



Shanghai Livingston American School

Preparing students for academic and personal success.

IMPORTANT INFORMATION FROM THE SCHOOL PRINCIPAL

July 30,

2016

Dear Parents and Students,

Welcome to the 2016-2017 school year! I hope that you are enjoying a relaxing and fun-filled summer. While I am sure many of our students have had interesting work and educational experiences, I do hope that they all come back rested and ready for another exciting year. The Administration at Shanghai Livingston American School has been working hard to prepare for the students' return. There are lots of wonderful things planned for this year and we are excited to share another great year with your family.

SLAS "New" Family Orientation

We want to make sure that our incoming parents feel supported and well oriented to life at SLAS. Accordingly, we will host a new parent orientation (for the parents and students) and returning families on August 12th. In the morning, we will meet with Early Years and primary family's from 10:00-11:00 AM in the cafeteria. The afternoon session for middle and high school parents will be from 1:00-2:00PM in the cafeteria. **Please do not send student's by themselves.** We will provide translators to assist.

Secondary Schedules

On August 12th, secondary students should come to school and pick up their class schedules between the hours of 10:00 AM to 3:00 PM in the first floor Multi – Purpose Room.

First day of school 2016

The first day of school for 2016 will be on the 15th of August (Monday). Students are expected to report by **8:20 AM** to their first period class **wearing their uniform**. If students do not have uniform, we will issue them a school polo which will require a payment.

School hours and schedule

Instruction will start at **8:20 AM**. Students are to go directly to their locker and then their first class each day. Our **end time for secondary classes is 3:45 PM**. Homeroom / Wildcat Time will be immediately after Block 1. The students will be grouped by Grade. Wildcat Time will be used by teachers to cover important events and pass out and collect important documents from students. Twice a week, students will have lessons to reinforce our school's Core Values. Students are provided transition time between classes so they have enough time to go to their locker and use the restrooms if necessary. We do expect students to arrive on time to their classes or they will be marked tardy.

Uniforms

Students are required to be in full SLAS uniform from the first day of classes. All Students must wear the white or blue polo daily. Non uniform shirts, sweat shirts or sweaters may not be worn covering the uniform polo. Students must wear khaki, blue or black skirts, dresses, shorts or pants for the bottom. Students may wear khaki, blue or black jeans without tears or holes. Students who forget to wear their uniform will have to purchase it from the finance office the same day, no exceptions. This rule is strictly enforced. Please help us prevent problems by making the necessary purchases in advance. **Uniforms are available for purchase at our uniform booth August 12th and 15th in the first floor Multi Purpose Room.**

Students enrolled in PE, dance or gymnastic courses must purchase the PE uniform consisting of a gray t-shirt and black athletic shorts, black or gray hoodie and sweat bottoms. They should also wear the appropriate foot wear in order to prevent injuries. Street shoes may not be worn for dance classes. Students will lose points in their class if they do not change into the appropriate clothes. The cost of the PE uniform is 200 RMB, the cost of the sweat pants is 150 RMB and the cost of the hoodie is 300 RMB. **The PE uniform and hoodie may not be substituted for the polo.** The PE uniforms are available for purchase at our uniform booth **August 12th and 15th in the first floor Multi-Purpose Room.** All uniform pieces may also be purchased at the Finance Office at any time



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throughout the school year.

Student personal belongings

Please remember to label your child's personal belongings with name and grade. If items are found they will be stored in Room 118 for one semester.

Open House

Early Years will hold an Open House on August 12th from 11:00-12:00 PM. In the Early Years Open House, teachers ask parents to fill out forms to establish the best form of communication between school, discuss how they will evaluate and report the children's progress and discuss any special allergies or needs of the child. **Child care will be offered 10:00AM-12:00 PM for children grades (Nursery-Grade 5) on August 12th in the Primary Division Library.** **Primary and Secondary will hold their Open House on August 25th from 5:00 PM -7:15 PM.** In Primary and Secondary Open Houses, teachers will provide parents with daily schedule, information about homework and the quarter 1 / trimester 1 curriculum maps. This information is very important for parents as it helps parents understand what learning objectives are taught at SLAS and about important projects and tests. **We will offer child care for children(Nursery-Grade 5) on August 25th in the Primary Library from 4:30PM-7:30PM.** The goal of the Open House is to provide an opportunity for parents and teachers to begin a positive relationship. Parents are strongly encouraged to attend. We will have a Parent Teacher Student Association (PTA) table set up in the first floor Multi-Purpose Room so you can sign up to volunteer at our special events and for class parties. Uniforms will also be sold during Open House in the first floor Multi-Purpose Room. We encourage all parents to stop by and visit with our PTA representatives to discuss how you can take an active role in your children's education and life here at SLAS.

Middle School Music

Students in grade 6-8 will have a full year of music. Students may select to take either string, wind or brass instruments with our expert teachers. Their course will cover general music principals and learn their instrument. Students will perform in the winter and spring concerts. Students must bring their own instrument to class and enroll in private lessons either in SLAS after school or by private tutor.. Students who want to purchase the instrument from the school should contact Room 109 by August 15th. You may request that this be added to your invoice.

Grade Link

During the first week of school a student information form will be sent home on **bright green paper**. Please fill out this information form and return to the Block 1 teacher by Friday August 19th. We will also have a parent training session on **September 8th at 10:00 AM in the 3rd floor Primary Years Computer Lab and again at 4:00 PM in the fifth floor computer lab.** Gradelink is used for students in grades K-12. During this session, we will demonstrate how to log onto the Grade Link web site and access student Kindergarten - Grade 12 information. On September 9th, we will send home a letter with instructions on how to log onto Grade Link.

