

**WILLS VALLEY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK**

2022-2023



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Wills Valley Elementary School General Policies

GRADES PRE-K THROUGH SECOND

ACADEMICS

PROMOTIONS- Promotional standards vary from one grade to another

- Kindergarten students not mastering at least 60% of standards at the end of the school year in reading or math could be retained.
- First and second grade students having two (2) semester F's in reading or 2 semester F's in math at the end of the year may not be promoted to the next grade.

REPORTING STUDENT PROGRESS

- Mid-term reports are sent home every 4-½ weeks. These are sent to parents of all K-2 students. If there is a danger of failure, it will be noted. Grades are derived from test scores, daily work, and homework. Report cards are sent home every nine weeks.

ACADEMIC ACHIEVEMENT RESULTS AND INTERPRETATION

- Wills Valley Elementary School will provide individual student academic achievement results and interpretation of the results in a language that the parent(s) can understand. If a parent needs assistance to better understand test results, an interpreter will be available.

ACCIDENTS

INJURIES

- If your child is injured at school, we will make him/her comfortable and then call you immediately if the injury is of a serious nature. If you cannot be reached, we will attempt to contact the emergency numbers that you listed on your enrollment forms.

ARRIVAL/DEPARTURE

MORNING ARRIVAL TIME FOR KINDERGARTEN THROUGH 2ND GRADE

- The instructional day begins at 7:45 a.m. and dismisses at 2:50 p.m. Students must be in the building by 7:45 a.m. or they will be considered tardy. The school doors will open at 7:10 a.m. **Students may not be dropped off until 7:10 a.m. at which time school personnel will come outside to the drop-off location.**

MORNING DROP-OFF FOR CAR RIDERS

- **Our primary concern with regard to the traffic flow during drop-off is the safety of the children.** We ask that parents familiarize themselves with drop-off procedures. Parents who are dropping off students should drive up to the covered awning, and students should exit the vehicle onto the covered sidewalk. Please pull forward so that several cars can drop off at the same time. Staff members will be available each day to help students as they enter and exit the building. We encourage students to be prepared to exit the car carefully and quickly. We will have teachers to help, however it is difficult to open every door for every child and keep the car flow moving. If your child is able, please encourage them to open the door and hop out. **Please do not drop-off students at other areas causing them to cross or be within the flow of traffic.**

AFTERNOON DISMISSAL TIME FOR KINDERGARTEN - 2ND GRADE

- Students who ride an early bus will be dismissed at 2:50pm. Students who are being picked up by car will be dismissed at 2:55pm. Students who ride a late bus will be dismissed as the late buses arrive which is from 3:10pm-3:30pm.

AFTERNOON PICK-UP FOR CAR RIDERS

- **Our primary concern with regard to the traffic flow during pick-up is the safety of the children. We ask that parents familiarize themselves with the pick-up procedures.**
 - Parents who are picking up students should drive up to the covered awning and pull forward as far as possible.

- Please display the **PAW PASS** in the lower right area of the windshield.
- Students will be called in the order cars arrive. Staff members will be supervising students as they are being picked up from school.
- Parents **cannot** wait on school to dismiss inside the building. You must stay in your car until all children are in their assigned space. **Please do not wait directly outside of the doors because it blocks the entrance. You cannot get your child until they are in their assigned space and the teacher has seen your Paw Pass.**
- Parents **cannot** wait outside on the bus loop to pick up a child that is in line to ride the bus. This is for your child's safety. Bus drivers and supervising teachers do not have the authority to allow you to take your child off the bus or out of the bus line. Once a child has gotten in the bus line, they must ride the bus home.

ATTENDANCE

ABSENCES

- Regular attendance is necessary for optimum growth academically and for the development of responsible school attitudes and work ethics. Whenever a child must be absent, **a written note** explaining the absence is required. This note can be a parent note or a doctor's excuse and should be sent to your child's teacher within three days. If a note is not turned in within the three days, the child's absence will be considered unexcused. Only 10 days/tardies/check-outs can be excused with a parent excuse per school year. Unexcused absences will be handled in accordance with the Fort Payne City Schools Truancy Policy. This policy is located inside the Code of Conduct document located on the school system's website at www.fpcsk12.com.

