



Tonna Marroni-Principal
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Child Development Education Program (CDEP)
(a program of...)



Parent Handbook

2016-2017

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CDEP FACULTY AND STAFF

Co-Directors: Tonna Marroni

Missy McKenzie

CDEP Teacher: Catherine Hale

Teaching Assistant: Tina Charping

Room Number: 91

CDEP Teacher: Meredith Price

Teaching Assistant: Pamela Salemi

Room Number: 92

Dear Parents and Guardians,

Welcome to Whitehall Elementary School for the 2016-2017 school year! We, the faculty and staff, appreciate the challenge and reward of working with your child (and you) as we approach another year as a school and community of learners. Our core business is 'Teaching and Learning' and the primary emphasis of our work is on student learning.

At Whitehall Elementary, we are the school for INDIVIDUALS! We are dedicated to reaching excellence in academics and motivating each student to succeed to their fullest potential! We want each child's educational experience to be built around their needs, focusing on how we can help them excel to their highest potential. Our goal is to have a school that works to give many opportunities for our students both academically and through related activities. Be sure to check our school website often and read over our monthly newsletter with the school's highlights. Staying in constant communication with your child's teacher allows us to work as a team to guide your child's educational program. Coming together to form a great partnership is what it is all about, and is key to your child's academic success.

Research strongly supports that the greatest impact on student achievement is the teacher in the classroom. We are blessed that our teachers are not only very knowledgeable about the content that they are teaching, but are also outstanding at delivering that content through quality teaching strategies. Whitehall teachers are also emotionally invested in each and every student, teaching with love, caring, and passion! The teachers and staff members are here for you, but most importantly your child. We encourage you to visit the school often, email with questions, and call if you need us!

Joining the PTO is a great way to support your child and our school. Even if you cannot be here as frequently as you would like, your support in other ways is appreciated and welcomed. Each membership helps the PTO to support our students.

If we can do anything for you, our school office hours will be from 7:45-3:00 Monday-Thursday and 8:00-2:45 Friday. Please feel free to contact either Mrs. McKenzie or myself whenever we can assist you.

Sincerely,

Tonna M. Marroni
Tonna M. Marroni, M.Ed.
Principal

Missy McKenzie
Missy McKenzie, M.Ed.
Assistant Principal

Program Goal of the Child Development Education Program

The goal of the Child Development Education Program (CDEP) is to provide children and their families with quality preschool experiences necessary for school success. Each program shall endeavor to:

- ✓ Provide a healthy, safe and nurturing environment
- ✓ Provide an environment that encourages early literacy, emotional, social, physical and intellectual development
- ✓ Encourage the development of a positive self image
- ✓ Make learning fun so that children will develop a desire to be lifelong learners
- ✓ Encourage language development, creativity and an appreciation of fine arts and music
- ✓ Encourage children to interact successfully with other children and adults and to live and work together in a cooperative environment which promotes decision making, peaceful resolution of conflicts and respect for others
- ✓ Form a cooperative partnership with parents so we can work together to meet the needs of each child and ensure his or her success

CDEP Enrollment Requirements

Residency

Pursuant to S.516 - Read to Succeed (a comprehensive, systemic approach to improving reading proficiency of students through early identification and intervention and improved teaching of reading) participation in CDEP has been limited to eligible children residing in the original 33 school districts funded for CDEP since 2006, the 17 CDEP districts funded as of the 2013-14 school year, and the additional 10 districts funded as of the 2014 – 2015 school year. The school districts eligible to participate in the CDEP expansion are the following: Aiken, Edgefield, Greenwood 50, Greenwood 52, Horry, Oconee, Spartanburg 3, Spartanburg 4, Spartanburg 6 and York 1. Parent(s)/guardian(s) of age- and income-eligible children must provide documentation of the children's legal residency within a CDEP school district.

Age Eligibility

Child must be four years of age on or before September 1, 2016 based on acceptable documentation, such as birth certificates or official documents from other countries. Proof-of-age eligibility must be on file no later than the day the child begins CDEP.

Family Income Eligibility

An annual family income of 185% or less of the federal poverty guidelines as promulgated annually by the U.S. Department of Health and Human Services **or Medicaid eligibility** qualifies a child for enrollment. Verification must be on file before the child is enrolled. Acceptable forms of verification include the following: (a) completed free and reduced lunch form with verification of family income, or (b) copy of current Medicaid card. Verification of family income may include pay stubs, tax returns, or W-2 forms.

Application Process

The parent enrolling a child must complete and submit a CDEP application. The application must be accompanied by a copy of the child's proof of age eligibility, documentation of the family income eligibility, and immunization documentation. Individual school districts may require additional documentation as deemed necessary.

Screening

All children shall be screened prior to the time of enrollment using the Developmental Indicators of Assessment of Learning (DIAL-4).

Anti-Discrimination Statement

Approved CDEP schools must comply with constitutional provisions and all federal and state laws prohibiting discrimination on the basis of race, color, religion, national origin, age, sex, or disability in admission to, treatment in its programs and activities or need for special education services. For further information on federal non-discrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1(800)421-3481.

