



June 14, 2012

Dear Parents,

I would like to express my sincere appreciation for all of the good wishes I have received since the announcement of my appointment as Principal at Saint Joseph Academy. I look forward to working with Brother Richard Sharpe, F.M.S., in his capacity as President and Mrs. Lucy Williams in her new position as Dean of the Middle Division and Curriculum. I am pleased to welcome Mr. Ben Sandoval to our Administration Team as our new Vice Principal of Student Affairs. I am excited to be working with them as we continue to strive to make Saint Joseph Academy a wonderful school community.

We know that you, too, are looking ahead to the start of school, and we want to give you some information that will help you in making your preparations. Summer office hours for the school and finance office are in effect, beginning **June 18<sup>th</sup> through July 31<sup>st</sup>, Monday - Friday, 9:00 a.m. to 1:00 p.m.**

**Calendar.** The school calendar has been finalized and may be viewed and downloaded from the school website: [www.sja.us](http://www.sja.us).

**Uniforms.** The annual on campus uniform sale will take place **Tuesday, June 26<sup>th</sup>**, 12:00 noon to 5:00 pm, and **Wednesday, June 27<sup>th</sup>**, 10:00 am to 4:00 pm, in the MD Gym. Remember, Parker Uniforms gives a 10% discount for purchases in June.

**EDLINE.** EDLINE is our electronic communication system for students, parents, and school. Because the great majority of our communication during the summer and throughout the school year will be by email through the EDLINE system, **all students and parents are required to maintain active EDLINE accounts.** EDLINE will also be the means by which students and parents can check grades and assignments online once classes have started. If you are already using EDLINE, your account is active, and you will continue to receive school emails. If you have never activated your EDLINE account, please call Ms. Linda De los Santos for information on how to set up your student and parent EDLINE accounts as soon as possible so that you will receive all communications sent from the school throughout the summer. You may contact Ms. De los Santos at (956) 542-3581, ext. 317, for assistance.

**Bookstore.** Before school begins, students will need to purchase a number of supplies. Most of the consumable supplies such as workbooks and novels are to be purchased through our online bookstore, ESCO. Orders may be placed online at <http://sja.escobookstore.com>, beginning **June 15<sup>th</sup>**. The bookstore link is also posted on the SJA website under "Virtual Bookstore". A copy of your son/daughter's courses for next year was attached to the acceptance letter. You may use this course list to guide your selection of books. Please place your orders as soon as possible after June 15<sup>th</sup> to ensure that your student's books arrive before school begins. Please note that PE uniforms, student planners, locks, and

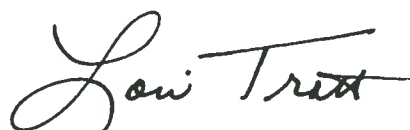
certain other supplies are not available online; they will be sold at our on-campus bookstore, which opens **August 8<sup>th</sup> - 10<sup>th</sup> & 13<sup>th</sup>**, 10:00 am-12:00 noon, 2:00-4:00 pm; **August 14<sup>th</sup>, Orientation Day**, 3:00-5:00 pm; **August 15<sup>th</sup> -17<sup>th</sup>**, 7:00 am – 8:00 am and 3:00 pm – 5:00 pm; **August 20<sup>th</sup> – 31<sup>st</sup>**, 3:00 pm – 5:00 pm.

**Master Notebook System – Grades 7-8.** Enclosed with this letter, parents of students in grades 7-8 will find information explaining the school's Master Notebook System and the supplies that will be needed. *All students in grades 7-8 use this system.*

**Summer Reading Reminder.** All students in grades 7-12 are expected to be participating in our required summer reading program. Summer reading assignments will be due on **Friday, August 17<sup>th</sup>**. Complete information about the summer reading requirement is available on the school website or in the school office.

Please do not hesitate to contact the school office if you have any questions. Enjoy your summer!

Sincerely,

A handwritten signature in black ink that reads "Lori Trott". The signature is written in a cursive style with a large, flowing "L" and a long, horizontal stroke for the "T".

