

Dear Catholic School Principals:

Rosary School is happy to host the Archdiocesan Spelling Bee this year. The Bee is scheduled for **TUESDAY, MARCH 30th**. It will be held in the Conference Center located at the North end of the Pastoral Center at 7501 Northwest Expressway, OKC. 73132. Parking is available for families and guests.

Please access the spelling word lists and the spelling bee rules and procedures from the Archdiocese website at [www.catharchdioceseokc.org](http://www.catharchdioceseokc.org). At this site click on **Chancery Offices**, then **Education**, then **Catholic Schools** and finally on the **Spelling Bee** yellow sign.

*You will not receive hard copies of the lists in the mail...only on this website.*

Please print out and forward these lists, rules and procedures to your teachers so that they can begin preparing for the bee. **REMEMBER:** Teachers will need both their current grade level and the next level up for their classroom/grade school bee, (example, a 3<sup>rd</sup> grade teacher will need the 3-4 word list and the level 5-6 word list).

In order to help us with the registration process and the printing of the certificates, please forward a list of your two spelling bee final representative candidates for each division and the alternate for each division to Julie Robinson at [grade4@rosaryschool.com](mailto:grade4@rosaryschool.com) no later than February 27<sup>th</sup>.

- Remember, **the alternate does not attend** the spelling bee unless a representative is absent.
- Remember, **the alternate does not participate** in the spelling bee unless the representative is absent.
- PLEASE ONLY SEND THE 1<sup>ST</sup> & 2<sup>ND</sup> PLACE WINNERS FROM EACH DIVISION TO PARTICIPATE IN THE ARCHDIOCESE SPELLING BEE.
- Please make sure that all of the representatives from your school are provided with their grade level word lists and a copy of the spelling bee rules and procedures prior to the Archdiocesan Spelling Bee.

**The Spelling Bee schedule is:**

Divisions Grades 1-2 and 3-4:

Registration:	9:15 ---- 9:45 am
Spelling Bee:	10:00 --- 11:00 am
Break:	11:00 --- 11:10 am
Spelling Bee:	11:10 --- 12:00 noon
Awards Assembly:	12:05 pm (or earlier if the spelling bee ends early).

Divisions Grade 5-6 and 7-8:

Registration:	12:45 ---- 1:15 pm
Spelling Bee:	1:30 ---- 2:30 pm
Break:	2:30 ---- 2:40 pm
Spelling Bee:	2:40 ---- 3:30 pm
Awards Assembly:	3:35 pm (or earlier if the spelling bee ends early).

**Etiquette Spelling Bee Rules:**

**The spelling bee will begin promptly at the times listed.**

**Students must be accompanied by an adult who remains in the room.**

**Students should arrive at least 15 minutes before the spelling bee begins – for registration, to draw seat numbers, and to be seated.**

**Once all of the students have spelled one word, late contestants will not be added.**

**Once the spelling bees have started, no one will be allowed to enter or exit the room until the break.**

**Trophies will be awarded to the top five spellers in each division. All participants will be awarded a certificate for participating. Trophies will be presented at the conclusion of the bee and certificates will be forwarded to schools to pass out to the students.**

**Each school is to pay a \$30.00 registration fee. Please make checks payable to Rosary School, and marked Spelling Bee, and forward them to us no later than Friday, December 12<sup>th</sup>, 2008.**

**Participating schools are encouraged to send volunteers to assist with registration, judging and monitoring. If you have teachers who would like to volunteer, please sign them up at the October Principal's meeting. Karen Lynn will be there with the volunteer list. A confirmation letter will be sent out to all volunteers.**

**Thank you for your help with the Archdiocesan Spelling Bee this year. If you have any questions, please feel free to e-mail me at [grade4@rosaryschool.com](mailto:grade4@rosaryschool.com).**

**Sincerely,**

**Julie Robinson  
Rosary School  
4<sup>TH</sup> Grade Teacher  
[grade4@rosaryschool.co](mailto:grade4@rosaryschool.co)  
[405-525-9272](tel:405-525-9272)**