Operating Policies & Procedures

Attendance

Regular attendance is crucial to your child's success. Each parent/family must agree to send their child to the Child Development Education Program (CDEP) for 6.5 hours of instructional time, five days per week, and 180 days a year. Exclusions from the 180 days of attendance would include school district breaks due to dangerous weather situations. **A child who is chronically tardy or absent may be released from the program.**

CDEP Hours - 7:55-2:30 daily

District/School Calendar

The Child Development Education Program follows the traditional 180 day school year. A copy of the school calendar is included at the end of this handbook.

Tuition

No parent is required to pay tuition or fees solely for the purpose of enrolling in or attending CDEP. Tuition or fees may be charged for Extended-Care or Wrap-Around Care provided.

Extended Care/Wrap-Around Care

Extended-Care or Wrap-Around Care may be provided on site or offsite at a cost for families. ABC vouchers may be available for those children who qualify, the school staff will provide information on how families can apply.

Transportation

Public school transportation services will be provided by the district. Districts shall not be responsible for the transportation of any student living outside their resident attendance zone. Please notify the school immediately of any changes in transportation arrangements. **Only authorized people with proper identification will be allowed to pick up your child.**

CDEP Daily Schedule

Opportunity for a brief rest time will be incorporated into each instructional day. Rest time may not exceed one hour per day, except as necessary to address the specific individual needs of children. Children unable to sleep during the rest period shall be allowed to read or participate in another quiet activity. A copy of the daily classroom schedule is included at the end of this handbook.

Confidentiality

Confidentiality of information about the child and family will be maintained at all times. Enrollment forms and all other information concerning the child and family will be accessible to the parent/guardian, principal, teaching staff and licensing agency.

Information concerning the child will not be made available to anyone by any means, without the expressed written consent of the parent/ guardian.

Discipline and Guidance Policy

DISCIPLINE comes from the word disciple. A disciple is a person who learns from someone else. The Child Development Education Program believes that good discipline is a learning process that involves compassion, caring, sensitivity, and guidance. The goal of good discipline is to help the child develop self-control, responsibility, and problem solving skills. It is important for children to learn that conflicts are a natural part of life. There are no "bad" children, only inappropriate behaviors. The program is based on mutual respect of the child as an individual with changing needs and desires and the child's respect for the classroom environment, materials, teachers and classmates.

There are many ways that the teachers will encourage good discipline practices. These include:

- A well-planned physical environment and curriculum
- Acting as role models for the children
- Setting reasonable and positive expectations
- Respecting feelings
- Trusting each child to succeed
- Offering good, reasonable choices
- Calmly talking about problems
- Always reinforcing good behavior

Punishment or harsh treatment does not encourage the goals of good discipline. Our program does not allow corporal punishment by any staff or parent/guardian. Corporal punishment is defined as any treatment that humiliates or treats the child disrespectfully. This includes, but is not limited to spanking, belittling, shaming, shaking, depriving food, water, naps, outside time, or bathroom facilities, unsupervised isolation, or improperly restricting the movement of the child. It is our strong belief that these methods work against the healthy growth and development of a child.

With groups of children interacting, there will be conflicts. The teachers will implement proven healthy strategies that are appropriate to the situation. Some guidance techniques that staff may use include, but are not limited to the following:

- **Conflict Resolution** – Teachers help children learn skills and language to work out disagreements with their peers.
- **Redirecting the Child** – Quite often, children need to be given concrete alternative suggestions for behavior to focus their energy in a positive way.
- **Positive Encouragement** – Teachers praise the appropriate behavior, being careful not to give much attention to the negative behavior.

- **Natural Consequences** – By helping a child realize that arriving late for group time activities will result in missing their turn.
- **Removing the Child from the Group** – This is handled in a calm manner without unnecessary stress to allow the child to regain self-control.

Each child has different needs and requirements to develop self-control, judgment, and problem-solving skills. We will, therefore, work individually with each child and his/her parents to establish a positive program of discipline.

Educational Policies **Curriculum**

All aspects of the learning environment, including equipment and materials, classroom environment, outdoor environment, staff child interactions, teaching strategies, learning center provisions, etc. must be founded on current early childhood research and focus on the developmental and academic needs of four year old children.

The following research based curriculum model will be implemented:

Creative Curriculum:

Creative Curriculum is a practical approach on how to organize the environment to support children's social development and active learning. It is based on child development theory. By continually changing and enriching the environment, teachers can support learning and creativity in children. It emphasizes establishing a partnership with parents and offers practical ideas for explaining the curriculum to parents. For more information, www.teachingstrategies.com

Assessing Student Learning

Your child's teacher will administer a "Readiness Assessment", as required by the Read to Succeed Legislation passed in June 2014. The assessment will provide information for the teacher on your child's literacy skills and will be used only to meet your child's individual learning needs. The teacher will additionally conduct ongoing student assessments to gather information about each child's growth and skill development, as well as to inform instruction. Your child's progress will be assessed using a developmental child assessment instrument approved by South Carolina Department of Education, "Teaching Strategies Gold." The Teaching Strategies GOLD Assessment will be used along with the Anderson School District Five Preschool Assessment Record. These assessments will provide a system that helps teachers observe your child, assess your child's work, and document your child's achievement with the following:

- **Portfolios:**
Collections of your child's work that shows progress and demonstrates special interests and talents as well as areas in need of development.
- **Developmental Guidelines and Checklists:**

Lists of age or grade level expectations that are used for guiding teachers observations about your child's achievements in school.