Up to date contact information

It is very important that parents keep their contact information up to date. Please send all changes on emails, home address and telephones to Ruby Soriano, our registrar at rubysoriano@laschina.org.

After School Lessons/ Clubs and Tutoring

We will provide parents information about the 2016 - 17 after school clubs, tutoring and lessons on **August 22nd** and begin After School clubs, activities and tutoring on **September 5th**. We will use the After School club and activity information survey to finalize our courses and programs offered after school.

Back to School Bash & International Festival

All students and families are required to attend and participate in these two school wide events. These two events are held annually with the intention of building school community among all families and staff members. We request that each family participate in as many games as possible at the events to build school spirit among the assigned houses.



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Join us on **September 24th from 12:00 – 4:00 PM** for food, entertainment and friendly games between staff and parents and students/ parent teams against other student/ parent teams. Enjoy the musical performances by our students and teacher bands and gymnastic performances by our students. Bring a picnic lunch or buy food from our school partners Blue Frogs, Mexico Lindo and etc. If there is rain on September 24, we will move to Sunday, September 25th at the same times.

Reserve **May 20th** for our International Festival. **The hours are 12:00 – 4:00 PM.** In the event of bad weather, we have already set three rain dates May 21st, May 27th and May 28th This is our school's opportunity to highlight the many programs offered at SLAS.

SLAS use of WeChat

We have found the class WeChat to be very effective in communicating with parents and students. Starting in the 2016-17 school year, all Early Years and Primary Years homerooms will have class WeChat. It will be required for all parents to sign up and monitor for announcements and reminders from the teacher. The class WeChat is only to be used for school related business not for promoting personal beliefs. All Secondary Wildcat Homeroom classes will have WeChat accounts for the teacher to communicate with the students. It will be required for all students in grades 6-12 to sign up for the Wildcat WeChat.

Early Release

We will have professional development for all instructional staff on the following dates: September 28th, October 26th, November 30th, February 22nd, March 29th and May 24th. Students will be dismissed at **2:20 PM**. The objective of the "Early Release" day is to provide teacher teams a common meeting time to facilitate the development of a professional learning community at SLAS.

Update from WASC

In March, we were visited by our accreditation commission Western Association for Schools and Colleges. The Visiting Team members were impressed with the progress our school has made in all areas. They reported to the accreditation commission in California that we had made significant growth on all areas recommended in their last two visits. Based on their recommendation, SLAS was granted another full six years of accreditation. A new team will visit in three years to check our progress on our school action plan. Going forward, we will continue to examine how students learn, provide staff with professional development opportunities, work with SLAS community members to ensure that our school core values are evident in all our daily interactions with students, parents and staff members.

Parent and SLAS ID badges

Starting in August of 2016, parents and special designated family members and care givers will be issued a SLAS ID badge with their photo. We request that all SLAS community members wear their badge when on campus. If you forget your badge, you may take a temporary card from the guard office at the front and back of the school. We do require you to sign in if you need to borrow the temporary badge so that we may keep track of our visitors. The first ID will be given to parents. Extended family members and care givers must pay 25 RMB per card. Replacement cards will cost 25 RMB.

Summer Reading and Sadlier Oxford vocabulary book

Students entering Kindergarten through Grade 12 are assigned a summer reading project. The assignment has been carefully considered by the teacher in preparation for the next school year. All students should complete the assigned projects and submit to the classroom teacher. The assignment will be graded and added to the Quarter 1 final average. (Note: All students should have finished reading their books and completing the assigned activities before school starts!) Student's summer reading projects must be turned into his/her reading teacher **by the second day of class for secondary students and August 26th for Primary Years students.** Students who enroll after August 1st are not required to submit the summer reading project.

Students in grades 6-12 were assigned the first three units of study by depending on their designated English / ESL level for the 2016-17 school year. The Sadlier Oxford is considered a premier academic resource used throughout the USA to build student vocabulary leading to higher



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success on standardized tests like the SAT, ACT and TOEFL. Students received a letter with the workbook outlining the expectations on what is to be done this summer. Students will continue to use this vocabulary workbook in the regular school year as a part of the regular curriculum.

School Supplies

Students will be provided classroom supplies for the beginning of the school year. Secondary teachers may have special requests which must be purchased by the individual students and will be listed on course syllabus. After the first set of supplies is consumed, **ALL** students will have to replace those items as specified by their classroom teachers.

Many of our past initiatives will continue this year such as our **Go Green Initiative**. We are incorporating more recycled and environmental friendly products within the school. We will only use disposable cups in the cafeteria. All students should bring their own water bottle to school each day. Our early years and primary classrooms will have class plants that they will be responsible for maintaining. This will be to learn about nature and work on increasing the plants in our environment that are responsible for cleaning toxins from the everyday air. At the start of the year, each classroom teacher in early years and primary will send home details to parents in their welcome packet. Students and staff will work on integrating conservation and reducing their waste in other areas at school as well.

Student success is the goal of every staff member at Shanghai Livingston American School. We believe with our new structures and dedication to high quality, research-based best practices, every student will learn to their full potential. We are prepared to offer time and support as needed. **I ask for your support and participation in this effort by sending your child to school every day, encouraging him/her to read for pleasure at least 30 minutes every night, monitoring homework and progress, and asking your child to share what they learned at school each day.**

I know this letter contains a lot of information. We do not expect you to remember everything! Please note that all of the information contained here is available in our student handbooks as well as on our school website: laschina.org. We encourage you to check this site regularly for information about school happenings, upcoming events, school policies, etc. Again, I hope that you are enjoying your summer. We look forward to seeing you soon.

Sincerely,

Faustina Martinez M.A. Ed
Principal
Shanghai Livingston American School