programs each school year. Often presentations on the Parish side will count towards a Parish University requirement, please check with the school office. If you are unable to attend the live presentations, there are videos that can be checked out in the school office that will also fulfill your requirements.

**How many service hours does my child need?**
Each student is required to have a minimum amount of service hours by May 1st. The amount required is commensurate with the child’s grade. For example, a first grader must complete 1 hour, a second grader 2 hours, and an eighth grader 8 hours. The students are encouraged to do more than the minimum and families are encouraged to do a family service project once a year. You can track service hours in the student’s agenda book.

**What is SCRIP?**
SCRIP is a national fundraising program through which STA earns extra funds in the way of rebates from gift card sales. There are gift cards available through various vendors and several are reloadable. For additional information or to set up an account, please click here.

**How and where do I attend VIRTUS training?**
A one-time VIRTUS training is needed for any parent who is wanting to be involved with the school in any way, including attending classroom parties, driving on field trips or eating lunch with their student. The training sessions are offered at various time and various locations around Wichita. Log on to VIRTUS.org to see a schedule and to register.

**Is latchkey offered at St. Thomas?**
Latchkey is offered before and after school. Latchkey is closed holidays and on days school is not in session. Afternoon Latchkey is closed on early dismissal days. Enrollment in Latchkey must be completed before students attend either morning or afternoon Latchkey. There is a $10.00 enrollment fee per family, per year. Payment of check or cash may be submitted to the school office. An information sheet on the Latchkey Program is located outside the School office.

**What do I do if I have a child that is ill and cannot attend school for the day? How do I get homework?**
If your child is unable to attend school due to an illness, appointment, or any other reason, please notify the school office at your earliest convenience. Homework for grades K-5 is generally sent to the school office by 3:00 p.m. Middle school students will need a parent or sibling to get their books out of their locker and can reference the homework board on the school website for homework details.

**How do I get a message to my student during the school day?**
If you have a change in pick up arrangements or any other messages that need to get to your student, please call the school office no later than 2:45 p.m. Afternoon announcements are emailed to the teachers at 3:15 p.m. and read to the students.
What do I need to do if I need to pick up my student before dismissal at 3:30 p.m.?
If you need to pick your student up early, you must come into the school to sign them out. The school receptionist will then call for your student. If they return to school later, you may send them in without coming in with them. The student will need to check in with the school receptionist to get a slip to give to their teacher.