The benefits of developmental child assessments are the following:

- Your child's strengths and needs are clearly identified for you, your child, and the teacher.
- Teachers focus on your child as an individual and set specific goals for him or her.
- Your child is observed and evaluated using a developmental checklist that is based on the most current knowledge about how children develop and learn.
- The process of evaluating your child is connected to what happens in the classroom.

Documentation from the assessment will be sent home three times per year, after approximately the 60th and 120th day of school and at the end of the year.

Health, Wellness & Safety

Sickness



Whitehall Elementary has a full-time registered nurse on staff, Mrs. Christy Burton. She is here to see about the medical needs of students during the school day. The school nurse will keep a record of the child's visit and will take his/her temperature or perform minor first-aid necessary, depending on the symptoms. The health room does not have aspirin or any other medications and the nurse cannot administer **any** medicine without permission from the parent and doctor. The parent is responsible for supplying the medication.

Giving Medication at School

- Written consent from the parent and doctor is required for **any** prescription medication to be administered during the day.
- A parent or guardian must deliver the medication to school. **DO NOT SEND IT ON THE BUS!**
- It must be in the original bottle with the prescription on the label or in the original packaging. The medication must be accompanied by written permission on a standard form supplied by the school.
- Students requiring daily medication (more than 3 weeks) must bring no more than a month of medication to the school at a time.
- The nurse cannot administer OTC (over-the-counter) medications without signed consent from a parent. The school does not stock OTC medications.

** We strongly encourage you to give medication at home if appropriate. However, if this is not possible, then we will administer the medication following the above guidelines.*

DHEC guidelines are used for illnesses. If a student is running a fever, they must be free from fever for 24 hours. If a student vomits at school, we must have someone pick them up immediately. If a student has lice, they must be checked by the nurse before reentering school.

Immunizations

According to state law, all students must have an up-to-date South Carolina Immunization Form from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary shots. Please go to this link for information about exemptions: <http://www.scdhec.gov/Health/Vaccinations/ExemptionsfromSchoolVaccineRequirements/>



Please remember that we are not allowed to keep sick children at school and we will contact you **immediately** or use the emergency contact information that you provided. For this reason it is very important that the school has your correct phone number.

Health Records

All schools shall comply with the South Carolina Department of Social Services Licensing Regulations for Private and Public Child Care Health, Safety and Sanitation requirements.

A health record for each child shall be maintained in the school. Each health record shall include all of the following information:

- A statement, signed by the parent/guardian, of the child's health prior to admission to the Child Development class. (DSS Form 2900)
- A current copy of the child's immunization record signed by a physician or other health official. This record should indicate that all required immunizations are complete as recommended by the South Carolina Department of Health and Environmental Control (DHEC), or that the appropriate official has provided written proof that the child meets either medical or religious exemption requirements; and
- Other health information deemed necessary by the program director and/or by the parent(s)/guardian(s).

Reporting of Abuse or Neglect

All schools are mandated by law to report suspicion of child abuse or neglect, the law requires reporting the following:

- Any physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody and control (with the exception of discipline including spanking administered in a reasonable manner) shall be construed to be **abuse**.
- Failure to provide by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, medical, surgical or any other care necessary for his/her well-being shall be classified as **neglect**.

Parents may not be informed of reporting if such confidence may hinder a full investigation.

Parent/Family Involvement

The Child Development Education Program recognizes that parents and families are their child's first teachers. We want parents and families to be actively involved in their child's education this school year and for many school years to come.

Legal Custody



When a child's parents are separated or divorced, the issue of custody often becomes a matter of concern for the school. In order to protect the child and rights of custodial parents, it is important that the school be given a photocopy of the custodial agreement. Without this document in our files, we must legally release a child to either parent. In addition, school records will be released to either parent without this document.

School Closing

The school closing due to extremely bad weather or other severe emergencies will be announced on the local television and radio stations. Parents are also encouraged to check the district's web site (www.anderson5.net) for current school closing information. In case of an emergency situation during the school day, parents are asked not to call the school for information. The school has detailed plans for the evacuation and safety of all students. Information will be provided over radio and television stations. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

Keep this in mind if there is a 2-hour delay for inclement weather....

Breakfast will not be served at school.

Students **may not** be dropped off before 9:00 AM. Students should be in the classroom by 9:50 AM.

Buses will be at their stops two hours after their normal time. For example, if the bus picks you up at 6:35 AM, be at your stop by 8:35 AM. Students will be dismissed at their regular time.



Pledge of Allegiance

State law requires all students to say the Pledge of Allegiance at a specific time during each school day. Anyone not wishing to participate will not be penalized. Those who do not participate may express his/her non-participation in any form that does not materially infringe upon the rights of others or disrupt school activities.

Parent/Family Workshops

A series of Parent/Family workshops and/or Parenting Programs on various topics may be offered throughout the school year. Families are strongly encouraged to attend these.

The school's Family Literacy and Parenting contact person is Shannon Jacobs - Reading Coach.

Parent-Teacher Conferences

Schools with 4-K programs will send home progress reports in September, January, and May.

- An orientation to CDEP (ex: Back to School Night, home visits, etc.) will be conducted as the first of these quarterly contacts to complete the Parent Orientation Checklist.
- Two of the quarterly contacts will include parent-teacher conferences during the school year. Conferences will be a time for parents to learn about their child's experiences and developmental progress. Documentation of your child's progress curriculum developmental checklists and portfolios will be shared with you during the conference and at regular reporting times during the school year.
- The final review of your child's progress will be provided at the end of the school year as the concluding parent contact.

