

Sharon Dawes Elementary



Family Handbook

*Supplemental to the KCS Handbook, Policies, and
Procedures
2024-2025*

**Sharon Dawes Elementary
5118 Cabin Creek Rd.
Miami, WV 25134
Phone (304) 595-3323
Fax (304) 595-3362**

Sharon Dawes Elementary

Mission Statement:

At Sharon Dawes, we will grow Successful, Determined, Empowered Students.

Vision Statement:

Together, we will create a rewarding educational experience that empowers all students to reach their full potential and become lifelong learners in a safe and caring environment.

Cubs Promise:

We are the Sharon Dawes Cubs. Cubs ROAR!

-Give me an R! Respect!

-Give me an O! On Task!

-Give me an A! Awesome Attitude!

-Give me an R! Responsible!

What's that spell? ROAR! Let's ROAR!

The Cub's Promise is recited daily. The expectation is that every student and staff member say the Cubs Promise along with the Pledge of Allegiance. This is how we start our day - the Sharon Dawes Way!

Staff List

Principal	Hilary Summerhill	hsummerhill@mail.kana.k12.wv.us
Secretary	Jaime Foster	jafoster@mail.kana.k12.wv.us
Counselor	Brooke Sparks	bsparks@mail.kana.k12.wv.us
Pre-K Teacher	Angel Graley	agraley@mail.kana.k12.wv.us
Pre-K Aide	Marissa Edwards	mlpomeroy@mail.kana.k12.wv.us
Pre-K Parent Asst.	Faith Graley	fgraley@mail.kana.k12.wv.us
Kindergarten Teacher	Candace Rose	crose@mail.kana.k12.wv.us
Kindergarten Aide		
1 st Grade Teacher	Tonya Pettry	tpettry@mail.kana.k12.wv.us
1 st Grade Teacher Aide	Teresa Martin	tmartin@mail.kana.k12.wv.us
2 nd Grade Teacher	Tara Cosco	
2 nd Grade Teacher Aide	Connie Graley	cgraley@mail.kana.k12.wv.us
3 rd Grade Teacher	Steve Pennington	spennington@mail.kana.k12.wv.us
4 th Grade Teacher	Christi Valentine	cvalentine@mail.kana.k12.wv.us
5 th Grade Teacher	Caitlyn Hancock	cromaca@mail.kana.k12.wv.us
5 th Grade Teacher	Bailey Abnathy	labnathy@mail.kana.k12.wv.us
Resource Teacher	Andrea Ross	andreaross@mail.kana.k12.wv.us
Basic Skills Interventionist	Pam Carroll	pcarroll@mail.kana.k12.wv.us
Basic Skills Interventionist	Leslie Scites	lscites@mail.kana.k12.wv.us
Basic Skills Interventionist	Ashlee Keeney	akeeney@mail.kana.k12.wv.us
Librarian	Tennille Cooper	tscooper@mail.kana.k12.wv.us
Physical Education	Spenser Agnew	sagnew@mail.kana.k12.wv.us
Music	Chris Stuart	cstuart@mail.kana.k12.wv.us
Art	Susan Nelson	srnelson@mail.kana.k12.wv.us
Speech Therapist	Jenna Cutlip	jsankoff@mail.kana.k12.wv.us
School Nurse	Danielle Kyle	dkyle@mail.kana.k12.wv.us
Asst. Attendance Director	Katalyn Moriarity	kmoriarity@mail.kana.k12.wv.us
Custodian-Day	Brian Briles	bbriles@mail.kana.k12.wv.us
Custodian-Evening		
Cooks	Felicia Pomeroy	fpomeroy@mail.kana.k12.wv.us
Cooks	Bonnie Graley	bgraley@mail.kana.k12.wv.us

KCS School Calendar



The graphic features a chalkboard at the top left with the title 'KCS 2024-2025 CALENDAR SNAPSHOT FOR FAMILIES' in green and yellow text, accompanied by an open book icon. To the right, a stack of colorful books is shown, with one book titled 'MOTIVATIONS'. The background is a light blue grid. The main content is organized into several colored bubbles and boxes: a green bubble for 'Students' (First Day, Last Day), an orange bubble for 'Report Cards', a white box for 'Breaks' (Thanksgiving, Winter, Spring), and a white box for 'Professional Learning Days/Holidays' (listing various school closures). A dashed arrow points from the 'Students' bubble to the 'Professional Learning Days' box. A disclaimer at the bottom left states: '*Calendar subject to change pending inclement weather'.

