

Dear Parents,

Welcome to SLKF Parent Orientation! The following explanation of our procedures and expectations will assist you in helping your child do his/her very best during this upcoming school year.

Folders

Please check folders nightly, both the red “Take Home” folder and the 10 Pocket Working folder. Remove papers that were completed at school and notes from school. Please do not remove any papers from the subject pockets of the Working folder. You may empty the “Leave at Home” pocket daily. Please go over any mistakes with your child and review his/her work. Use the red Take Home folder to return any notes from home, permission slips, etc.

The yellow Test folder will be sent home every Monday. This folder will include the conduct grade and any tests from the previous week. Please sign the folder in the column under **Signature** and return the folder **with the tests** the following day. There is a column to make comments or ask questions. Please feel free to do so if you have any concerns.

Homework

Assignments will be sent home on a daily basis. It is the student’s responsibility to write down all assignments in their assignment pad. Homework will be posted on RenWeb. Please refer to the student handbook for directions on how to access student assignments online. Homework will be counted as a grade in each subject for each quarter. Each student will begin the quarter with a grade of 100. Three points will be deducted each time the student misses homework for that subject.

Tests

Test schedules can be found on the weekly newsletter. Students will not have more than 2 major tests per day. Silence is mandatory from the time a test is handed out until all students have completed the test. Points will be deducted if a student talks or disturbs others during or after his/her test has been completed. If at any point you are concerned about your child’s grade or average, please email me. Please refer to the Student Handbook for the grading scale.

Conferences

We encourage communication. Please do not hesitate to ask for a conference whenever you or your child has concerns. Please refrain from consulting with any teacher at arrival or dismissal time. It is the teacher’s responsibility to ensure the safety of all students at this time and conversations with parents can jeopardize this responsibility.

Lunch

Please refer to our school website to find out more about our Fresh Fork Catering lunch program and the payment of lunch accounts. If a student brings lunch from home, only water, milk, or clear juice will be allowed. No colored sports drinks, red punch, or carbonated drinks will be permitted.

Snacks

We have a daily morning break. Students may bring a snack from home or purchase one from school for \$.50. Students are only allowed to purchase/bring one snack. Purchasing snacks will be on a CASH ONLY basis.

Conduct

All students must behave in a dignified manner at school. Shouting, pushing, fighting, or inappropriate language will not be tolerated. Running inside the building is not allowed. Working quietly without disturbing others is essential. Please refer to the papers attached concerning our classroom behavior policies. Adherence to rules makes for a pleasant environment for all. A conduct chart is attached to your child's red Take Home folder. You may refer to this sheet to track your child's conduct. Positive behavior will be rewarded with trips to the "Treasure Box" when appropriate.

Uniforms

Please refer to the Student Handbook for uniform requirements. **PLEASE LABEL EVERYTHING** including PE uniforms. Boys must wear their ties to Mass on Fridays, which will be kept at school. Girls must wear their jumpers to Mass with their regular uniform blouse.

Absences

If your child is absent and you would like to have his/her work for the day, please call the office by **9:00 am** and we will send the work to After Care where you can pick it up after 3:30. Tests will be made up as time permits, either at recess or during co-curricular classes. Please refer to the Student Handbook concerning the school policy on tardiness and number of absences.

Arrival & Dismissal

Students may not enter the classroom before 7:40 am. Parents will accompany their child into Marion Hall but students must walk independently upstairs to their homeroom at 7:40. Parents must walk their child to the front office for a tardy slip if they arrive to school after 7:55. Students are not allowed to enter the classroom without a tardy slip. Class begins at 7:55 am sharp!

Students are dismissed in the grassy area at 3:20 pm with the exceptions of Mondays. Monday dismissal is at 2:45 pm. All parents or persons who pick up students must

have a carpool sign. Students who are not picked up by 3:30 pm are enrolled in After School Care and charged accordingly.

Student of the Week

An “All About Me” sheet will be sent home to be completed by your child and returned to school the next day to share with the class. The student of the week will be able to bring in a special show-and-tell to present, and a snack for the class on Friday.

Birthdays

Parents may send a treat for the class on their child’s birthday. Individual cookies, cupcakes, brownies, or any similar treats are acceptable. Birthday invitations may be passed out at school if it includes the entire class.

As always, if you have any questions or concerns, please contact me at bcarville@slkfschool.com. I am looking forward to a great school year!

Thank you,
Baileigh Carville