



Shanghai Livingston American School

Preparing students for academic and personal success.

IMPORTANT INFORMATION FROM THE HEAD OF SCHOOLS

August 6, 2018

Dear Parents and Students,

Welcome to the 2018-19 school year! We are excited to be able to celebrate our 15th Anniversary this year. We will host special celebrations throughout the year and hope you will be able to join us to celebrate. 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 Monday August 13th. In the morning, we will meet with middle and high school parents from 10:00-11:00 AM in the first floor cafeteria. The afternoon session for Early Years and Primary families will be from 1:00-2:00 PM in the first floor cafeteria. **Please do not send students by themselves.** We will provide translators to assist.

Secondary Schedules

On Monday August 13th, 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 2018

The first day of school for 2018 will be on the 14th of August (Tuesday). Students are expected to report by **8:20 AM** to their Wildcat Time class **wearing their uniform**. If students do not have uniform, we will issue them a school uniform polo or appropriate uniform bottom which will require a payment.

School hours and schedule

Students are to go directly to their locker and then their Wildcat Time class. Wildcat homeroom Time will start at **8:20 AM**. Students then go to Block one after Wildcat Time each day. Our **end time for secondary classes is 3:45 PM**. Wildcat Time is grouped by Grade. Wildcat Time will be used by teachers to cover important events and pass out and collect important documents from students. Once a week on Wednesday, 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. Students **may not** wear previous International Festival t-shirts. 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 13th and 14th 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 310 RMB. **The PE uniform and hoodie may not be substituted for the polo.** The PE



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uniforms are available for purchase at our uniform booth **August 13th and 14th in the first floor Multi-Purpose Room**. All uniform pieces may also be purchased at the Finance Office at any time 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 13th from 2:00-3:30 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 2:00-4:00 PM for children grades (Nursery-Grade 5) on August 13th in the Primary Division Library.** **Primary and Secondary will hold their Open House on August 23rd 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 23rd 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 are required to take 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 13th**. 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 27th. We will also have a parent training session on **August 30th 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 3rd**, 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 Teri Tapecc, our registrar at teritapecc@laschina.org.

After School Lessons/ Clubs and Tutoring

We will provide parents information about the 2018-19 after school clubs, tutoring and lessons on **August 20th** and After School clubs, activities will begin on **September 3rd** and Secondary academic tutoring will begin on **September 10th**. 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



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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.

Join us on **September 22nd 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. If there is rain on September 22nd, we will move to Sunday, September 23rd, 29th or 30th at the same times.

Reserve **June 1st** 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 June 2nd, 8th and 9th. 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. 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 is required for **all** students in grades 6-12 to sign up for their Wildcat WeChat.

Early Release

We will have professional development for all instructional staff on the following dates: September 26th, October 24, November 28th, March 27th, April 24th and May 29th. Students will be dismissed at **2:20 PM**. The objective of these "Early Release" days is to provide teacher teams a common meeting time to facilitate the development of a professional learning community at SLAS. Also, all students will be dismissed at 12:20PM on our Secondary Parent/Teacher Conference days which are October 10th, October 11th, March 13th, and March 14th.

Parent and SLAS ID badges

Each year, all parents and special designated family members and care givers are issued new 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

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 24th for Primary Years students**. Students who enroll after August 1st are not required to submit the summer reading project.

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.



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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
Head of School
Shanghai Livingston American School