Other conferences may be scheduled at the request of either the teaching staff or parents.

Communication

Each Child Development Education Program believes in building a partnership with all families of the children enrolled. Open communication is the most important characteristic of this partnership and is considered the most beneficial to the children's learning and development. Parents are encouraged to share information that would be helpful in the staff's caring of their children. The teaching staff will also share information with parents about their children and about the program using various modes of communication:

- Regular newsletters
- Class website
- Face-to-face conversations
- Phone calls
- E-mails
- Written notes

Classroom Visits

All parents are encouraged to visit their child's class to observe or participate in class activities. There is always room for parents and grandparents alike to spend some time with the children or to share talents, hobbies, and interests with all children.

Parent-Teacher Agreement

The schools that are participating in CDEP truly believe that parents are their child's first and most important teachers. The CDEP selected schools see their role as that of a partner. The Parent-Teacher agreement symbolizes this partnership. It is a document that outlines how parents and teachers can share the responsibility for the success of each child.

We ask that each parent agree to strive to the following:

- Believe that your child can learn
- Demonstrate that you value education and that school is important
- Ensure your child attends school regularly and is on time
- Set aside time each day to talk with your child about his or her learning
- Read to your child daily and allow your child to see you read daily
- Provide a home environment that encourages your child to do his/her best
- Provide structured sleeping and eating habits for your child
- Attend parent-teacher conferences

Your child's teacher will strive to:

- Believe that each child can learn
- Respect and value the uniqueness of each child and his or her family
- Provide a safe environment that promotes active hands-on learning
- Provide frequent communication with newsletters, reports, and telephone calls
- Seek ways to involve parents in the school program
- Schedule parent-teacher conferences to accommodate parents schedules
- Welcome the participation of parents in the classroom and their support in helping their children succeed.

A copy of this agreement can be found at the end of this handbook. Please sign and return this agreement to your child's teacher.

Whitehall Mascot: Roadrunner

School Colors: Royal Blue and White



HOT Topics



School Hours: 8:00 AM - 2:30 PM (Your child should be in the classroom at 7:50 AM each day in order to have their belongings put away and be ready for instruction to begin promptly at 8:00 AM.) Please try to avoid appointments that take away from instructional time. **The parents of 4-K students that are car riders MUST walk their child into the building each day to sign them in. This is a DSS/CDEP requirement.**

Building Open: 6:50 AM - 3:00 PM

Office Hours: 7:45 AM - 3:00 PM. Phones will go to voicemail before or after these hours.

Tardies or late arrivals begin at 8:00 AM. **Parents must walk a tardy student into the front office and sign them in with the receptionist.**

School Safety Act of 1997

The School Safety Act of 1997 creates a new criminal offense, "assault and battery against school personnel," that is an assault and battery that occurs on school grounds or at a school sponsored event against any person affiliated with the school in an official capacity. It is a misdemeanor.

If charged with assault and battery against school personnel, a child may be detained in juvenile detention facility.

Magistrates may exceed stated penalties for assault and battery from \$500.00 and 30 days in jail to \$1,000.00 and one year in jail when offenses are committed against school personnel.

Harassment, Intimidation or Bullying

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, or at another program or function where the school is responsible for the student.

For the purpose of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following. Bullying is identified as an act that occurs over and over again and is not a one-time offense.



Sexual Harassment

Sexual harassment of students by district employees or other students or third parties is prohibited. All employees, students and third parties associated with schools must avoid any action or conduct that could be viewed as sexual harassment. The board directs district and school employees to take prompt, appropriate and responsive action to end sexual harassment and to prevent its reoccurrence. Teachers and school administrators are expected to use judgment and common sense which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature.

Any student who feels he/she has been subjected to sexual harassment, or the parent/guardian of a student who feels he/she has been subjected to sexual harassment, is encouraged to file a complaint in accordance with the administrative rule which accompanies this policy. All allegations will be investigated promptly, thoroughly and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

See Board Polices – JI – Issued 10/09 and GBAA – Issued 8/10 at www.anderson5.net

RESPONSIBLE USE OF TECHNOLOGY (AUP)

Code **IFBGA-R** *Issued* **08/13**

Internet Access

Because technology is a vital part of the educational process and the curriculum of the District, students and staff will be provided access to the Internet. By providing this access, the District intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning, by allowing access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

- locally networked reference and research sources;
- global information and news;
- discussion groups on a vast range of topics;
- local, regional, public, state and national library catalogs; and
- world wide web.

Additionally, staff and students shall have full access to digital communication services to include electronic mail services.

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the District's presence on the World Wide Web. This medium of communication provides

an opportunity to share accurate information with the community, the state, and the world about the District's curriculum and instruction, school-authorized activities, and other related information. The District provides this instructional resource as an educational tool for staff and students and its use will be governed by the Internet Responsible Use policy. The failure to follow these policies or responsibilities may result in the loss of privileges or other disciplinary measures.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. The District will take measures to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet. In general, this requires efficient, ethical and legal utilization of the network resources.