TARDINESS AND CHECK-INS

- Research shows that children are more receptive to learning early in the morning while they are rested and fresh. Teachers begin teaching and reviewing first thing every morning. Every time your child is late you are sending a message to the child that school is not important enough to get there on time. Please make every effort to see that your child is at school every morning by 7:45 a.m.
- *Excessive tardiness will be judged according to the school code of conduct.* If your child is tardy, a parent must accompany the child to the office to check the student in late. In order for a tardy or check-in to be excused, the parent must provide written documentation in the form of a doctor's note or parent note. Only 10 occurrences (absences, check-ins, check-outs) can be excused by a parent note.

CHECK-OUTS

- Parents are asked NOT to check their child out of school **unless there is a medical or family emergency.** In order for a check-out to be excused, the parent must provide written documentation in the form of a doctor's note or parent note. Student check-outs cannot be done after 2:30 p.m. Students are already lined up in designated areas for car, bus, extended day, late bus, etc. Once a child is in line to ride a bus, they must ride the bus, and cannot be removed from the bus. This is a safety and procedural issue.

MAKE-UP WORK

- Students are responsible for making up work missed due to an excused absence. Parents may pick up assignments or have another child, designated by the parent, pick up the work. Requests for make-up work should be made in advance so as to give the teacher ample time to get it together and not to interrupt the classroom.

BREAKFAST/LUNCH/SNACK

BREAKFAST

- A nourishing breakfast is served each day. We encourage each student to eat breakfast to ensure his or her best daily performance. Your child must arrive at school by 7:30 if you want them to eat

breakfast. Breakfast is not served after 7:40am. Breakfast **WILL NOT** be provided free of charge for 2022-2023 school year, unless the student qualifies for free/reduced lunch.

LUNCH

- A *Federally Subsidized Lunch Program* is provided for all children who want to participate. A nutritious well-balanced menu is planned weekly. Menus are posted in the school, on the school website and are sent home with students each month. All food is prepared, stored, and served according to Health Department guidelines.
- Meals **WILL NOT** be provided free of charge for students during the 2022-2023 school year, unless the student qualifies for free/reduced lunch.
- **Food prepared from restaurants is NOT permitted in the lunchroom. Cokes and soft drinks are also not permitted.**

SNACK

- Snack time at school varies according to the grade level and the time the class eats lunch. Students can bring a nutritious snack from home or they may purchase snack at school. Candy will be discouraged and cokes/soft drinks are not permitted. Do not send drinks or snacks in glass containers, as this could be hazardous.

BUS TRANSPORTATION/REGULATIONS

- Students are to conduct themselves on the bus as they are expected to in the classroom. Hats cannot be worn on the school bus. Further information concerning bus regulations can be found in the student code of conduct.

CLOSING OF SCHOOL

Early Dismissal

- The superintendent of schools has the authority to temporarily close schools or dismiss early in the event of severe weather, inadequate heat or other conditions that threaten the safety and well-being of students.
- When the decision is made to close schools, an announcement will be made on the local radio stations and TV stations as early as possible. If early dismissal of school is necessary, the local radio and TV stations will be notified. The superintendent will also use the School Notification System (SNS) to notify parents. The School Notification System (SNS) will contact all guardians by phone to notify them of an early dismissal. It is imperative that you keep your SNS accounts up-to-date with current phone numbers at all times. Parents should have an alternate plan in the event schools do close early.
- Please be aware that your child will need to follow the same transportation method as they normally do on a daily basis.
- If your child is a bus rider, he/she will be a bus rider on the early dismissal day. You will need to ensure that someone is at home when the bus arrives. **SOMEONE MUST BE AT THE STOP**, or the bus driver will not let the child off the bus. We ask that parents do not rush to the school to check students out. We have over 900 students and it can be very difficult to check out mass numbers of students at the same time. It is best for someone to meet the child at the normal bus stop.
- If your child is a car rider, he/she will be a car rider.
- If your child attends EDP, he/she will be a car rider.

