

Integrated Arts and Technology High School  
950 Norton Street  
Rochester, New York 14621  
Phone: 585-324-3750 Fax: 585-324-3751  
[www.artsandtechhs.org](http://www.artsandtechhs.org)

## Student and Parent Handbook 2011-2012

### Our Mission

Our mission is to prepare students for the global community through experiential learning. With technology as a tool and the arts as the medium students will embark on their journey with the guidance of our school community. We do this to brighten the future of tomorrow's leaders today.



**INTEGRATED ARTS AND  
TECHNOLOGY HIGH SCHOOL**  
*AN EXPEDITIONARY LEARNING SCHOOL*

**Mr. Kevin Klein**  
Principal

**Mr. Lee Dam**  
Assistant Principal

**Mrs. Linda Hasenauer**  
Head Secretary

### This handbook belongs to:

Name
Address
City/State/ZIP
Phone Number
Student ID

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# Opening letter to IATHS Families

September 2011

Dear Parents and Students,

It is my pleasure to welcome you to the Integrated Arts and Technology High School on behalf of the entire staff. We will strive to make sure that each student achieves academically and continues to develop their character while displaying school pride and spirit during the 2011-2012 school year. We ask that you as parents remain involved in your child's education through until graduation day.

Please take the time to read this handbook together so that you are familiar with the expectations that we have for all Integrated Arts and Technology students. With your help in ensuring that your child understands these expectations and is supported in achieving them, we know that this school year will be a positive learning experience for your child and your family.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Klein', with a stylized flourish at the end.

Kevin Klein  
Integrated Arts and Technology High School Principal

# **Integrated Arts and Technology High School**

## **Parent Dictionary**

### **For Policies & Procedures**



#### **Accidents**

Initial treatment is given to students with minor injuries when an accident occurs in school. The school notifies a parent or guardian when medical care may be needed for an injury or illness, provided a telephone number is listed with the school. Parents should keep the school informed of changes in their telephone number and should provide the number of someone else who can be called in an emergency.

#### **Address Change**

It is important that the school always has the most current address and phone number for each student. If you move during the school year be sure to notify the office of the change. We will ask for proof of address when needed.

#### **Administrators**

If you have a specific problem and you would like to see an administrator, it is always best to call the school and ask to set up an appointment. It is not always possible for an administrator to meet with you if you do not make an appointment. Call Mrs. Hasenauer to schedule an appointment, 324-3750.

#### **Arrival**

School begins at 8:30 AM each day. Students will be allowed to enter the building at 8:00 AM at exit 2. Students are not allowed in the building until 8:00 AM. Our school day instruction begins promptly at 8:30 AM.

#### **Attendance**

It is very important that your child develop a habit of good attendance. Students between the ages of 6-17 are required by New York State law to attend school every day school is in session. All parents are responsible for providing a written excuse for any tardiness or absence within five days of the occurrence. It is also important that parents/guardians teach their children to develop the habit of being on time as well as being present daily. To call your child in absent, call 324-3750, Prompt #1 to leave a message.



#### **Breakfast**

Depending on family income, students pay full or reduced prices for school meals, or receive meals at no cost. In order for your child to be eligible for free or reduced priced meals, an approved application form for the current year must be on file. Applications will be sent home during the first week of school. It is important that you complete and return the forms by the deadline given. If your child will be eating breakfast at school they will be allowed to enter the building at 8:00 AM each morning.

Breakfast is served in the classroom. Contact your school's cafeteria for more information. [www.aramarkeducationk12.com](http://www.aramarkeducationk12.com)

Applications for free and reduced-priced meals are available at your school. You may also download the application from the RCSD or IATHS website in English or Spanish. Please fill out the form and return it to your child's school office by September 16, 2011.

As a courtesy, all students who qualified for free or reduced-priced lunches last June will remain eligible until October 2, 2011. After that date, students must have a new application completed and returned to the school office to continue to receive free or reduced-priced meals.

## C

### **Cell Phone/Electronic Games/Music Players**

These devices are prohibited in school and should not be brought to school. If a student brings an electronic device to school and turns it over in the morning it will be returned at the end of the day. However, if these items are visible or used during school hours, they will be confiscated by teacher/administrator and will not be returned until a parent or guardian comes in to pick it up. Staff members will not be responsible for any lost, broken, or stolen items. All remaining items will be discarded on July 1.