Because access to the network provides connections to other computer systems located all over the world, users (and parents of students who are users) must understand that neither the District nor any District employee controls the content of the information available on the systems. Every effort will be made by the District to monitor and restrict ready access to known objectionable sites. However, the District does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

Use of Personal Devices

The District believes technology is a powerful tool to enhance learning for all students. As we work to prepare students for the 21st century, we must challenge students with increased rigor and personalized academic experiences integrating Creativity, Communication, Collaboration, and Critical Thinking. To this end, the District will provide a filtered wireless network through which students can connect privately owned personal devices. All students using a personal device must follow all guidelines in this document while on school property, attending any school-sponsored activity, on any district provided transportation, or using the District's wireless network.

Guidelines for Personal Devices

- Students and staff are only allowed to access the internet through wireless networks designated for personal devices. Personal devices are not allowed to utilize any network resources other than the designated networks and resources. At no time should they use their personal cell service to access the internet. Therefore, there will be no additional cost to your data plan.

- Responsibility to keep the device secure rests with the individual owner. The Anderson School District Five, its staff or employees, will not be liable for any device stolen or damages to any device on campus.
- If a device is stolen or damaged, it will be handled through the administrative office similar to other personal items in such situations.
- It is recommended that appropriate skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- Each student is responsible for his/her own device; set-up, maintenance, charging, and security.
- Devices are only to be used for educational purposes at the direction of a classroom teacher.
- Administrators and staff members have the right to prohibit use of devices at certain times or during designated activities that occur during the school day (guest speakers, campus presentations, or other performances).
- An administrator may examine a student's personal device and search its contents, in accordance with disciplinary guidelines.
- When using personal devices on buses, students must have one ear bud in ear and have the volume at a level that can only be heard by the user of the device.

Technology Protection Measures

In compliance with the Children's Internet Protection Act ("CIPA"), Pub. L. No. 106-554 & 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined in the CIPA. Adult users of a district computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located, for bona fide research purposes or other lawful purposes not otherwise inconsistent with this Acceptable Use Policy.

Internet Safety Policy

For purposes of the Children's Internet Protection Act ("CIPA"), Pub. L. No. 106-554 & 47 U.S.C. § 254(l), this Administrative Rule is the district's "Internet safety policy." This Rule includes provisions to address access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal identification information regarding minors; measures designed to restrict minors' access to materials harmful to minors, and provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms, and cyber bullying awareness and response.

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet, including interacting with others on social networking sites, in chat rooms, cyber bullying awareness and response, and safety and security of users when using electronic mail and other forms of direct electronic communications. The superintendent or his/her designee will develop a program to educate students on these issues. In addition, internet permission forms are sent home with each student

by way of the student packets where students and parents are informed to review policy IFBGA and administrative rule IFBGA-R which govern the use of technology in our district. This form also gives parents the ability to deny permission for their child to access the internet using district resources should they elect to sign and return the form indicating their decision. Employees are made aware of the need to review this same policy and administrative rule by way of the employee handbook.

Terms and Condition of Use

Responsible Use

The purpose of the District's educational network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of the Internet and network must be in support of education and research, and consistent with the educational objectives of the District. Use of other networks or computing resources must comply with the rules governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Access to computer systems and networks owned or operated by the District impose certain responsibilities and obligations on users and is subject to District policies and local, state, and federal laws.

Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

Procedures for Use

Administrators and teachers may access the Internet for educational or work-related purposes at any time, which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members. Occasional employee personal use is permitted.

Students will be allowed to access the Internet and receive digital communication services to include electronic mail services through their school resources and staff. Student use must be supervised at all times by a staff member.

Rules Governing Use

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges and will be subject to disciplinary consequences described in this policy. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

- Vandalism is prohibited and will result in disciplinary and/or legal action. Vandalism includes any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to any of the Internet infrastructures. Vandalism also includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas, or the unauthorized blocking of access to information, applications, or areas of the network.

- Never access or attempt to access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials, advertisements for products or services not permitted to minors by law, insulting, fighting, and harassing words, and other materials which may cause a substantial disruption of the academic environment. Violations of this policy will result in disciplinary and/or legal action.
- Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
- Documents, electronic mail, chat room messages, and any other form of direct communications may not include a student's social security number or any other personally identifiable information that may lead to the identity of one's self or others. For example, do not reveal personal home addresses or phone numbers to others.
- No student pictures (video or still) or audio clips will be published without permission from the student's parent or guardian.
- Documents may include "directory information," including a student's name, address, or telephone number, provided the parent/guardian has been informed about the release of "directory information" and has not notified the district in writing that he/she objects to the release of information.
- Electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- Do not disrupt, harass, or annoy other users.
- All communications and information accessible via the network should not be assumed to be private property. Always cite all quotes, references, and sources.
- All subject matter on District Web pages shall relate to curriculum, instruction, school-authorized activities, or to the District.
- Neither students nor staff may publish personal home pages as part of District Web sites, or home pages for other individuals or organizations not directly affiliated with the District.
- All users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
- All users should use the Internet only for research and academic reasons; non-academic uses are prohibited. Occasional employee personal use is permitted. Users may not use the system for financial or commercial gain.
- All work should be proofread so as to avoid spelling and grammatical errors.
- All pages on the District's server(s) are property of the School District.
- Always follow the instructions of the supervising staff members.