Delayed Start

- During winter months, there is a chance that school could be delayed due to inclement weather. When the superintendent sends out a message that school will be delayed, this is the schedule that we will follow at Wills Valley Elementary School.

School Delay Schedule

Kindergarten, 1st, & 2nd Grade

1 Hour Delay

| | |
|-------------------------|---------|
| Teachers on Duty Report | 8:05 AM |
| Doors Open | 8:10 AM |
| Teachers Report | 8:30 AM |
| School Starts | 8:45 AM |

*Buses will run 1 ½ hours later than normal

2 Hour Delay

| | |
|-------------------------|---------|
| Teachers on Duty Report | 9:05 AM |
| Doors Open | 9:10 AM |
| Teachers Report | 9:30 AM |
| School Starts | 9:45 AM |

*Buses will run 2 ½ hours later than normal

2 ½ Hour Delay

| | |
|-------------------------|----------|
| Teachers on Duty Report | 9:35 AM |
| Doors Open | 9:40 AM |
| Teachers Report | 10:00 AM |
| School Starts | 10:15 AM |

*Buses will run 3 hours later than normal

3 Hour Delay

| | |
|-------------------------|----------|
| Teachers on Duty Report | 10:05 AM |
| Doors Open | 10:10 AM |
| Teachers Report | 10:30 AM |
| School Starts | 10:45 AM |

*Buses will run 3 ½ hours later than normal

DELIVERIES

- Wills Valley will ***not*** be able to accept special occasion gift or balloon deliveries for students from flower shops, stores, parents, etc.

DISCIPLINE

- Students enrolled in the Fort Payne City School System are subject to the Code of Student Conduct during the time they are being transported to or from school or a school-sponsored activity, during the time they are attending school and during the time they are on the school premises.

CLASSROOM BEHAVIOR/DISCIPLINE

- Grade level teachers set specific classroom behavior rules. The rules and the consequences of violating them are discussed initially with the students. The individual teacher takes disciplinary action. The principal handles reoccurring violations that threaten the welfare and safety of others. Behavior that causes a disruption in the classroom and in the child's own education will be reported to the parents. Disciplinary actions are recorded and kept on file with the teacher and the principal. All students are disciplined according to the Fort Payne City Schools Student Code of Conduct. No student is exempt from corporal punishment as a response to a violation of the code of conduct unless otherwise stated in an IEP.

DISCIPLINE BY ADMINISTRATORS

- Alabama Statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. A school principal or his/her designee has the authority, by law, to administer corporal punishment to students. School principals also have the authority to suspend students from school and/or from riding a school bus, and to recommend for expulsion those students who seriously disrupt the school environment.

DRESS CODE

All students will be expected to be clean and neat in appearance. Students should not wear anything that would attract undue attention, disrupt the learning process or be hazardous to the health and safety of students and/or teachers. The teachers and principal have the authority to determine whether or not a student's attire is disruptive. Any of the following will be a violation of the dress code:

- Garments which expose midriff
- Garments advertising drugs, alcoholic beverages, cigarettes or any other suggestive, vulgar or profane words
- Short shorts
- Caps and hats (unless there is a medical reason or special class activity). Hats cannot be worn on school buses. They must be in backpack while riding a bus.
- Shoes with wheels (HEELY'S or any other brand)

Comfortable shoes should be worn at all times for safety, health, and appearance purposes. Shoes with non-marking soles would be a great help in keeping the floors clean and attractive.

FIELD TRIPS

- Due to the young age of our students, most of our field trips are conducted within the Fort Payne City limits. Field trips cannot be taken the first two weeks or the last two weeks of school. A permission form must be completed and signed by a parent or legal guardian before a child will be allowed to participate in any field trip.