According to the Code of Conduct, portable electronic devices are not permitted on school property. Students who cooperate with relinquishing their electronic device prior to the scanning process will receive them at afternoon dismissal if they provide their school ID. Students using electronic devices disrupt the educational process and these items will be confiscated if they are used on school property. Confiscated items will only be released to a parent or guardian.

### **Code of Conduct**

The purpose of the Code of Conduct is to set standards for student behaviors that promote safety and order in school. The rules of the Code of Conduct focus on areas of safety and respect. Students who are found to be in violation of the Code of Conduct could face any of the following consequences:

- Verbal and written warning along with home contact
- Removal from classroom for up to 1.5 hours
- In-school suspension
- Alternate school suspension (short term 5 days or less)
- Out-of-school long-term suspension (more than 5 days)

### **Conferences**

Conferences with teachers should be scheduled in advance so that a special time is set aside for this purpose. Teachers are not able to talk with a parent while teaching a class of children. If you would like to meet with your child's teacher you should send a note to school indicating a time that would be convenient for you to meet. **Student-led Parent Conferences** are scheduled three times throughout the school year. Watch for information sent home from your child's teacher and check the City School District's calendar.

### **CREST**

We focus on the following five values. These values are stressed every day.  
Caring, Respect, Excellence, Safety and Trust

## D

### **Discipline**

It is our goal to provide students with a safe and secure learning environment. In order to do that, we need to have rules for all members of our community. Listed on the next page you will find the School Rules. Please review these with your child throughout the school year. Your cooperation and support is greatly appreciated.

## **Integrated Arts and Technology High School**

- 1. Follow the directions of all teachers and adults in charge.**
- 2. Respect yourself and others. Speak respectfully to others (no swearing, threatening or insulting).**
- 3. Follow all safety rules. Possession of any weapon (real or toy) or incendiary device (firecracker, matches etc.) could result in an automatic long-term suspension.**
- 4. Keep your hands and feet to yourself. No fighting (real or play), or hitting on school grounds.**
- 5. Leave all non-instructional items (cellphones, music players, beepers, sports equipment, and toys) at home.**

### **Dismissal**

Student dismissal is at 3:00 PM on Monday, Tuesday, Thursday and Friday, and at 2:15 PM on Wednesday. If parents are picking students up they are asked to wait outside Exit 3 or wait in your car on the Hudson Ave. side of the building. It is expected that all students will be picked up on time each day that school is in session.

It is our hope that dentist and doctor appointments can be made after school hours or on Saturdays if possible. If this is not possible and your child has an appointment and must be released from school early, you need to send a note indicating the time you will pick him/her up. Students will not be called to the main office until you arrive.

### **Driving students to school**

The parking lot can become a very busy place at the beginning and ending of each day. Parents are asked to drive carefully and not let children walk through the parking lot unattended. The safety of your child is our primary concern. They may be dropped off on the Hudson Avenue side of the building.

## **E**

### **Emergency Forms**

Each year parents are asked to complete an emergency form and return it to school. It is critical that this form always has the most current address and phone numbers where a parent or guardian can be reached in case of emergency. Your child can only be released to designated persons listed on this form. Please notify the school office if you need to update this list during the year.

### **Excuses**

When your child is absent from school it is required that you send in a written notice of why they were not in school upon their return. Otherwise, they will be marked illegally absent.

## **F**

### **Fire Drills**

Twelve practice fire drills are required to be held each year. Generally, these practice drills are held on days when the weather is mild enough for children to go outside without a coat.

## **H**

### **Home Baked Goods**

It is the policy of this school not to accept any home baked goods to be shared with our students. This is based on a recommendation from the Monroe County Health Department to guard against the spread of Hepatitis A.