KCS 2024-2025 CALENDAR SNAPSHOT FOR FAMILIES

Students

First Day
Friday, August 16th (K-12)
Monday, August 19th (PreK)

Last Day
Friday, May 30th

Report Cards

October 25th
January 24th
April 4th
May 30th

Breaks

Thanksgiving Break
November 25th - 29th

Winter Break
December 20th - January 3rd

Spring Break
March 24th - 28th

Professional Learning Days/Holidays NO SCHOOL FOR STUDENTS

September 2nd - Labor Day
October 14th - Parent/Teacher Conferences
October 15th - Professional Learning Day
November 5th - Election Day
November 11th - Veterans Day
December 20th - Professional Learning Day
January 20th - MLK Jr. Day
January 21st - Professional Learning Day
February 17th - Professional Learning Day
April 18th - Professional Learning Day
May 26th - Memorial Day

*Calendar subject to change
pending inclement weather

DAILY SCHEDULE

6:45 – staff arrival

7:00 - doors open for students - students go to the cafeteria for breakfast

7:15 - students begin leaving cafeteria to report to classrooms

7:30 - tardy bell, instruction begins

10:40-11:10 lunch for Kindergarten, 1st grade, & 3rd grade

11:10-11:40 lunch for 2nd grade, 4th grade, & 5th grade

2:00 - afternoon announcements, students load buses

2:10 - walkers and pick-ups dismissed

2:45 – staff dismissal

ARRIVAL/ DISMISSAL

Arrival

Students need to arrive at school between 7:00am and 7:30am. The tardy bell rings at 7:30am, and students need to be in their classrooms, ready to work and learn by that time.

All students must enter through the cafeteria doors. There is one line for parents and one for buses in the mornings. Do not drive through the bus lane, as that is reserved only for buses.

Students will not be supervised until 7:00am. Please do not drop your child off early to wait at the front doors. At 7:00am, adults will be present outside to help monitor and direct students.

Upon entering the building, students will go straight to breakfast until 7:15 which is when they are permitted to enter classrooms.

If your student arrives after 7:30, they will be considered tardy. At this point, you must walk your child into the office through the main doors and sign them in.

Dismissal

Parents will not be permitted in the building during dismissal. Please do not arrive for parent pickup early. This only causes congestion and crowds the parking lot. In the event of an emergency, we need to have the parking lot clear up until dismissal.

Parent pickups and walkers will be dismissed after the buses leave at 2:05. After buses pull out, parent pickup students will be dismissed to the cafeteria. Pickup should start daily at 2:07pm.

Emergency Early Dismissal

Anytime there is an emergency early dismissal, the KCS robocall system will provide information via phone and text. If your phone number changes throughout the year, it is important that the school is notified. A form will be sent home to let us know how your child will get home in case of emergency. Please fill out the form and listen to all incoming KCS messages as they provide important information.

BREAKFAST/LUNCH/SNACK

All students enrolled at Sharon Dawes Elementary will be provided a free breakfast and a lunch. If your child brings a cold lunch to school, he or she will not be required to eat a hot lunch but may get both if they choose.

Please keep in mind, “snack time” will not be incorporated in our teachers’ daily classroom schedule. Instead, some grade levels may incorporate a “working snack” during times of independent work or read aloud so students can have a healthy snack while continuing to be productive. Nutritious snacks need to be encouraged. Soda will not be permitted at snack times.

SNACKS and PACKED LUNCHES need to be **HEALTHY**. Please consider packing things like deli-meat sandwiches, fruit cups, veggies, applesauce or fruit sauces, bottled water, wraps, fresh fruit (apples, bananas, oranges), pretzels, granola bars, etc..., Students behave and work at their BEST when they are well-fueled with healthy foods and drinks. Please do not send soda or candy to school.

ATTENDANCE

Regular attendance is crucial for student and school success. Parents and guardians are responsible for keeping students in school every day. Positive attendance habits should be encouraged all year.

To School or NOT To School?

Families may find the following list helpful in deciding whether or not to send a child to school when there is a question of illness:

KEEP YOU CHILD HOME IF...

- There is a fever of 100 degrees F or more... Your child must be fever-free for 24 hours without medication before returning to school.
- There are obvious signs of respiratory illness, such as thick nasal discharge, frequent cough, severe sore throat, earache, or drainage from the eyes.
- The child has vomited within the previous 24 hours, has diarrhea, or severe abdominal pain.
- There is any unidentified (therefore possibly contagious) rash or any “open” skin lesions.

