

St. Coletta Day School of Milwaukee

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Weekly Update: 10/13/2020

Greetings,

DATES TO REMEMBER / CALENDAR REMINDERS -

Thursday, October 22: No School-Conferences

Friday, October 23: No School-Conferences

*****The best way to get in touch with a teacher is to send an email to the teachers .org email. Please give teachers enough time to respond to your question or problem. Teacher's will respond to your email during school hours. Please do not text teachers, especially at night and on the weekends.*****

HOW TO EMAIL A TEACHER

1 SUBJECT LINE
2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

4 CLOSING

- Thank you
- Have a nice day!



2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body of the email



5 SIGN YOUR NAME!

General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
 - Please spell out your words.

On Friday October 30th, the students may choose to wear a costume to celebrate Halloween. Costumes should be considered appropriate for school. This means costumes should be not too scary, no weapons, and costumes must be worn over clothes so that clothing covers your body. (PS: shhh... The students will be receiving a 'Halloween Goodie Bag' the morning of Oct. 30. Nothing too exciting, but we realize that they will be missing our typical Halloween festivities at school. The plan is that these will be delivered to your residence that morning. So parents, try to keep this a surprise. If you see someone approaching your house early in the morning, don't be alarmed.)

ILLNESS / APPOINTMENTS / ARRIVING LATE / LEAVING EARLY

"One Call, that's all!"

It is very important that **ANY** absence or tardy (arriving late, leaving early) - whether it's planned - like an appointment, or unplanned - like an illness, needs to be reported to the school office right away! The school office should be informed as soon as an appointment is made, and not the day of, or hours before the appointment. Your student's teachers truly appreciate knowing this information as soon as possible, so they can plan ahead to provide support for your student with make-up work, instructional resources, etc...

It is also important to remind everyone again, that **you should not be texting, emailing, calling your student's Teacher or the Administrator to report an absence or tardy!!** If you contact any of the teaching staff, or the Administrator to report an absence you will be asked to call the office... so, save yourself the time and extra step - just call the office (414) 453-1850, and the office will inform the staff about the absence.

To report an absence or tardy call the school office @ (414) 453-1850

(leave a message ANYTIME, day or night!)

iPad Updates & 2nd Quarter Packet Pick-up

All of the iPads are currently being updated. You should plan on picking up your iPad and the 2nd quarter school materials on **Friday, October 23** (tomorrow) **between 3:30-5:30**. Please follow the same procedure as you did when you dropped off your iPad yesterday. Just pull up to the Gathering Space entrance and I will hand you the materials. That system worked very well on Wednesday. Now let's hope the weather cooperates!! If it is too cold or raining, please feel free to call my cell number as you pull up and I will run the materials out to you. Now that the Updates have been made, we still you to continue to be responsible parents and secure the iPad after school hours so that the students are using it for school purposes only. No meeting or chatting allowed after school!

Inspiration: "There is no exercise better for the heart than reaching out and lifting someone up."