## **Homework**

It is expected that students will get homework every day including over weekends and school holidays. The amount of homework given over a weekend or holiday should be roughly equal to a single day's homework during the week. (Students would not be expected to do many days of homework over a vacation.) Variability is to be expected from day to day and from student to student. Special assignments such as long-term projects and book reports may result in more homework for limited periods of time. In addition, students are expected to read a minimum of 60 minutes daily. (See District calendar for guidelines)

In grades 7-12, assignments will gradually be expanded in scope and quantity with continued development of skills as well as greater emphasis on independent study and the use of reference materials. Homework activities can generally be grouped as follows:

Continuation: Working on assignments that are being taught in class

Drill: Practicing skills of any subject

Memorization: Committing to memory materials such as poems, vocabulary words, mathematics tables and formulas

Reading: Using books, newspapers, magazines, library materials, and reference works

Writing: Taking notes, creative writing, preparing reports

Observation: Gathering ideas and information through viewing activities, movies, plays, and television programs and then preparing reports and evaluations

Research: Working on long-term projects and assignments

Interviews: Gathering data and information by direct, personal contact with experts and authorities on subjects

Make-up: Completing work missed due to absences

Out-of-school assignments provide students with the opportunity to reinforce skills, to review and to expand knowledge gained in the classrooms, and to develop good study habits. The successful completion of assignments shall require a student to meet the responsibilities, to set priorities, and to budget time. The quality and quantity of homework will be used in determining report card grades.

## **Homework Hotline**

Students who need assistance with homework are invited to call Dial-A-Teacher for assistance. You should call 262-5000 from 4:00 to 7:00 p.m. Monday through Thursday to get assistance with homework. There is no charge for this call.

# I

## **Integrated Class**

A number of students with special education needs are included in our general education classrooms. These students receive services both in and out of the classroom from various support personnel.

## **Injury/Illness**

Children may become ill or injured at school. If a child needs medical attention beyond what can be provided at school, or if he/she needs to be sent home, the school nurse or aide will call the parent or guardian. Parents should provide the school with their home and work phone numbers and the name and number of someone else who can be called in an emergency.

If your child is treated for minor injuries or illness at school, the nurse or aide will send a note home advising you of what to do. If your child is ill at home, he or she should remain at home to avoid the spreading of the illness to other children.

## **Internet Sites**

A permission slip will be sent home regarding accessing Internet sites in school. You must return this permission slip to your child's teacher if you want him\her to use the Internet.

The following is a list of Internet sites that offer extensive information about education:

- [www.rcsdk12.org](http://www.rcsdk12.org) - Rochester City School District
- [www.nysed.gov](http://www.nysed.gov) - New York State Ed. Dept
- [www.ed.gov](http://www.ed.gov) - US Dept. of Education
- [www.artsandtechhs.org](http://www.artsandtechhs.org) - IATHS site

## K

### **Keys**

Students are not permitted to wear a house key around their neck during the school day unless attached to their school breakaway lanyard. If your child needs to carry a house key to school they may also leave it in a pocket or backpack during the day.

## L

### **Library**

Parents are encouraged to visit the public library with their children on a regular basis. Students will also visit the school library with their class. Students should be reminded to take good care of all books but especially books on loan from the library.

### **Lunch**

Secondary students will have menus posted in the cafeteria and classroom. The lunch price is \$1.10. The price for reduced-priced lunch is \$0.25. Menus can be found at [www.aramarkeducationk12.com](http://www.aramarkeducationk12.com).

## M

### **Medication**

City School District regulations require that all medication be given only by doctor's written order and dispensed from a pharmacy-labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours. If medication cannot be given at home and your child must take medication in school, please follow this procedure:

1. Have your doctor write orders for the school to dispense medication, giving the following information: diagnosis, name of drug to be given, dosage, any side effects of which the staff should be aware and the lengths of time for which the medication is to be given.
2. Sign the school's written parental permission form.
3. Bring the medication to the Health Office in a pharmacy-labeled bottle. Medication must be left in school. It cannot be taken home every day.
4. Children may never carry medication to take at school.

### **Money**

We ask that students not carry money to school unless they will be purchasing lunch or items from a school fundraiser. Large sums of money should never be sent to school with a child.

## N

### **New York State Standards**

The Academic Standards established by the New York State Education Department outline what students should know and be able to do in each academic subject.

## O

### **Open House**

Open House will be held this year on **Thursday, September 8, 2011**. This is an opportunity for parents to come into school to meet your child's teacher and see their classroom. This is not a night for parent conferences. Conferences will be scheduled at a later time in the school year. We hope to see you at Open House.

## P

### **Portfolio**

In addition to receiving report cards, all students at the Integrated Arts and Technology High School will have a portfolio that is maintained by their classroom teacher.

A portfolio is a collection of a child's work throughout the year along with teacher observations and parent input. It is used to document the child's growth from the beginning of the year to the end of the year.