- Passwords are not to be used by unauthorized individuals. Individuals given passwords to access the district's systems will assume responsibility for proper use and safe keeping of those passwords. If a staff member feels that there is a security problem on the network, misuse of a district password, or a compromised password the matter should be reported to the building principal or the designated local school technology resource.
- No user of the system may use the system to make an unauthorized disclosure or use of, or otherwise disseminate, personal identification information regarding minors and/or students.

Inappropriate uses

The following list represents some of the inappropriate uses that are not permitted by the District:

- Commercial advertising, commercial fundraising, or unethical/illegal solicitation.
- Accessing a file or web site that contains pornographic or obscene pictures, videos, stories, or other material, making copies of such material, or distributing or exposing others to such material.
- Using copyrighted material without permission.
- Sending messages or materials that are obscene, profane, racist, sexist, inflammatory, threatening, or slanderous toward others.
- Creating and/or placing a computer virus on the network or any workstation.
- Sending messages or information with someone else's name on it or misrepresenting the source of information entered or sent.
- Sending or receiving messages or information that is inconsistent with the school's conduct code or assisting others to violate that code.
- Requesting or distributing addresses, home phone numbers, or other personal information, which could then be used to make inappropriate calls or contacts?
- Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people.)
- Using material that is potentially disruptive to the learning environment.
- Purchasing something which requires a credit card number and obligates a student or school to provide payment to another party.
- Accessing, attempting to access, and/or altering information in restricted areas of any network.
- Downloading or loading any software or applications without permission from the building network administrator or system administrator.

- Violating the confidentiality rights of other users on any network.
- Failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources.

Users are required to report any of the following to his/her teacher or the building administrator as soon as the following are discovered:

- Any messages, files, web sites, or user activities that contain materials that are in violation of this policy.
- Any messages, files, web sites or user activities that solicit personal information, such as an address, phone number, credit card number, or social security number, about the user or someone else, or request a personal contact with the user or another user.
- Attempts by any user to abuse or damage the system or violate the security of the network and its resources.
- Any illegal activity or violation of school policy.

Penalties for Improper Use

An employee who violates the terms of this administrative rule or otherwise misuses the Internet to access inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet also will be subject to cancellation. Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the applicable student related policies. Internet access privileges also may be cancelled. Violations of the laws of the United States or the state of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

Warranty

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the network you must notify the administrator for the School or the District Director of Technology. Do not demonstrate the problem to other users. Attempts to log on to any network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restriction or cancellation of privileges or other disciplinary and/or legal action.

User Privacy

The District reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff or students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

School Board Policies

All documents on the District's server(s) must conform to school board policies and regulations, as well as established school guidelines. Copies of board policies are available in all school offices. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related board policies include the following:

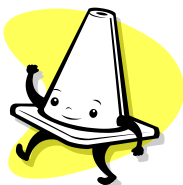
- Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its Web server(s).
- Documents created for the web and linked to District web pages will meet the criteria for use as an instructional resource.
- Any links to District web pages that are not specifically curriculum-related will meet the criteria established in the District Internet related policies. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- All communications via District web pages will comply with the District Technology Resources policy, Internet Acceptable Use & Safety policy, and the applicable student behavior policies. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.
- Any student information communicated via District Web pages will comply with District policies on Data Privacy and Public Use of School Records.

OTHER

Material on Web pages reflects an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the District, nor are they endorsed or sanctioned by any individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the Superintendent. This web page regulation may be updated on an annual basis, or more frequently if required.

Issued 4/18/00; Revised 3/19/02, 11/21/06, 5/19/09, 7/17/12, 8/20/13



Safety Procedures for Students at Whitehall Elementary School

- ALL visitors are required to sign in through the LobbyGuard system in the front office area. A driver's license is required through this system. If you do not have a driver's license on you, then you will need to sign in through verification of a school administrator. You may not pass the front lobby or office area without this information and a sticker to prove verification of your visit.
- Students are expected to arrive at school on time. **If your student arrives past 8:00 AM, the parent must walk your child in and sign them into school!**
- Students should not be dropped at school prior to 6:50 AM. There is no supervision for students prior to this time
- **All students should enter the building in the morning at the front door. Students should not be dropped off in the parking lots, or in the bus circle near the gym. All 4-K parents must walk their students inside to an adult and sign them into school.**
- The front office/front door does not open until 7:45 every morning.
- Car riders in Grades 1-5 are dismissed at the same location as drop off in the morning. If you park in one of the parking lots you must walk up to pick up your child. You must have your designated car tag with a number to pick up your child. If you do not have this you will be asked to park your car, go to the front office, and provide identification in order to pick up your child. 4-K and 5-K students and their siblings are dismissed at the end of the day on the west side of the building. Please enter the drive off of Martin Luther King, Jr. Blvd. Please be on time to pick up your child.
- Send all money to school in a sealed envelope labeled with student name and purpose.



Whitehall Afternoon Dismissal

STUDENT SCHEDULE

Students should not arrive at school before 6:50 AM.

Supervision is not provided until 6:50 AM.

All students arriving before 7:50 AM should report to the gym.

Students needing breakfast will be dismissed to the cafeteria as direct by the Assistant Principal.

Morning

7:00

Bus riders arrive under the covered area next to the gym. This area is for bus loading and unloading only. Absolutely NO PARKING in this area.