REPORTING ABSENCES:

- All school excuses must be turned in to the office within 3 days of the absence. These include excuses from the doctor or the parent.
- Parents/guardians have up to five “Parent Note Excuses” that can be used if a child has to miss, but a visit to the doctor is not warranted.
- Excuses must be in writing. A phone call will not count as an excused absence.
- After 5 unexcused absences, a legal notice will be served by the assistant attendance director.
- Additional unexcused absences following the legal notice may result in a petition being filed in Kanawha County Magistrate Court.

DISCIPLINE

Kanawha County Schools Student Code of Conduct will be reviewed with each class and student at the beginning of the school year. Teachers will review this with students, and a Code of Conduct paper will be signed by each student and kept on file with the school counselor.

25.1 Student Code of Conduct.

- All students enrolled in Kanawha County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.
- Students will help create an atmosphere free from bullying, intimidation and harassment.

- Students will demonstrate honesty in interactions with their peers, staff, and administration.
- Students will treat others with respect, resolve disagreements without physical force or inappropriate language, and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control and be self-disciplined.
- Students will demonstrate fairness, abide by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

Staff members will encourage our school-wide POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) system. Class DOJO is used to record student behaviors throughout 10 blocks of time throughout the day (breakfast/lunch, Reading, Math, Related Arts, etc.) Students must abide by our ROAR policy at all times to earn their point during that block of time (**R**esponsible, **O**n Task, **A**wesome Attitude, **R**espectful). Keep in mind, students are usually warned at least once about their behavior before they are told they are not earning a ROAR point. If they are absent, they receive 0 points for the day but it doesn't count against them.

At the end of each school day, teachers will put student behaviors into Class DOJO. This will let families know which ROAR expectations their child is meeting or not meeting and what portion of the day the behaviors are taking place. Families will have access to this information and will be expected to check it daily. Conversations should be held with students by their family about their behaviors that day. If it is a re-occurring behavior, the family or teacher shall request a conference.

We will reward those students with 90% or more positivity each Friday by allowing students to participate in a club of their choice. Students who did not earn their points that week will work with a staff member in Think About it Club where they will learn about choices that they can make in the future to correct their mistakes.

In-School Suspension

In- School suspension is the removal of a student from their regular classroom environment. Students shall not be permitted to participate in extracurricular activities, including, without limitation, athletic events, on any day which the student is assigned in-school suspension. This also includes weekends if the in-school suspension continues from Friday to Monday.

Behaviors suitable for ISS include but are not limited to:

- Fighting

- Disrupting class
- Harassment
- Disrespect to adults or peers
- Foul language or gestures
- Throwing objects
- Defacing school property
- Inappropriate touching of other people
- Continually not completing assignments
- Repeated misbehaviors

The purpose of ISS is the KEEP THE CHILD IN SCHOOL.

Serious Discipline

Possession of firearms or weapons at school is an offense punishable by EXPULSION from school. This policy will be strictly enforced. All teachers will discuss this in an age-appropriate way with students. This is extremely important. There is a form that each student must complete and this will be kept on file by the school counselor. All new students must sign one.

Cell Phones

Students are NOT permitted to have their cell phones out during school. If cell phones come to school, they must be kept in student lockers. If a student is caught with a cell phone, it will follow our student behavior matrix and will be confiscated.

1st offense: phone call home, cell phone given back at the end of the day

2nd offense: phone call home, parent required to pick up cell phone, student gets lunch detention

3rd offense: phone call home, parent required to pick up cell phone, student gets lunch detention

4th offense: phone call home, parent required to pick up cell phone, student gets In-School Suspension

DRESS CODE

The following items are part of the KCS and Sharon Dawes Elementary dress code:

- Shirts must secure and cover all areas of the abdomen
- Crop tops, tube tops, and halter tops are not permitted
- Undergarments must not be visible at any time during any school function or activity
- The length of a skirt, dress, or shorts must extend to at least the student's mid-thigh.
- Any tears, rips, or cuts in pants must be below the knee
- Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture, or religion or which may be considered sexual harassment.
- Tennis shoes must be worn in Physical Education or the child will not be able to participate.
- No caps, hoods, hats, scarves, toboggans, or sunglasses are to be worn in the building. This is for student safety in the event that people need to be identified quickly.

*Students who violate the dress code may be required to call home to have appropriate clothing brought to school. Refer to the KCS Handbook for more detailed information about the Dress Code.

HEALTH & SAFETY

Beginning of Year Forms and Emergency Card

Parents must complete required KCS beginning of year paperwork and forms on the KCS website.

