TO: Parents and Guardians  
FROM: Luis Pook, Principal  
DATE: Jan 5, 2016  
RE: Upcoming activities and announcements

A pleasant welcome back to all parents. We are excited to be back, and eager to make this new year one of high academic success and student achievement. We hope that at home students find the stability they need and are monitored constantly to ensure they are on task with school work. Notwithstanding, there some issues to consider and information to share with you as we try to make this a productive new year.

We are having several issues with absences. Some parents apparently have very lenient attitudes about absence. In the final week of classes in December, for example, many students decided to be absent from classes, in some cases with the consent and approval of parents. They returned to class without proper notes from home, and in some of these cases the students claim the parent is too busy to provide them with notes or to come to school to discuss the issue. The school will do the best it can to contact parents about these matters, but where students and/or parents are uncooperative, the child might not allowed into the classroom until the parent appears to clarify the matter. The school might demand a doctor’s certification for extended absences. I draw your attention to the School’s policy on absences as stated on pages 48/49 in the Parent/Student Handbook, especially on section (h) under absences. You may be putting your child’s ability to be promoted in jeopardy notwithstanding their getting a passing grade.

We are also facing issues with parents that are delinquent with fees, despite signing payment plans. The school has been more than generous in providing APR’s and Engrade access no matter the financial situation. However, we must protect ourselves from the many parents that default and so the following will be the new way forward with APR’s and Engrade:
- Students with outstanding bills greater than $150 and poor records of payment will no longer be able to receive APR’s and have access to Engrade.
- Parents are reminded that when they register a child at school they make a commitment for the full year with the school. The school does not bill parents for only the time that children attend if they withdraw- the bill for the rest of the year stays in our books.
- Students cannot make financial arrangements for themselves with the School.

On the note of finances and fund raising, this semester will be one with various fund raising activities that I warned parents about from the first yearly PTA meeting. First, the School will be having its yearly Megaraffle. Two raffle books of $20.00 each will be issued to all students later this month; the tickets are due in May of this year. The student government also engages in a Valentine fund raiser where they raffle a bicycle and students get raffles to sell for this, adding to $6.00 per student. The PTA should also be engaging in fund raising this semester, and classes are supposed to be completing their building and roll-over funds for the year. These fund raising activities are no news- they were mentioned and declared to parents from the beginning of the school year.

We will be conducting home visits soon. We have noted that several parents are very difficult to discuss with because they never appear at school, even to pick up reports. Often their children do poorly academically or have issues with discipline. Rather than wait for these parents to decide to arrive, we will take the initiative to see them at home. On the other hand, we also have a parenting program that will start soon and invite you to participate.

We close with reminders of upcoming dates:
- Thursday, Jan. 7 – PTA Meeting Grade Report distribution 2-4pm
- Friday, Jan. 8 – No classes due to Faculty and Staff Spiritual Retreat
- Saturday, Jan. 9 – School Mass at La Inmaculada Church at 7:00 p.m. Junior 2 Class is responsible.
- Monday, Jan. 11 – Honors Mass on school campus at 8:00 a.m.
- Tuesday, Jan. 12 – A4 time schedule; lunch from 11:45 – 12:45 p.m. Sixth period ends at 1:30 p.m., and all students are dismissed.

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Student: ____________________  Class:___________  Date _______________
I ______________________ acknowledge that I have read the January 5, 2016 memo.

Parent/Guardian’s name (print)

Parent’s Signature: ______________________

Parent’s email address (if it has changed/has NOT been provided) ______________________________