7:00 – 7:50

Car riders and walkers should enter the building through the **FRONT** entrance on Whitehall Road. This includes Day Care, 4-K, and Kindergarten drop off. Walkers should cross at the crossing guard post on Whitehall Road. Students in Grades K – 5 should report to gym.

4-Year Old Kindergarten will enter the doors at the front of the building. Parents must park in the parking lot and walk their child

into the school. Students should be walked to Room 61. This is a DSS/CDEP requirement.

7:50 – 8:00

Students in Grades K-5 will be dismissed from the bus room and the cafeteria to the classrooms. The 4-K teachers or assistants will come to get the students from Room 61. Any students arriving between 7:50-8:00 AM should report directly to the classroom.

8:00

School begins. Students should be in the classrooms and ready to begin the school day. **Students who arrive after 8:00 AM must check in at the office in order to be admitted to their classrooms.**
Parents/guardians are required to accompany tardy students to the office.

Afternoon
2:30

Dismissal – all children outside for dismissal are asked to wait quietly so they can hear their name being called. **Parents in cars must have the student's assigned number placard, or the parent will be asked to park the car and go into the office to sign out the student.**

4-Year Old Kindergarten, 5-Year Old Kindergarten, and Daycare students exit the SIDE DOOR on the west of the building. 4-K and 5-K students sit with their class in rows, and daycare sits with other students going to daycare. Older siblings of 4-K and 5-K students will sit with their sibling and be dismissed from the SIDE DOOR. Cars picking up at the SIDE DOOR should enter off of MARTIN LUTHER KING, JR BLVD. Daycare vans should enter from the WHITEHALL ROAD entrance. SIDE DOOR dismissal is directed by the Assistant Principal, teachers, and Safety Patrol.

Students in Grades 1-5 are dismissed at the front entrance. Students will sit in grade level rows under the large canopy. Afternoon dismissal at the front entrance will be direct by the Principal and teachers. Students are called to Cones 1, 2, or 3 using a PA system. Students will be helped into their cars by Safety Patrol. If you park in one of the parking lots you must walk up to pick up your child.

All drivers must have the designated car tag with a number to pick up your child. If you do not have this you will be asked to park your car, go to the front office, and provide identification in order to pick up your child.

Bus riders are dismissed on the EAST side of the building. Buses arrive and park under the canopy near the gym. NO CARS ARE ALLOWED TO PARK IN THIS AREA. Bus dismissal is supervised by teachers.

2:45

Students will be taken inside the building where parents must come to sign them out.

***The first couple of weeks are difficult as we “work out the dismissal bugs”. Our goal is the safety of each and every student! Thank you in advance for your understanding and patience.**

For the safety of our children, please do not use your cell phone when dropping off or picking up!



Lunch Fees

Well-balanced meals are available to students at the school. Whitehall has been approved to participate in the CEP (Community Eligibility Provision). **Breakfast AND Lunch is free to all students attending Whitehall Elementary for the 2016-2017 school year.** Parents **do not** need to fill out a lunch application.

Because of allergies, we ask no nut products be brought to school. In addition, do not send cans or bottles of soda.

Guest School Breakfast/Lunch Prices for 2016-2017 School Year

Adult/Child Guest

Breakfast – \$2.50

Lunch - \$4.00

If you prefer for your child to drink water over milk choices, please send a note to the teacher letting him/her know that your child will be drinking water.

- Students are **not** allowed to bring carbonated drinks to school.
- Students are **not** allowed to use microwaves. Teachers **may not** heat food for students.
- **Parents are asked not to bring in food from restaurants for students.**
- Parents are always welcomed to eat with their child in our cafeteria!

Snacks

Each classroom teacher determines if fruit snacks will be allowed in their classrooms. Please refer to information provided by the classroom teacher about water bottles and fruit snacks.

*Ice Cream that is approved by our federal guidelines will be sold on Thursdays. Students wanting to purchase ice cream must provide the money to their teacher by 8:00 AM on Thursdays. The price of ice cream is \$1.00. Occasionally during the school year students will have an optional treat to purchase a shaved ice during lunch time. These special occasions will be announced in the school newsletter and flyers sent home. The cost of shaved ice is \$2.00.

Classroom Parties

There will be 3 each year. One prior to the Winter Holiday Break; Valentine's Day; and one at the end of the year. Grade parents will coordinate these in each classroom with the direction of the teacher.

Lost and Found

Our school maintains a lost and found location for items that students misplace. Please label all jackets, sweatshirts, lunchboxes, etc. with your child's name. All items not claimed will be donated to charity on the last day of each month. The lost and found is located outside the northwest door of the gym.



District Dress Code

The purpose of this dress code is to promote accepted standards of decency, decorum, health, safety and cleanliness among schools in Anderson School District Five. Please send your child in clothes that will be comfortable such as shorts with a t-shirt or long pants with a shirt, or a skirt with an appropriate shirt. Sleeveless items may not be comfortable in the classroom due to the temperature. Tennis shoes are recommended due to the physical activities within and outside of the classroom.

*Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.

Voluntary Accident Insurance

Information about insurance for students is available in the school office or through the district website (www.anderson5.net) under the "Parents" heading. Not all accidents on school grounds are covered so please take an opportunity to look at this option for coverage on your child.