We will send out a school-based emergency card on the first day of school. This form is required and provides vital information to the main office. You will also receive a Family-School Contract to sign and return.

Medicine:

Medications are to be handled by adults only. Medications will not be given to students to take home. Students are not to bring medications to school. It is required that a parent bring the medication and come to pick up medication that is no longer needed.

Kanawha County Schools Administration of Medications policy allows students to take medications at school only if it is absolutely necessary in order for the students to attend school and learn. Parents and guardians are to follow the regulations below when your child must take medications at school.

- An Administration of Medication form must be completed and signed by the physician and signed by the parent/guardian. This form may be obtained from the school.
- The medication must be delivered to school in the original container and prescription medication must be labeled clearly.
- Over-the-counter (nonprescription) medication must be delivered to school in the manufacturer's container and must be clearly labeled with the student's name.
- All medications must be accompanied by an order from the physician except for the over-the-counter medications listed below. These medications will be administered according to the manufacturer's directions for up to three school days. After three days, an order from the physician will be required.
 - Ibuprofen medications such as Advil and Motrin
 - Acetaminophen medications such as Tylenol
 - Calamine lotion
 - Simple cough drops

Lice / Scabies

If your child contracts head lice, scabies, or any other issue or disease that is easily spread to others, contact the office for guidance and so appropriate measures can be taken.

These conditions are easily spread, so do not be embarrassed if your child has either one. It is KCS policy that a student be treated for the issue before returning to school.

Fire Drills, Lockdowns, Shelter-in-Place Drills

We will begin conducting drills on the first day of school. We will have ten fire drills this year. Students are to be quiet and orderly during each drill.

- August 29, 2024- All Traditional Schools Lockdown Drill #1
- September 26, 2024- All Traditional Schools Shelter in Place (Chemical)
- October 3, 2024- Traditional Schools Lockdown #2
- January 16, 2025- All Schools Lockdown #3
- February 13, 2025- All Schools Lockdown #4
- February 27, 2025- All Schools Shelter in Place #2 (Weather)

Miscellaneous Safety Precautions:

- All classroom doors are to be locked and shut at all times no matter the inconvenience. Locked doors slow down tragedies.
- School badges and visitor stickers must be worn and visible while in our building.
- Threats of harm, suspicious behavior or intruders, or volatile situations must be reported to the principal immediately.
- Visitors are to exit the building immediately after events or volunteer schedules are completed.
- Parents are not permitted to go to the classrooms without permission from school office staff.

No Tobacco Policy

KCS has a no tobacco policy. No smoking, vaping, or other tobacco use is permitted on school property at any time by staff, students, parents, or visitors.

Suspected Abuse or Neglect

All school personnel are mandated reporters. If abuse or neglect is suspected, it is required that the staff member completes a CPS call as soon as possible within 24-hours and the principal needs to be informed.

Title IX

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, age, or national origin in its employment practices or in the administration of any of its education programs and activities.

PARTNERS IN EDUCATION

Celebrations

We will have regularly scheduled celebrations that include monthly Birthday luncheons, Halloween party, Valentine party, Holiday Concert, awards ceremonies, etc. Dates will come home on the monthly newsletters.

Conferences and Communication with Parents

Teachers need to be contacted via Schoology, e-mail, or Class DOJO. Each teacher is required to send home a weekly newsletter with assignments, skills, homework, and upcoming events listed for families. This will also be posted on the class's Schoology page. Class DOJO will be updated daily with student behaviors.

Sharon Dawes staff should respond to Schoology messages within 24-hours with exception of the weekend. If it is a pressing issue, please call the school.

Please try and communicate with your child's teacher before coming to the principal with your concern.

Parent Teacher Organization (PTO) and Local School Improvement Council (LSIC)

We need parent support and guidance throughout the school year. Parents and guardians are an important part of our school community.

Our school's LSIC is comprised of parents and community members who wish to brainstorm and implement procedures that contribute to the success of our school. Our LSIC reviews attendance, academics, behavior, and the overall health and culture of the school. It's a great way to get involved! Meeting Notices will be sent a week in advance throughout the school year.

To join our school's PTO and to become an active participant in the success of our school, please join the SDE PTO Facebook Page.

Student Assistance Team (SAT)

The Student Assistance Team is a team comprised of teachers, the counselor, parents, administration, reading and/or math intervention teachers, the attendance director, and the school psychologist to work with parents to investigate ways to help specific students.