### **Positive Behavioral Intervention Supports (PBIS)**

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching and learning occur. Attention is focused on creating and sustaining primary (school-wide), secondary (targeted group or simple individual plans), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional. [www.pbis.org](http://www.pbis.org)

## R

### **Reading**

Students are required to read for 60 minutes a day, along with the assigned homework for the subject area assigned.

### **Registration**

Our student registration takes place at 690 St. Paul Street. Evidence of age and place of birth must be submitted when a child enters the Rochester City School District. Any one of the following forms will be accepted: birth certificate, baptismal record, passport (showing date of birth), or Alien Registration Card.

### **Report Cards**

Report cards are sent home six times during the year. Your child's teacher will review the format of the report card with you at Curriculum Night in fall (look for a flyer to be sent home). Beginning as early as November you will have access to the online grading program called ParentConnect. We will offer parent training to help parents learn the program.

## S

### **Schedules**

Your child will come home with a notice during the first week of school indicating when they will have Physical Education. This is the class that is important to remember as it involves some preparation from home (remembering shorts and sneakers).

### **School Based Planning Team**

Each school has a planning team that is responsible for reviewing student performance, setting goals for improvement, and designing a program to enable the school to advance toward its goals. This planning team includes teachers, parents, paraprofessionals, and administrators. Feel free to contact your parent representative if you should have an instructional concern.

### **Stolen Property**

IATHS is not responsible for articles of personal property stolen from students. Students should **keep valuables at home** and only bring items to school that are necessary for schoolwork. Students should not bring any type of electronic item such as radios, walkmans, Ipods, MP3 players, games, etc... Other items that should not be brought are sports equipment or toys of any kind.

### **Student Records**

Each student has a student record at IATHS. This record is considered confidential but as a parent you have the right to review it with an administrator. The types of information included in this record are report cards, attendance, test results, and health and immunization records. If you would like to review your child's cumulative record, you should call an administrator to make an appointment and it will be arranged.

### **Suspensions**

This year our school will have an Alternative to Suspension room. Students assigned to the ICE Room (Intensive Classroom Experience Room) will receive instruction and counseling. Suspension is used as a last measure to resolve a discipline issue. Suspension from school will be used when a student's actions have endangered his/her own health, safety, welfare, and morals, or those of others, in which case an immediate suspension may be necessary. When a student's conduct has violated the rules of IATHS, the principal is permitted to assign the student to the ICE Room.

Parents will always be notified of the placement. Every effort will be made to contact the parent by phone. In addition to the phone contact a written letter will be sent with the student or mailed to the home depending on the circumstances of the infraction.

## **T**

### **Tardiness**

Students are considered Tardy at IATHS if they are not in their class at 8:30 a.m. each morning school is in session. Every instance of tardiness requires a written excuse from the parent stating the reason. We encourage students to be **ON TIME** for school daily. Students late to school must enter the main door (Exit 20).

### **Toys**

Toys are not allowed in school. They will be confiscated and a parent will be called to come and retrieve the item or it will be discarded on July 1.

### **Transportation**

Children who live more than 1.5 miles from school qualify for transportation. If you have questions about transportation to IATHS you should call the transportation office at 336-4000. Student's IDs are their bus passes. Students are required to carry their IDs at all times. Only students who have to change buses due to their home address are permitted to go downtown to switch buses. Bus passes will not be given to students without a note from a parent. If a student has a non-IATHS after-school activity which requires a bus pass, it is the parent's responsibility to provide it.

If a parent or guardian is planning on picking up your child from school it is our school policy to have the parent or guardian come into the school to sign your child out at the main office located on the 3rd floor of IATHS.

## U

### **Uniforms**

Uniforms must be worn at all times. Three school shirts will be provided to families at orientation.

- All students will wear uniforms each day.
- School shirt (with logo) on the top with the option of wearing a shirt underneath the shirt –underneath shirt has to be one of the three school colors (red/yellow/black) or a white shirt.
- Wearing khaki pants, skirt, or shorts - khaki color
- Skirts must be knee length or longer, leggings-black or white
- No sagging pants - pull pants up; a rope will be provided to use as a belt
- Students not wearing their uniform will be sent home or placed in the ICE room until a parent brings in the appropriate uniform clothing.

