

## PARENTS, STUDENTS, SCHOOL, AND SCHOOL PERSONNEL RESPONSIBILITIES

In order for effective teaching and learning to take place, there must be a cooperative relationship among students, parents and/or guardians, and educators. This relationship may be described as:

### Parents and Guardians who:

- Keep in regular communication with the school concerning their child's progress and conduct.
- Insure that their child is in daily attendance and report and explain an absence or tardiness to school officials in writing within three days of the absence.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat, and clean.
- Bring to the attention of school authorities any problem or condition which affects their child or other children.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers and addresses at the school, including doctor, hospital preferences, and an emergency health care form.
- Attend scheduled parent-teacher conferences.

### Students who:

- Attend all classes daily and are punctual in attendance.
- Come prepared for class with necessary materials and are respectful to others and of all property.
- Refrain from profane or inflammatory statements.
- Act in a safe and responsible manner.
- Are clean, neat, and appropriately dressed. Show a positive, cooperative attitude toward school. Abide by the rules and regulations set forth by the school and Board.

### Schools that:

- Encourage the use of good guidance procedures. Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians in the school affairs.
- Encourage the school staff, parents and guardians, and students to use the services of community agencies.
- Encourage parents and guardians to keep in regular communication with the school and to seek ways to involve students, parents, and community members in the educational process.

### School Personnel who:

- Are regular in attendance and punctual.
- Are prepared to perform their duties with appropriate materials and lesson plans.
- Are respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are clean, neat, and appropriately dressed.
- Abide by the rules and regulations set forth by the school and Board.
- Seek changes in an orderly and recognized manner.
- Strive whenever appropriate to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal disciplinary action including:
  - Students' program adjustment.
  - Referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations and other services deemed appropriate.
  - Conferences and/or contacts between administrators, parents and guardians, teachers, and students.
  - Referral to special education or appropriate agencies for special problems.
  - Continuous improvement of professional knowledge and skills.
  - Positive, cooperative attitudes toward parents and guardians, students, co-workers, and the total school program.