Children are referred to SAT for several reasons, including:

- Poor attendance
- Learning deficiencies
- Possible gifted placement
- Behaviors that may need addressed

Homework

Homework as reinforcement will be assigned regularly.

Homework guidelines:

K - 1st: No more than 15 minutes of homework daily

2nd - 3rd: No more than 20-30 minutes of homework daily

4th - 5th: No more than 30-60 minutes of homework daily

Confidentiality, Custody Orders, Legal Papers

Student and parent information is kept strictly confidential. Student records are kept secure and conversations regarding student achievement, attendance, etc., are only discussed in confidential terms.

Legal papers regarding custody issues and restraining orders are kept in the main office. Teachers will be informed when a legal order exists. We are to take every precaution to ensure that legal documents are followed and enforced. Please notify the office immediately if an issue arises. If you have any legal paperwork concerning your child, it needs to be on file at the school level.

Toys, games, cards

Toys, games, and collectibles are to be left at home. The only exception for toys or games will be special occasions when items are permitted by the teacher or the principal.

Deliveries

School policy states that items are not to be delivered to students. Deliveries cause class disruption, can cause hurt feelings, and can cause a safety issue. Please do not have items sent to the school for your student.

CURRICULUM & ASSESSMENTS

Math

Math & You is the new county-adopted math program this year.

Math Intervention groups will be used daily to personalize instructional needs.

i-Ready Math digital program is utilized for 40 minutes per week.

Reading

SAVVAS My View Literacy Program is our county-required adopted reading curriculum.

Reading Intervention groups will be used daily to personalize instructional needs.

i-Ready Reading digital program is utilized for 40 minutes per week.

County/State Required Assessments

Name of Assessment	Grades	Dates
iReady Diagnostic 1: Reading & Math	K-5 th	Aug. 19-30
DIBELS Diagnostic 1	K-3 rd	Aug. 19-30
Fall Benchmark	3 rd -5 th	Aug. 26-30
iReady Diagnostic 2: Reading & Math	K-5 th	Jan. 13-24
DIBELS Diagnostic 2	K-3 rd	Jan. 13-24
Winter Benchmark	3 rd -5 th	Jan. 13-17
iReady Diagnostic 3: Reading & Math	K-5 th	May 5-23
WVGSA	3-5 th	May 5-23
DIBELS Diagnostic 3	K-3 rd	May 12-23

Thank you for partnering with us for your child's education!



200 Elizabeth Street, Charleston, West Virginia 25311-2119 • (304) 348-7732 • Fax: (304) 348-7735

Annual Parent Notice of Right to Request Teacher and Paraprofessional Qualifications

Parents' Right to Know: Federal law provides parents the right to request the professional qualifications of their child's teacher and of instructional paraprofessionals. Parents have the right to know: teacher licensure and certification information; whether a teacher is teaching under provisional status through which state licensing has been waived; the college major and other graduate certification/degree held by the teacher and the field of discipline of the certification/degree; and the qualifications of your child's instructional paraprofessional if applicable.

School: Sharon Dawes Elementary School

Date: August 8, 2024

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the *Every Student Succeeds Act (ESSA)* of 2016.

Under *ESSA*, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s), and qualifications of instructional aides or paraprofessionals.

You have the right to know:

- a. Whether the teacher has met West Virginia's qualification and licensing criteria for the grade levels and subject matter being taught;**
- b. Whether the state has waived its qualification and licensing criteria to permit the teacher to teach on an emergency or other provisional basis;**
- c. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and,**
- d. Whether teachers' aides or similar paraprofessionals provide services to their children and, if they do, the qualifications of these instructional support personnel.**

Please contact your school principal or the Kanawha County Schools Office of Human Resources at the phone number below if you would like to request any information pertaining to any of the above.

**Kanawha County Board of Education
200 Elizabeth Street
Charleston, West Virginia 25311
Phone 304-348-7770**

Sharon Dawes Elementary School

2024-25 Parent & Family Involvement Policy

PART 1: DESCRIPTION OF PARENT & FAMILY INVOLVEMENT POLICY COMPONENTS

SHARON DAWES ELEMENTARY SCHOOL shall take the following actions to meet ESSA Title I Parent & Family Involvement requirements:

- 1. Parents and family will be involved in the school improvement process through the annual joint development/review of the Parent & Involvement Policy, School/Parent Compact, and the school's Strategic Plan. Further, the Strategic Plan will be periodically reviewed throughout the school year.**

Action Steps:

- Parents/families will annually review the Parent & Family Involvement Policy, School/Parent Compact, and the school's Strategic Plan during a Local School Improvement Council (LSIC) meeting whose membership includes parent representation.
- NES staff and parents/families will periodically review the Strategic Plan to analyze student progress.

