



August 7, 2023

Hello Scarlet Oak Families,

I hope that you had a great summer with family and friends. I'm excited to be joining the Scarlet Oak staff. We are looking forward to another wonderful school year. Please make note of these exciting dates/events below to kick off our school year:

Tuesday 8-15-23

Device pick up/supply drop off 4:00-5:30 PM

Scarlet Oak school will be having a device pick up/supply drop off evening on Tuesday 8-15-2023 from 4:00-5:30. Staff will not be in attendance during this evening, and the rooms will be locked, but you will be able to leave your students school supplies at designated locations in the gym (please be sure to have the supplies in bags labeled with your students name.) There will be class rosters at various tables in the gym. Find your child's name and leave school supplies on that table. If you need assistance, please let me (Mr. Flynn) know and I'll be happy to help. The Pandas will also be on-site for you to pick up your student's device, charger etc.

Wednesday 8-23-2023

First day of school-full day of attendance with lunch

Tuesday 8-29-2023

Scarlet Oak Curriculum Night 4:00-5:30 PM

During Curriculum night you can expect to:

- Walk the building to experience where your children will be throughout the day at Scarlet Oak School.
- Meet your child's teachers and see their classrooms
- Hear from your child's teacher about the class expectations and procedures
- Have fun and enjoy the time. 😊

General Information:

First day of school is August 23, 2023, and it is a full day of attendance with lunch.

Please refer to the Scarlet Oak Student and Parent Handbook for detailed information regarding our school and important procedures. Your child will have a math teacher, reading/writing teacher, a science teacher and a social studies teacher. Students will stay together in a group and rotate to the next class together.

Schedule:

Student schedules will be available in Alma starting on Thursday 8-17-2023.

Transportation Information:

Bus stop information can be found on the district website under the transportation tab.

Communication:



There are three important apps that will help you stay informed during the school year: Parent Square, ALMA, and the Arbor Park School District app. Our tech department will send out information regarding log in and set up features. Please continue to check our website for information.

Attendance:

Regular attendance is important. Students need to be in class on time each day to make consistent progress. **Student arrival is 8:45-8:55.** Classes begin at 8:55 am. Please remember to call the school office (708) 687-5822 before 8:45 am if your child will be absent. You may also use the Attendance Line (708) 687-5822/Choose Option #1 to leave a message informing us of an absence at any time.

You may contact the office for homework on the second day of an absence. Homework will be sent down to the office at 3:30 pm. The office is open until 4:00 pm for parents to come and pick-up the assignments. If you would like homework sent home with another student, please contact the other parent, and then let the office know.

Safety and Security:

School Hours are 8:45-3:10. We ask that no students arrive before 8:45 AM as there is no supervision available and doors remain locked until 8:45. Anyone needing childcare before or after school, please see information about Kids Club on the district website.

All visitors must report to the office to sign-in, have their ID scanned and receive a visitor's pass. Parents must make appointments to see classroom teachers to avoid conflicts with instructional time. All teachers have some time each day to return phone calls, respond to emails or schedule meetings. Staff will respond to calls or emails within 24 hours during the work week.

Dropping off students (Car riders):

For the children's safety, any parents who must drive their children to and from school need to follow these guidelines:

- Do not arrive before 8:45 am
- Turn into the drop off lane. Students should exit from the passenger side of the vehicle.
- Parents, please remain in your vehicle.

Bus Arrival/Dismissal:

Students that take the school bus to school will enter and exit via door 1. Doors open at 8:45 AM. At dismissal we call the bus rider to exit first before car riders. During the first few days of school and when there are weather issues the busses could experience some delays.

Special request for change in dismissal procedures:

The office must have written permission from parents when there is a change in dismissal for students when possible, if there is an unexpected change during the school day, call the office before 2:30 PM. If more than one student is involved, (going to a friend's house after school, etc.) notes are required from each student's parents. Students will be dismissed in the usual manner if the office does not receive appropriate documentation of the change before the end of the day. If you need to make a permanent change, please call the office and we will give you the necessary information regarding procedure.



Please inform the office of any address or phone changes during the year so that we can reach you in case of an emergency.

Medication:

We prefer that medication be administered at home, but if medication must be administered during the school day, please comply with the following regulations:

1. A form must be completed, signed by the physician and by the parent, and returned to our school nurse before medication can be administered. The form is available from the school nurse's office. This form must be newly completed each year that your child attends. Please call the school and ask to speak to the nurse.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

Birthdays:

We announce student birthdays in the morning during announcements and call students down to receive a birthday pencil and a ribbon. Birthdays that fall on dates outside of the school year (most of June, July, and August) are announced in May on the corresponding date. Weekend birthdays are announced on Fridays.

Proper Footwear:

Our students will be outside either on the equipment, the field, or the blacktop every day, weather permitting. Because of safety concerns, students should not wear flip-flops or backless shoes. Students will have to miss the outside activity if proper footwear is not worn.

Personal Items:

Personal items (i.e., games, toys, video games, balls, jewelry etc.) should not be brought to school without the teacher's permission. If the student has permission, these items should remain in student book bags while riding the bus. We supply toys, games, and sports equipment for our students to use during recess. We are not responsible for lost or stolen items.

Lunch:

Third graders eat lunch at 11:45 am. Fourth graders eat lunch at 12:25 pm. Students can select a vegetarian lunch or regular lunch each morning if they are purchasing the school lunch. Please refer to the monthly menu we send home and choose the desired entrée.

School Spirit Days:

Every Friday is School Spirit Day. We will wear our spirit wear, school colors (Red and black) or patriotic colors. We will have an "SOS spirit wear store" available for purchases, more details coming soon.

Assignment Books:



**SCARLET OAK
SCHOOL**



Phone: 708-687-5822
Fax: 708-687-4292



sos@arbor145.org



5731 Albert Drive
Oak Forest, IL 60452

Arbor Park School District 145

All students are required to purchase and use our SOS Assignment Book. The price is \$8.00, and they are available in your student's classroom. You may also purchase them by sending the exact amount in an envelope with your child's name and room number on the front.

Eight Pocket Folders:

Fourth grade students are required to purchase an 8-pocket folder. The price is \$8.00, and they are available in your student's classroom. You may also purchase them by sending the exact amount in an envelope with your child's name and room number on the front.

Kids Club:

The district is happy to provide Kids Club, before and after school care. See our website or contact Sandy Bahena sbahena@arbor145.org with any questions.

I look forward to meeting you/seeing you on **Aug 15th for device pick up/supply drop off.**

Thank you,

Mr. Tom Flynn, Principal