INSURANCE

A school accident insurance policy is available for all students. Students are able to sign up for the policy at the beginning of the school year. Students have an option of two forms of school insurance. They are as follows:

1. School-time coverage
2. Round the clock coverage

If you wish to purchase the insurance, checks should be made payable to the insurance company. Please read the policy benefits carefully. If you do not have family health coverage, you may want to consider this service.

LIBRARY

- Library classes are scheduled on a bi-monthly basis for all grades with instructional and free exploration periods. Students may check out three books weekly and they may be renewed for an additional week if the student brings the books in on the due date. Students/parents are required to pay for lost or damaged books.
- Students are responsible for library books issued to them during the school year. Reimbursement must be made for all lost and damaged library books. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes.

LOST AND FOUND

- Lost and found items are turned into the school office with the exception of coats that are placed on hooks attached to the wall near the gym. Students should check there for missing coats. **Parents should make sure that their child's name is written on all clothing and other valuable items.**

PARENT-TEACHER CONFERENCE

- Communication is an essential part of any educational program. We feel it is very important for parents to keep close contact with their child's teacher concerning his/her academic and social progress. Please remember to **schedule a conference in advance** so a time that is convenient for all can be established; i.e. before or after school, during teacher planning periods, etc.

PARTIES IN CLASSROOM

- Special snacks for school parties (i.e. Valentine's Day) will be purchased through the Child Nutrition Program. The parties will be planned and coordinated by the teachers and principal. **No food may be brought in from outside sources and served to other children. This procedure is in accordance with the Fort Payne City Schools Wellness Policy. Please see student code of conduct for further information.**

PHYSICAL EDUCATION

- All students are scheduled for physical education daily and are expected to participate. To be temporarily excused from PE class, the student will be required to bring a note signed by a parent. To be excused for an extended time, a note from a doctor will be required. All students should have an extra pair of tennis shoes to be left in the student's cubby/locker during the school year. These shoes must have non-marking soles. They are to be worn during physical education every day.

PARENT-TEACHER ORGANIZATION

- PTO will be organized the first month of school. PTO will encourage families to help their children, their school, and their community to be the best they can be.

SAFETY

TORNADO, FIRE and INTRUDER DRILLS

- Tornado and fire drills are held regularly to develop safety practices that will help students move quickly and in an orderly manner to pre-designated safety areas during an emergency. The procedure for tornado and fire drills will be posted in each classroom. Teachers will review these procedures with the students during the course of the year. Intruder drills will also be held at least twice a year.

SICKNESS

- It is the responsibility of each parent to monitor his/her child daily for signs and symptoms of sickness. Students should not be sent to school sick.
- **Your child should be free of fever and/or upset stomach for a minimum of 24 hours before returning to school.**
- If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided during parent orientation. Please remember, we cannot keep a seriously ill child at school around other children.

SPECIAL EDUCATION SERVICES

- Wills Valley School provides special education services for all grades. Any student who needs help in a content area will be tested (with parental consent) and may receive services based on eligibility requirements.

STUDENT INFORMATION

- Up-to-date student information is crucial to the daily operations of a school. All student information is kept in the school office and must be kept up-to-date so that you can be contacted in the case of an emergency or illness. Please make sure that all **telephone numbers and addresses are accurate and clearly written.** Make sure that you complete the student information sheet and include phone numbers of people that can be contacted in case you cannot be reached.
- **Please notify the school if you change addresses or phone numbers during the school year.**

SCHOOL SUPPLIES

- Each child will need to bring needed classroom supplies. The list can be obtained from the school or from the school website.
- You will need to supply your child with a backpack and a pair of comfortable tennis shoes with non-marking soles to be left at school for physical education.

TRANSPORTATION CHANGES

- Students should follow the same transportation plan each day. It is very confusing for small children to switch transportation modes (i.e. two different buses each week or ride a bus two days a week, and a car three days a week).
- Teachers will not take transportation changes throughout the school day by remind, text message or email. Please remember that teachers are very busy teaching and supervising students and will not be able to answer messages throughout the school day.
- In an emergency situation, the principal may be able to approve a transportation change.

