

Phoenix Team Parent Meeting  
Information and Notes for Entering Grade 6  
2017-2018

**Communication:**

Email is often a quick and easy communication tool, but please remember we are actively engaged with your children, so a response may not occur until the end of the school day.

[Kathy.cripps@saas.k12.de.us](mailto:Kathy.cripps@saas.k12.de.us) (Mathematics)

[Heather.foley@saas.k12.de.us](mailto:Heather.foley@saas.k12.de.us) (Reading)  
(Writing)

[Thomas.bowe@saas.k12.de.us](mailto:Thomas.bowe@saas.k12.de.us) (Social Studies)

[Elaine.Maggioli@saas.k12.de.us](mailto:Elaine.Maggioli@saas.k12.de.us) (Science)

If you would like your email message to go to the entire team of teachers, plus our school administrators, please use [Phoenix@saas.k12.de.us](mailto:Phoenix@saas.k12.de.us)

Telephone: You may also call the school 856-3636

**Agenda books:**

Every student will be issued an agenda book to use in and out of the classroom. The agenda serves as a parent/teacher communication tool and is also used as a hallway pass for the students. Parents should be looking in the student agenda each night for homework assignments, long-term projects, and teacher notes/material requests. Each student is responsible for recording his or her homework daily in the appropriate location. IF there is no homework for a particular subject, the student should write the word "none", indicating such. Student agendas should be treated as a textbook and not defaced in any manner.

**Absence from school:**

When a student is absent, a note detailing the reason for the absence is required by our school nurse immediately upon the student's return to school. Students may give this note to their homeroom teacher.

When a student is absent, **an absentee sheet** is placed in his/her mailbox located in their homeroom. **It is the student's responsibility** to check for the absentee sheet, get all handouts and submit make-up work. An absent student has the same number of days absent plus one additional day to make up the missed assignments. If the student is absent 2 school days, then they have 3 days to turn in the make-up work. It is the student's responsibility to see the teachers if they have questions about the missed work. The Absentee Sheet includes a brief description of what occurred in class and the assignments. This is posted daily on our team page: [Sussexacademy.org](http://Sussexacademy.org) – then click on [Phoenix Team](#). There will be a list on the right hand side of the page with dates and other important team news.

**Vacation or Extended Absence:**

If the family is planning for the student to miss 3 or more school days (family trip or vacation) the student and parent must complete an "Extended Vacation Form" prior to the student absences. This form is located on the Academy website, under the Phoenix Team link or by asking a teacher in advance. Students are held to the same time line for submitting make-up work.

**Dates to remember:**

**Student Orientation – August 24** (students only)

**9:00 – 11:00** (No busing, no lunch provided)

Bring your school supplies

No uniform required ☺

**First Day of school – August 28** – All summer work is due today.

We are looking forward to working with you and your families,

***The Phoenix Team Teachers***