

***Shared Responsibilities for the Dr. Sally K. Ride Elementary School Community:
How to Establish Effective Relationships and Communication***

July 9, 2010

	<i>School Staff</i>	<i>Parents/Guardians</i>	<i>Students</i>
<i>We are determined by having high expectations.</i>	<p>SKR staff expects all students to meet or exceed the MCPS grade level standards and the Maryland Voluntary State Curriculum (VSC).</p> <p>We will:</p> <ul style="list-style-type: none"> ▪ Review assessment results to determine strengths and needs of students ▪ Plan instruction that helps improve students' academic success ▪ Give students many opportunities to show what they know ▪ Give students timely feedback ▪ Help students succeed in all subjects 	<p>As a parent, I will support education and believe that my child can reach high goals.</p> <p>I will:</p> <ul style="list-style-type: none"> ▪ Talk to my child about what is happening in school and about the importance of giving effective effort (working smart and working hard) at school ▪ Know what my child is learning 	<p>As a student, I will do my best.</p> <p>I will:</p> <ul style="list-style-type: none"> ▪ Put forth effective effort (work smart and work hard) ▪ Come to school on time ▪ Have the books and materials that I need ▪ Pay attention in class ▪ Ask for help when I need it ▪ Make sure I understand my assignments before I leave school ▪ Complete my class work and my homework ▪ Be respectful, responsible, and determined.
<i>We are responsible by providing or supporting effective instruction.</i>	<p>As a school, we will:</p> <ul style="list-style-type: none"> ▪ Teach the Montgomery County Public Schools' curriculum ▪ Support each student's learning ▪ Assist parents in learning about ways they can help their children with homework and learning ▪ Encourage all families to volunteer and be involved in the school 	<p>As a parent, I will:</p> <ul style="list-style-type: none"> ▪ Make sure my child goes to school every day and arrives on time ▪ Make sure my child does homework and schoolwork regularly. Ask to see my child's homework each night to make sure it is complete and done well ▪ Check my child's Thursday folder weekly. ▪ Attend Back-to-School Night, parent/teacher conferences, PTA meetings, School Improvement Plan meetings, and other school-sponsored events ▪ Tell the school about anything that might affect my child's learning ▪ Provide the school with updated personal contact information (cell, home, e-mail, address, etc.) ▪ Let the office know when we will be out of town ▪ Volunteer for at least one activity during the school year (helping in the classroom or with school-sponsored events) ▪ Ask questions about how I can help my child at home 	<p>As a student, I will:</p> <ul style="list-style-type: none"> ▪ Give the Thursday folder to an adult in my home each Thursday afternoon. ▪ Know what is expected of me in all of my subjects ▪ Ask questions ▪ Help other students ▪ Get involved in projects that will help my school and community

<p style="text-align: center;"><i>We are respectful by communicating effectively to support student achievement.</i></p>	<p>As a school, we will:</p> <ul style="list-style-type: none"> ▪ Communicate with families about high academic standards, (via Back-to-School Night, at least one annual parent/teacher conference, & Parent Nights) student progress, (via weekly folder of graded work, interims, report card, & report card comment checklists) and the school’s overall performance (School Improvement Plan meetings) ▪ Provide reasonable access to the school staff ▪ Make the school a friendly place for parents to meet, talk, and learn about their child’s education 	<p>As a parent, I will:</p> <ul style="list-style-type: none"> ▪ Tell the teacher or school when I do not understand something that is sent home 	<p>As a student, I will:</p> <ul style="list-style-type: none"> ▪ Talk to my family about things I like about school ▪ Talk to my family about things I am learning in school ▪ Ask my teacher for help when I have problems with my schoolwork or homework ▪ Follow the rules of the school
	<p>As a school, we will:</p> <ul style="list-style-type: none"> ▪ Reach out to parents of homeroom students by making at least one contact per semester to share something positive about a student ▪ Respect student and family confidentiality. Talk about students and families privately and professionally (not in common areas, hallways, or the outer office) ▪ Be vigilant and sensitive to the social and emotional well-being of students. Support students in making and keeping friends, resolving conflicts, and feeling positive. Communicate with parents if there are concerns. 	<p>As a parent, I will:</p> <ul style="list-style-type: none"> ▪ Report to the office to receive a visitor’s pass each time I enter the building ▪ Respect student and family confidentiality. Talk about students and families privately (not in common areas, hallways, or the outer office) ▪ Take the initiative to get to know my child’s teacher and stay in touch. If you cannot attend events held to introduce teachers and administrators to parents, then call to arrange a time to meet ▪ Let the teacher know what he/she is doing well ▪ Read the information that goes home and respond to requests for feedback in a timely manner ▪ Try to get to know my child’s close friends and their parents ▪ Reach out to the school and other parents if I feel my child is being teased or bullied by a student ▪ Remember not to put the responsibility of addressing concerns solely on the teachers and staff 	
	<p>When concerns arise, <i>staff and parents</i> will:</p> <ul style="list-style-type: none"> ▪ Wait to hear the full story before making judgments. Do not assume the worst about each other or the situation. Do not assume that either of you knows what the other is thinking. ▪ If you think a staff member or parent is not handling a situation well, do not tell that to the child. ▪ Listen first in order to understand. Always take time to clarify if there is a question. ▪ Speak respectfully and kindly to each other and to children. ▪ Understand that you may not always agree, but both of you care about the success of students. ▪ Speak positively and in support of one another. Respect each of your roles in the success of students. ▪ Work together to help children feel safe, secure, and supported by all of the adults. Work with one another to ensure all students are well-adjusted and happy. <p><i>Steps to Reach a Staff Member about a Concern</i></p> <ol style="list-style-type: none"> 1) Call the teacher to set up a time to discuss the concern. Expect to hear back from the teacher within 24 hours. Make sure staff and parents know the best contact number, e-mail, and time of day to reach each other. 2) Mutually agree with the teacher on a day and time to meet face-to-face or talk over the phone. Use e-mail to share information, not concerns or discussions about students. 3) At any time during your interactions, if the teacher uses education terms that you do not understand, please tell him/her 4) Mutually agree on what actions can be done at home and at school to address the concern. 5) If actions are not taking place, either the parent or staff, should call each other to discuss why. Determine a revised timeline for addressing the concern. 6) If appropriate actions still have not taken place after 1 week, contact the principal or assistant principal. 		