VISITING THE SCHOOL/VOLUNTEERING

- **All visitors must use the main entrance at Wills Valley Elementary and go directly to the office.**
- To be allowed beyond the office, an I.D./Driver's License will be required so that it can be entered into the visitor management system.
- A visitor's pass will be printed which identifies the visitor and destination.
- If you are questioned about your reason for being on campus, please do not consider this intrusive. We are simply trying to keep our campus safe and the instructional day uninterrupted.
- During the year, parents will be solicited to volunteer their time for the benefit of the students. If you have a service that you could lend to the school, or if you would like to help on a school project, please contact the school office.
- Volunteers must schedule visits in advance and visitation cannot occur during core instruction.
- Parent Orientation is held prior to the first day of school. PTO Open House is held in the fall. Parents are encouraged to attend these events and become well acquainted with your child's teacher and school.

Acknowledgment Forms Section – Requiring Signatures

Annual Notification Regarding School Provided or Sponsored Mental Health Services

Mental Health Services

The school system provides or sponsors the following mental health services.

1. **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
2. **Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
3. **Mentoring** - Peer Helpers work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety.
4. **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
5. **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
6. **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting. **Note:** Parent or legal guardian's permission will be obtained during an intake meeting before services are provided.

Review of Materials

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal.

Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services

Under Alabama law, no student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for each service listed for them to participate in that service.**

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

Parent of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or “mental health services” contained in a student’s IEP or §504 plan. Consent for those services will be obtained and information regarding your child’s mental health services will be provided through the usual special education process.

OPT-IN FOR MENTAL HEALTH SERVICES

As of the date of my signature below, my child, _____, is under the age of 14 years old:

- Yes
 No

If No, stop here.

If Yes, continue below.

I hereby give my permission for my child to participate in the following mental health services:

[Check the box for each mental health service you want to be available to your child]

- Check this one box to include all services listed below** or check individual services.
- Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
- Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
- Mentoring** - Peer Helpers work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety.
- Assessments/Surveys** – includes questionnaires provided to students related to social behaviors, feelings, etc.
- Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
- School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting. **Note:** Parent or legal guardian's permission will be obtained during an intake meeting before services are provided.

You may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration

Parent/Guardian Name (Printed)

Parent/Guardian Name (Signature)

Date: _____

Fort Payne City School Student Code of Conduct and Student Handbook
Acknowledgement Form

Homeroom Teacher _____

I, _____, (name of student) enrolled in Fort Payne City
Schools
and my parent(s)/guardian(s) hereby acknowledge by our signatures that we have received and read
or had read to us, the foregoing Code of Conduct and Student Handbook.

Print _____
Student

Signed _____
Parent/Guardian

Signed _____
Parent/Guardian

Date _____

Note: The student is to sign the above statement. If the student lives with both parents, both parents are to sign the statement. If the student lives with only one parent or guardian, only one is required to sign with the student.

I give permission for my child to be photographed, videotaped, or named in newspaper articles, journals,
video presentations, etc., which involve school related events and/or activities.

_____ Yes _____ No

Signed _____
Parent/Guardian

I agree to adhere to the rules regarding the cell phone and electronic device policy.

_____ Yes _____ No

Signed _____
Student

Date _____

Student Acceptable Use Policy for Internet/Network Services

I have read the Student Acceptable Use Policy for Internet/Network Services and agree to abide by the provisions contained within the document. I understand that I can be disciplined if I violate the Student Acceptable Use Policy for Internet/Network Services. Such discipline may consist of the revocation of Internet/network access up to and including suspension, expulsion and/or legal action based on the seriousness of the violation.