## V

### **Visitors**

Parents and other visitors must always enter through the main door (Exit 20) and go directly to the security station when visiting IATHS for any reason. You must sign the visitor's book. This is to insure that all non-staff members in the building are authorized visitors/guests. You will speak with office staff to identify the person you wish to visit. You will receive a visitor's pass for any mutually arranged visits. Teachers will receive a call from the main office to determine if it's an appropriate time for a visit. Visitors are to sit quietly and observe. Conferences will not take place at this time. You will be given a Visitors Pass to wear while you are in the building. This policy is enforced to ensure the safety of your children.

Visitors without passes will be stopped and asked to report to the office. Non-compliance of a visitor will be reported to the office immediately.

Parents should also go to the main door (Exit 20) when coming to pick up their children during the day. Students will be released to their parents, legal guardians, and other adults whose names are registered with the school office. Parents must sign a child out in the main office before they can leave the school building.

### **Volunteers**

Volunteers are needed at IATHS. If you are interested, call the school office 324-3750 and leave your name and the times that you would be available to volunteer. Parents wishing to volunteer will need to complete the volunteer form and schedule a meeting with the Parent Community Outreach Coordinator and the Principal. Volunteers are needed in a variety of places that may not include your child's classroom. The use of volunteers in the classroom is left to the judgment of the teacher.

## W

### **Weapons**

Weapons (real or toy) are never allowed in school and may result in a long-term suspension out of school.

### Student Pledge for iPad/laptop Use

1. I will take good care of my iPad/laptop and know that I will be issued the same iPad/laptop each year.
2. I will never leave the iPad/laptop unattended.
3. I will never loan out my iPad/laptop to other individuals.
4. I will know where my iPad/laptop is at all times.
5. I will charge my iPad/laptop's battery daily.
6. I will keep food and beverages away from my iPad/laptop since they may cause damage to the computer.
7. I will not disassemble any part of my iPad/laptop or attempt any repairs.
8. I will use my iPad/laptop computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the District iPad/laptop. I will not deface the serial number iPad/laptop sticker on any iPad/laptop.
10. I understand that my iPad/laptop is subject to inspection at any time without notice and remains the property of the Rochester City School District.
11. I will follow the policies outlined the RCSD Internet Use Policy. I understand that a police report will be filed in case of theft, vandalism, and other acts.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to pay for the replacement items in accordance with the above table in the event any of these items are lost or stolen.
14. I agree to return the District iPad/laptop, sleeve and power cords in good working condition.

**Sign and return.**

### **Web Page Publication**

The Integrated Arts and Technology High School may in the future wish to publish videos and pictures of the students in various school activities on the school webpage. Doing this would make the videos and pictures accessible to anyone on the Internet. No full names will be used, just general descriptions such as; Girls BB, Varsity FB, etc. Please indicate whether or not you wish for your child to be included in this.

\_\_\_ Yes, include my child in these publications

\_\_\_ No, **DO NOT** include my child in these publications

**I agree to the stipulations set forth in the above document including the iPad/laptop Policy, Procedures, and Information; the Acceptable Use Policy; iPad/laptop Protection Plan, the Student Pledge for iPad/laptop Use, and Web Page**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school iPad/laptop computers and accessories must be returned to the IATHS CREW room at the end of each school day. Students who leave early, withdraw, are suspended or expelled, or terminate enrollment at IATHS for any other reason must return their individual school iPad/laptop computer to the main office immediately.**

# Integrated Arts and Technology High School Compact

It is important that families and schools work together to help students achieve high academic standards through a process that includes teachers, families, students and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

## STAFF PLEDGE

**I agree to carry out the following responsibilities to the best of my ability:**

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations, and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families and that help each student achieve the school's high academic standards.
- Respect the school, students, staff, and families.

## STUDENT PLEDGE

**I agree to carry out the following responsibilities to the best of my ability:**

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and classroom rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and, instead, study or read every day after school.
- Respect the school, classmates, staff, and families.

## PARENT PLEDGE

**I agree to carry out the following responsibilities to the best of my ability:**

- Provide a quiet time and place for homework, and monitor TV viewing.
- Discuss your child's homework and reading assignments every day. Ask your child meaningful questions about his/her school day and assignments.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Student \_\_\_\_\_

Teacher \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

**Sign and return.**