Atwood Primary School

Parent Handbook

2026 -2027



Table of Contents

I. Important Telephone Numbers *5*

II. RSU18 Mission Statement *6*

Ralph M. Atwood Primary School: 6

III. RSU18 Guiding Principles *6*

Assumptions About Learning: 6

IV. Atwood School Staff *7*

Administration *7*

Classroom Teachers *7*

Specialists *7*

Staff *7*

V. Daily School Schedule *8*

VI. Daily Procedures *8*

Attendance, Absences, Dismissals, and Tardiness: 9

Student Behavior Expectations: 9

Lost and Found: 10

School Parties: 10

Student Property: 10

Visitors: 10

Volunteers: 11

VII. Expectations, Guidelines, and Policies *11*

Bus Guidelines and Notes: *11*

Cafeteria Expectations: *13*

Cold Weather and Rainy-Day Procedures: *13*

Dress Code: 14

Homework Policy: 14

Playground Expectations: 15

Student Substance Abuse Policy: 16

Storm Days: 16

Telephone Use: 16

Learning Materials and Library Books: 17

Internet Use and Student Rules for iPads 17

VIII. Health ***18***

Accidents/Illness at School: ***18***

Administration of Medications: ***18***

Childhood Illnesses: ***19***

IX. Programs and Special Services ***20***

School Success: ***20***

Title I Program: ***20***

Student Records: ***21***

X. Miscellaneous ***23***

Field Trips: ***23***

Parent Teacher Association: ***23***

Parents Helping Their Children: ***23***

Welcome!

Dear Parents and Guardians:

We hope this letter finds you well and excited to enter another great school year at Atwood Primary School! As you and our staff prepare to have your children back with us, we wanted to highlight certain components of our building and our practice within this student handbook! This handbook is a great resource that outlines policies, procedures and expectations within the walls of our schoolhouse.

First, the purpose of the handbook is to ensure a safe, accepting and inclusive learning space for all students. It shares guidelines and rules that encourage respectful behavior, responsible decision making and positive communication and interactions between all. We encourage you to take time to read through this handbook and have discussions with your child/children regarding its contents.

Some of the content relates specifically to our school procedures, district policies, attendance procedures, behavior expectations, and much more. We are hoping this will serve as a space to answer many questions you may have!

Thank you for all you do and the support and encouragement you provide your children. Our goal is for all children to have an awesome school experience at Atwood Primary!

Sincerely,

Shelly Moody
Principal, Atwood Primary School

I. Important Telephone Numbers

Atwood Primary School, Oakland (Grades PK-2)	465-3411
Williams Elementary School, Oakland (Grades 3-5)	465-2965
Messalonskee Middle School, Oakland (Grades 6-8)	465-2167
Messalonskee High School, Oakland (Grades 9-12)	465-7381
James J. Bean School, Sidney (Grades PK-5)	547-3395
Belgrade Central School, Belgrade (Grades PK-5)	495-2321
China Primary School, China (Grades PK-4)	445-4471
China Middle School, China (Grades 5-8)	445-2065
RSU18 Office of the Superintendent	465-7384
Transportation Department (Bus Garage)	465-2102



II. RSU18 Mission Statement

Engaging Learners – Strengthening Communities – Creating Global Leaders

Every Student, Every School, Every Day

Ralph M. Atwood Primary School:

Our Mission: Atwood Awesome

The Atwood Primary School community creates a safe, happy, and healthy beginning to each child's successful educational journey by:

- Focusing on individual children's academic, wellness, and mindfulness needs
- Engaging our learners in a meaningful and relevant curriculum aimed at literacy, numeracy, and problem solving.
- Modeling, valuing, and explicitly teaching Habits of Mind and Social Skills
- Welcoming our families and community to come along…

"Insist your school is a happy place."

-Ralph Atwood

III. RSU18 Guiding Principles

Assumptions About Learning:

Learners:

- Learn in different ways and in different time frames.
- Learn best in an environment that is welcoming, orderly, accepting, and safe.
- Can learn, like to learn, and want to be successful in their learning.
- Have unique interests that heighten motivation for learning.



Learning:

- And curiosity are basic human drives.
- Styles differ and learners demonstrate their intelligence in many different ways.
- Is enhanced when connected to real world contexts and challenges.
- Is enhanced when learners are encouraged to take risks, understanding that mistakes are inherent in the learning process.
- Rates vary and prior knowledge is significant to learning new knowledge.
- Is enhanced with frequent feedback specific to a learning goal.
- Successes encourage future successes and influence esteem, attitude, and motivation