Change of Address or Phone Number

It is necessary that we have your current address and phone number at all times. The address must be a street address. This information is important in the case of an emergency. ***If you have an unlisted number, the school must have this number for the case of an emergency. The school will not release this information. If your phone number changes, please let the school office know immediately of this change.**

Care of Books/Technology Devices

Students are responsible for all library books, guided reading books or technology devices (such as Chromebooks, iPads, laptops) issued to them during the school year. All lost or damaged items must be replaced. All monies collected are recorded by the secretary and paid to the proper fund for replacement purposes. If a lost item is found, money paid will be refunded during that school year.

Bus Transportation



Bus transportation is provided to all students who live more than a mile from the school. Students should ride only the bus they have been assigned. Any changes must be cleared with the office ahead of time. To ensure the safety of all students to and from school, it is important that every student obey the following rules:

- Board and leave the bus in a quiet, orderly manner.
- While in the bus, students will talk at an acceptable volume level: yelling and other loud noises are not acceptable.
- Students must remain seated at all times.
- Obey all other safety rules that the driver has established.

Guidelines established by the district for bus suspensions and write ups will be followed.

All changes in transportation must be in writing!

***Bus services are a privilege and not a right. We will strictly enforce all rules and regulations and a student may lose bus privileges for the remainder of the year!**

(Refer to Board Policy JICC – Issued 8/13)

SEX Offender Registry

State law requires the Anderson County Sheriff's office to provide school and daycare facilities information regarding any sex offender whose address is within one-half mile of a school or childcare facility. This list is mailed annually. A current list can be viewed in the school principal's office or obtained through the internet at www.sled.state.sc.us.

In addition, our LobbyGuard system runs a national sex offender check when you log in for permission to enter our facilities. You may be denied entrance if your information returns from any state that you have ever been on a similar list.

Daily Schedule:

(Subject to change based on school special activities.)

7:00 - 7:50 a.m.	Arrival and Drop Off Student must arrive by 7:40 AM for breakfast.
8:15-8:30 a.m.	Unpack/Group Activity
8:30 – 9:00 a.m.	Breakfast
9:00 – 9:30 a.m.	Shared Reading
9:30 – 10:20 a.m.	Centers
10:20 – 11:00 a.m.	Restroom, Wash Hands, and Recess
11:00 – 11:40 a.m.	Lunch
11:40 a.m. – 12:15 p.m.	Centers
12:15 – 1:15 p.m.	Restroom, Wash Hands, Rest Time
1:15 – 1:45 p.m.	Recess, Wash Hands, Water
1:45 – 2:20 p.m.	Read-aloud, Songs, Pack-up
2:20 – 1:45 p.m.	Dismissal

2016-2017

Anderson School District Five

JULY							AUGUST							SEPTEMBER						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

JANUARY							FEBRUARY							MARCH						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL							MAY							JUNE							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
						1			1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

- Professional Development Day
- School Holiday
- School Begins and Ends
- Inclement Weather Make-up Day (Required by Law)

Dates in red font indicate the end of each 45 day grading period.

South Carolina Department of Social Services
Child Care Licensing
**AUTHORIZATION FOR INTERVENTION, THERAPY AND
EXTRACURRICULAR ACTIVITIES**

I authorize _____ to remove
Name of Person/Entity Providing Activity

_____/_____
Name of Child / Child's Date of Birth

from _____ and/or its programs from
Name of Child Care Facility

_____ to _____ on _____
Time Time Dates/Period of Service (See instructions below)

for the purpose of participating in _____. I am aware that
Type of Activity

while participating in _____, my child **will not** be supervised
Type of Activity

by a qualified staff person employed by _____.
Name of Child Care Facility

I am also aware that, _____ and its employees
Name of Person/Entity Providing Activity

are not required to adhere to laws governing _____.
Name of Child Care Facility

including, but not limited to laws governing staff to child ratios, supervision, background checks, and educational training.

Parent/Guardian's Signature Date

Child Care Facility Director's Signature Date

Person Providing Activity's Signature Date

Instructions:

This form must be completed and signed by all parties before providing services or activities. Beginning and ending dates should be used to show when the service or activity is being provided. If the service or activity continues for more than a year from the date it is signed, the form must be renewed.

Please remove this page, sign, check the agreement boxes, and return to your child's teacher. Your child's teacher will sign and check her portion after you return it.

Parent-Teacher Agreement

The schools that are participating in CDEP truly believe that parents are their child's first and most important teachers. The selected schools see their role as that of a partner. The Parent-Teacher agreement symbolizes this partnership. It is a document that outlines how parents and teachers can share the responsibility for the success of each child.

As a parent, I, _____ will strive to:

- Believe my child can learn
- Demonstrate that I value education and that school is important
- Ensure my child attends school regularly and is on time
- Set aside time each day to talk with my child about his or her learning
- Read to my child daily and allow my child to see me read daily
- Provide a home environment that encourages my child to do his/her best
- Provide structured sleeping and eating habits
- Attend parent-teacher conferences

As a teacher, I, _____ will strive to:

- Believe that each child can learn
- Respect and value the uniqueness of each child and his or her family
- Provide a safe environment that promotes active hands-on learning
- Provide frequent communication with newsletters, reports, and telephone call
- Seek ways to involve parents in the school program
- Schedule parent-teacher conferences to accommodate parents schedules
- Welcome the participation of parents in the classroom and their support in helping their children succeed