Mrs. Lori Trott  
Principal

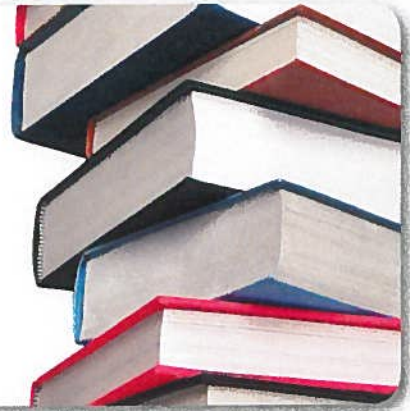


# ATTENTION STUDENTS!

ESCO has teamed with your school for  
your Online Bookstore website

## BENEFITS:

- Same day shipping (some restrictions may apply)
- No Sales Tax outside of AZ
- Big savings on used books: up to 60% off
- Website convenience: 2 step order process
- Book Buyback Program



**Beginning May 15th Register Online**

## SPEEDY SHIPPING : 1-3 DAYS!



- Friendly customer service reps are here to help you with your book needs.

- No more waiting in line! Books are delivered right to your doorstep.

## HERE'S HOW IT WORKS:

- 1 Your school's online bookstore opens in the summer.
- 2 Order early for the best selection of books.
- 3 Sell your books back to ESCO at the end of the year.



**Call Us Today! 888-228-6292**





# Online Bookstore Ordering Instructions

## Before you begin ...

You will need your class schedule or booklist from the school. If you have any questions about the ordering process, please click the Help Desk icon on the website, or call 888-228-6292.

## 1 In your web browser, go to your online bookstore website

## 2 On your first visit, enter your registration information

- Click on the "Sign In / Sign Up" link to access the registration screen
- Remember the password you choose – you will need it to log in to the site on later visits



## 3 Select your courses from the Course List

- After you have registered/logged in, click on the "Buy Books" link near the top of the page. This will take you to a list of courses or book categories.
- You will see three boxes: Departments, Courses and My Course List. Click on the departments to view the courses in each department. Click on the courses you are taking to add them to My Course List.
- After you have added all your courses to My Course List, click the "Choose Books" link to take you to the Book List screen.



## 4 On the Book List screen, select the books you want

- The Book List screen displays the list of books required for each course. If there are used books available, you will see the used copies available at lower prices. You may also see ebook editions available under the eBooks tab.
- Click on the gray boxes displaying the books you want to buy to add them to your cart. Each box will change color once it has been added to your cart.
- After you have added all the books you want to buy, click the "Check Out" link to proceed to your cart.



## 5 Review your cart

- After adding books to your cart, you can review your order and modify or delete items from the shopping cart screen.
- Please note that our stock fluctuates as other customers place their orders. The screen will alert you if you attempt to order items which have become out of stock.
- You can view this screen at any time you are signed in to the site by clicking the View Cart link near the top of the page.
- When everything you need is in your cart, click "Proceed to Checkout"

## 6 Check out

- Proceed through the check out process, completing the following sections:
  - Enter your shipping address (must be a physical address – UPS will not ship to P.O. boxes)
  - Choose your shipping method
  - Choose your payment method (Visa/Mastercard/Discover or pay by mail – Note: If you pay by mail, your order will be held until we receive payment)
- **IMPORTANT:** Be sure to proceed through all the steps until your order has been submitted. You will know you are done when you arrive at a screen that says "Thank you for your order" along with a confirmation number. You will also receive an order confirmation via email.





## Master Notebook System for Grades 7 - 8

In keeping with its mission as a college-preparatory school, Saint Joseph Academy strives to provide its students with the organizational and study skills necessary for success at all academic levels. As a part of that effort, we use the Master Notebook System with our students in grades seven and eight. This system is designed to help students learn to organize their notes and other schoolwork so that they will be prepared for class and able to study efficiently for tests. The papers for all of a student's classes will be consolidated into two binders, one for the morning classes and another for the afternoon classes. The system will be taught through the Language Arts classes. We feel confident that by following the same system in all their classes, our students will gain study skills which will help them both now and in the future.

All students in grades 7 and 8 will need to have the following supplies before the first day of school. Further supplies may be requested by individual teachers.

1. **Two** three-ring binders (**2 inch size**) which are sturdy enough to hold papers for several classes. Make sure that the two binders are not the same color, so that students can easily distinguish between the morning binder and the afternoon binder.
2. Seven plastic tabbed double pocket dividers to go in binders. They will be used as subject dividers. These may be purchased from any office supply company.
3. Seven packages of paper subject dividers (one for each subject).
4. Two zippered pencil bags, one for each binder.
5. #2 pencils, erasers.
6. Black, blue, red, and green pens for Jane Schaffer writing program