Name (Print) _____

Signature _____

School _____ Signature of Parent/Guardian _____

Date _____

Internet/Email Usage _____ Yes _____ No

**By choosing No your child will be excluded from Internet/Email resources even if these activities are an integral part of the educational activities being pursued at the school.*

****Please have the student return it to the homeroom teacher**

COPPA and Online Resources Agreement

*The Children’s Online Privacy Protection Act (COPPA) requires websites to gain parent permission for users under the age of 13 and/or 18 before creating individual online accounts. Many educational sites used by Fort Payne City Schools require student accounts and, thus, parental permission. To view the “FPCS Approved Online Tools and Resources” list, go to the **Parent Information Section** on the District website.*

I give permission for the school system to upload the basic directory information of my child in order to create an account on these educational websites.

_____ Yes _____ No

Student’s Name (print) _____ Parent/Guardian Signature _____

Date _____

Video Conferencing Call Permissions

I give permission for my child to participate in group (class/school) video conference calls while in class/school during the 2022-2023 school year. I understand that this is for instructional purposes only, and that my child’s teacher or school administrator will be leading the session. Students will be visible to other participants in the video call. Students will be able to ask/answer questions during the video call.

_____ Yes _____ No

Student’s Name (print) _____ Parent/Guardian Signature _____

Date _____

WILLS VALLEY ELEMENTARY SCHOOL

This School-Parent Compact is in effect during the school year: 2022-2023

SCHOOL- PARENT COMPACT

Wills Valley

Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

School Responsibilities:

Wills Valley Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:**
 - Alabama Reading Initiative Reading Strategies and Integrated Technology
 - McGraw Hill Open Court Reading/Ready Reading
 - Three-tiered Reading and Math Program
 - Alabama Math, Science, and Technology Initiative & Ongoing Assessment Project Math Strategies & Integrated Technology
 - Curriculum Associates Ready Classroom Math Program
 - iReady Instructional Program (Reading & Math)
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
 - Parent Orientation
 - Parent Involvement/Title 1 Program Meeting
 - Fall and Spring Parent/Teacher Conference Days
 - Conferences are scheduled throughout the year as requested by parent and/or teacher
- 3. Provide parents with frequent reports on their child's progress.**
 - Learning Management Systems(LMS): Schoology, Class Dojo, Remind, and Seesaw communication systems for parent/teacher
 - Current progress and grades are available through PowerSchool reports which are sent home at midterm, 9 weeks, and the end of each semester
 - Blackboard Mobile Communication APP
 - Periodic progress reports through weekly folders and interpreters/translation available for EL families
- 4. Provide parents reasonable access to staff.**
 - Wills Valley Elementary School Website/ Email exchange
 - Phone calls
 - Before and after school conferences that are scheduled by appointment
 - Parental Engagement/Title 1 Meeting
 - Communicate with staff through LMS
- 5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:**
 - Volunteer to assist with special events and activities such as: picture day, book fair, holiday celebrations, Dr. Seuss Day, annual art show and health screenings
 - Volunteer to assist teacher in preparing materials for class activities
- 6. Ensure regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand.**
 - Interpret communication in native languages and provide translators at each school

Parent Responsibilities:

We, as parents, will support our child's learning in the following ways:

- Ensure good attendance including minimal to zero tardies and check-outs
- Work with the school to encourage good behavior
- Make sure that homework is completed
- Read with my child thirty minutes per day/Practice basic math skills daily with my child 10-15 minutes per day (ex. counting, math facts- as developmentally appropriate)
- Attend parent meetings and parent-teacher conferences
- Participate in parent activities such as Title 1 sponsored events
- Check LMS site to monitor my child's progress
- Review classroom notebook/ folders daily
- Serve to the extent possible as a parent leader, school advisory council member, federal programs advisory committee member, and any other school advisory or policy group

Student Responsibilities:

I, as a student will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, I will:

- Read thirty minutes daily with my parents/practice basic math skill daily with my parents
- Behave in a manner that exhibits good citizenship and character
- Do my homework every day and ask for help when needed
- Give my parents all notices and communications from school each day

Principal Signature & Date

Parent Signature & Date

Student Signature & Date 14