- 2. An annual meeting will be held in a timely manner to inform parents of the school's participation in title I, the right of parents to be involved, and to explain required program requirements.**

Action Steps:

- At the first PTO meeting, the agenda will include the following required Title I information: the right for parents to be involved, a description of the school's curriculum and assessments, and the proficiency levels students are expected to meet.
- Title I information will be sent home to parents throughout the year and posted on the school website.

- 3. Upon parent request, regular meeting opportunities will be provided for parents to formulate suggestions and to participate in educational decisions. Further, the staff will respond to suggestions in a timely manner.**

Action Steps:

- The staff will work with parents/families through the PTO and LSIC to increase parent participation.
- PTO and LSIC meetings will be held throughout the school year to encourage parent participation.

- 4. Parents will be provided assistance in understanding the state's academic content and student achievement standards, local academic standards, and how to monitor a child's progress as well as work with teachers to improve the achievement of their children.**

Action Steps:

- Parents will receive information related to their child's proficiency on the state assessment.

- Informational meetings will be held regarding state content and academic standards and student academic progress.
 - An open-door policy will be maintained to provide timely assistance to parents.
5. **The staff will provide materials and training to assist parents to work effectively with their children to improve their achievement. Further, the staff will be provided training to work more effectively with parents/families.**

Action Steps:

- The staff will host collaborative parent and family events to focus on improving student achievement.

PART II: ADOPTION

Sharon Dawes Elementary School ensures that this Parent & Involvement Policy meets Title I requirements as indicated in section 1116 of Every Student Succeeds Act (ESSA). It will be in effect for the 2024-25 school year. The policy will be distributed via the student handbook/calendar.

Hilary Summerhill, Principal

August 8, 2024

Sharon Dawes School-Parent- Student Compact

School Responsibilities:

SHARON DAWES ELEMENTARY SCHOOL shall take the following actions to meet ESSA Title I Parent & Family Involvement requirements:

- 6. Parents and family will be involved in the school improvement process through the annual joint development/review of the Parent & Involvement Policy, School/Parent Compact, and the school's Strategic Plan. Further, the Strategic Plan will be periodically reviewed throughout the school year.**

Action Steps:

- Parents/families will annually review the Parent & Family Involvement Policy, School/Parent Compact, and the school's Strategic Plan during a Local School Improvement Council (LSIC) meeting whose membership includes parent representation.
- SDE staff and parents/families will periodically review the Strategic Plan to analyze student progress.

- 7. An annual meeting will be held in a timely manner to inform parents of the school's participation in title I, the right of parents to be involved, and to explain required program requirements.**

Action Steps:

- At the first PTO meeting, the agenda will include the following required Title I information: the right for parents to be involved, a description of the school's curriculum and assessments, and the proficiency levels students are expected to meet.
- Title I information will be sent home to parents throughout the year and posted on the school website.

- 8. Upon parent request, regular meeting opportunities will be provided for parents to formulate suggestions and to participate in educational decisions. Further, the staff will respond to suggestions in a timely manner.**

Action Steps:

- The staff will work with parents/families through the PTO and LSIC to increase parent participation.
- PTO and LSIC meetings will be held throughout the school year to encourage parent participation.

- 9. Parents will be provided assistance in understanding the state's academic content and student achievement standards, local academic standards, and how to monitor a child's progress as well as work with teachers to improve the achievement of their children.**

Action Steps:

- Parents will receive information related to their child's proficiency on the state assessment.
- Informational meetings will be held regarding state content and academic standards and student academic progress.

- An open-door policy will be maintained to provide timely assistance to parents.

10. The staff will provide materials and training to assist parents to work effectively with their children to improve their achievement. Further, the staff will be provided training to work more effectively with parents/families.

Action Steps:

- The staff will host collaborative parent and family events to focus on improving student achievement.

Parent Responsibilities

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

- Monitoring attendance
- Making sure devices are properly maintain and used effectively.
- Making sure that homework is completed.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Try my best.
- Properly maintain and responsibly use my device.
- Do homework every day and ask for help when needed.
- Read every day outside of school time.
- Give my parents or the adult who is responsible for my care all notices and information received by me from my school every day.

Hilary Summerhill, Principal

Date

Parent Signature

Date

Student Signature

Date