

# FRASSATI CATHOLIC HIGH SCHOOL



**PARENT ORIENTATION**

**2016**

# Agenda



## 1) Communication

- 1) School
- 2) Faculty/Staff
- 3) Academic Progress
- 4) Emergencies

## 2) Who to Contact

- 3) Drop off and Pick up – the parking lot
- 4) Back-to-School Night Invitation

# Communication



- Effective communication improves students' experience of school
- Effective communication promotes dialogue between students and teachers, teachers and parents, parents and administrators
  - Please note: there are no parent/teacher conference days on the calendar – feel free to contact any teacher whenever you need to discuss anything related to your child(ren)

# Communication



- 7% words
- 38% voice tone, inflections
- 55% body language

# Means of Communication



- 7% words, written – **email**
- 38% voice, inflection – **phone call**
- 55% body language – **conference**

# How we use email



- Objective information
- One time transmission
- Transmission to large numbers
- To send the weekly e-newsletter on Friday

# Emails to Teachers



- Setting up Appointments
- Asking questions that don't need immediate answers
- Allow reasonable time for reply
- Provide a phone number and time you can be reached by phone.

# It is best to avoid email for . . . .



- Conferences
- Something that needs an immediate answer
- Emotional content
- Venting



# Frassati Email Guidelines with Students



- Our teachers will not send emails to individual students
- Club sponsors, coaches, teachers may email groups of students
- Emails that are sent to students
  - Copied to administrative archive
  - Copied to parents or guidance or appropriate party

# A phone call works best for . . . .



- Things that need an immediate answer
- Working out something that needs back and forth
- Resolving a small issue

# Face-to-face conferences



- Resole larger issues
- Discuss to work out more than one issue
- Resolve an emotional situation

# Academic Communications



- PowerSchool gives you a view of your child's grades and attendance
- Report Cards
  - We do not send progress reports
- Academic Probation communicated via letter
- Academic Night: February 9, 2017 - for those interested in AP/Honors Courses

# PowerSchool



- What is PowerSchool?
  - Student Information System that manages student:
    - Assignments
    - Grades
    - Attendance Records
    - Demographic Information

# Google Classroom



- Each teacher has a page
  - Students access each class page with codes--Parents access through students. Parents will not join the class independent from students.
- On the page
  - Assignment Calendars
  - Policies and Procedures
  - Homework and paper turn-in (based on teacher preferences)
  - Other information needed by the students (links, databases, etc.)
  - Links to extra curricular activities: sports, clubs, etc.

# After School



- Supervised Study Hall from 3:15 p.m. – 4:30 p.m. in the Assembly Hall
- Please note: this is not after school care, it is intended to be a study hall time for students and will be supervised as such
- *There is a \$5 fee for every minute after 4:30*
- Teachers available for help sessions by appointment or as specified in Policies and Procedures
- Homework Assistance

# Emergencies



- School Messenger is the communication software we use for emergencies
  - Phone call message AND
  - E-mail



# Who should I contact?



# General Information / Attendance



1. Ms. Donna Sheara
2. Call the main phone line: 832-616-3217
3. Remember to send in a written note for absences – we have to keep that information on file

# Tuition, Fees, Tuition Assistance



1. Accounting Office – Ms. Angie Santos
  - a) E-mail: [a.santos@frassaticatholic.org](mailto:a.santos@frassaticatholic.org)
  - b) Phone: 832-616-3220

# Medical needs, Medications, etc.?



1. Ms. Donna Sheara, Administrative Assistant
2. Mrs. Angela Gill, Advancement Assistant

# Academic Course Placement, Academic Concerns



- Mr. Mark Pertuso – Academic Counselor
  - E-mail: [m.pertuso@frassaticatholic.org](mailto:m.pertuso@frassaticatholic.org)
  - Phone: 832-616-3231

## Academic concern in a particular course or department



1. Start by contacting the teacher
2. Then Department Chair, if different from the teacher
3. Academic Counselor

# Transcripts / PowerSchool / Textbook Information



- Mrs. Margaret Morgan, Registrar & Librarian
  - E-mail: [m.morgan@frassaticatholic.org](mailto:m.morgan@frassaticatholic.org)
  - Phone: 832-616-3230

# Questions about Log-in to PowerSchool



- **Contact Mrs. Margaret Morgan, Registrar**
  - [m.morgan@frassaticatholic.org](mailto:m.morgan@frassaticatholic.org)
  - 832-616-3230



## College Counseling / Senior Transcripts / Personal Counseling



- Mrs. Tracey Bonini – Director of Guidance
  - E-mail: [t.bonini@frassaticatholic.org](mailto:t.bonini@frassaticatholic.org)
  - Phone: 832-616-3234

# Athletics



1. Start by contacting the coach
2. Mr. Chris Meredith, Director of Athletics
  - a) E-mail: [c.meredith@frassaticatholic.org](mailto:c.meredith@frassaticatholic.org)
  - b) Phone: 832-616-3222

## Student Activities – clubs, service



- Sister Anna Laura, O.P. – Director of Student Activities
  - E-mail: [sralaura@frassaticatholic.org](mailto:sralaura@frassaticatholic.org)
  - Phone: 832-616-3236

# Behavioral and Discipline Questions and Concerns?



1. Start by contacting the teacher
2. Then, if needed, contact Mr. Meredith

# Drop Off, Pick Up & Back-to-School Night



- Drop Off begins at 7:00 a.m. – go directly to the Assembly Hall. At 7:30 the front office and academic building opens.
- Pick Up begins at 2:55
- Pick up is in front of the Student Life Building.
- Please park in the parking lot first – we do not have a carpool line
- Back-to-School Night is Thursday, September 1<sup>st</sup> at 6:30 p.m. You'll have the opportunity to walk through your child's schedule.