IV. Atwood School Staff

Administration

Shelly Moody	Principal	x2702
Amy Naegely	Dean of Students	x2703

Classroom Teachers

Crystal Hayes	PreK	x2728
Courtney Deane	Kindergarten	x2716
Denice Hatch	Kindergarten	x2727
Anne Roberts	Kindergarten	x2720
Katie Lee	Kindergarten	x2724
Miranda LaRose	Grade 1	x2725
Jordan Buckley	Grade 1	x2726
Poohnay Koopal	Grade 1	x2719
Rachel Bickford	Multiage Grade 1 &2	x2722
Taylor Couture	Grade 2	x2732
Nanette Roberts	Grade 2	x2712
Charlotte MacMillan	Grade 2	x2730

Specialists

Krystal Blaisdell	PE	x2715
David Clark	Art	x2723
Kinsey Crowell	Library	x2710
Erin Davis	Computer	x2741
Amy Peterson	Music	x2718
Sara LeBrun	SPED	x2714
Brynn Charest	SPED	x2707
Pam Corson	Title I	x2729
Lauren Glueck	Speech	x2731
Keera Allen	Social Worker	x2721

Staff

Holly Andre	School Nurse	x2705
Rhoda Willard	School Secretary	x2700
Angela Stanton	Nutritionist	x2711
Maria Lademann	Nutritionist	x2711
Derek Nickerson	Daytime Custodian	
Kathy Paul	Evening Custodian	
Caroline Morgan	Evening Custodian	

V. Daily School Schedule

7:15	First Bus Arrives/Parent Drop Off Begins
7:15-8:00	Recess
7:30-7:55	Breakfast
8:00	Students Proceed to Class
11:00-11:45	Grade 2 Lunch followed by Recess
11:30-12:15	Grade 1 Lunch followed by Recess
12:00-12:45	Kindergarten Lunch followed by Recess
2:20	Dismissal for Pick-Ups & First Bus Students
3:00	All Second Bus Students Line Up for Pick-Up

Please Note: Students should NOT arrive before 7:15 a.m. as supervision is not available.

VI. Daily Procedures

Attendance, Absences, Dismissals, and Tardiness:

Maine law requires daily attendance once a child is enrolled in school through the age of 17. Personal illness, health related appointments, religious holidays, family emergencies, and specific planned purposes are considered excusable absences provided that the parents write a note to the school explaining the situation.

A written excuse is needed within (3) days of the student's return. The school must ascertain the reason for absences over a period of three (3) days and for chronic irregular absences. Letters for pre-planned absences should be sent to the school office prior to the absence dates. In turn, communication will be sent to the parents documenting permission for the absence.

A child arriving after 8:00 a.m. will be considered tardy. Children who are tardy should bring a note explaining the reason for the late arrival. All children must stop by the office to be signed in and to receive a late slip before going to the classroom.

No student will be dismissed before the end of the school day unless the child is ill or a written request from the parents was sent to the school. A telephone request for early dismissal will be honored only if the caller can be identified as the student's parent (or guardian) (District Policy JED). **All students must be picked up at the designated pick-up area.** If your child is being released before the end of the day, office personnel will be happy to contact the classroom when you arrive. These measures are taken for the safety of students and staff.

Student Behavior Expectations:

In order to maintain a positive, cooperative learning environment, students are expected to be responsible school citizens by demonstrating respect for themselves, peers, adult staff, and school property. They need to make appropriate choices, maintain self-control, and understand the effects of their decisions.

The child's teacher will handle minor discipline problems. More serious problems will be referred to the principal. If inappropriate behavior continues, the child will meet with the principal and parents. Repeated misbehavior can result in loss of privileges or in some cases suspension from school. As a school we have guidelines for behaviors and consequences when these expectations are not met.

As a student, I will:

1. Be safe – I will walk, keep my hands, feet, and objects to myself. I will not place others or myself in danger.
2. Be a good listener – I will follow the directions of all staff members.
3. Be respectful and kind – I will follow the school wide respect rules. I will use good manners and be polite at all times. I will treat others, as I would like to be treated.
4. Be responsible – I will be prepared to do my job at school. I will put forth my best effort every day.

Our students are taught to deal with conflict situations in the following manner:

- ✔ Talk it over … listen
- ✔ Say "I'm sorry"
- ✔ Make another choice
- ✔ Take turns
- ✔ Share
- ✔ Say "Please stop"
- ✔ Walk away
- ✔ Ask for help

Disciplinary responses are coupled, when appropriate, with guidance interventions. Essential to progressive discipline is helping students who have engaged in unacceptable behavior to:

- ✔ Understand why the behavior is unacceptable and the harm that it may have caused.
- ✔ Understand what they could have done differently in the same situation.
- ✔ Take responsibility for their actions.
- ✔ Be given the opportunity to learn pro-social strategies and skills to use in the future.

Faculty and staff will work continuously to achieve as much consistency as possible with regard to disciplinary matters, and they will be prepared to revise and adapt disciplinary procedures as necessary.

Lost and Found:

Parents are urged to **label** children's clothes and personal belongings. Lost items are hung in the hallway located by the cafeteria. Please encourage students to check the lost and found on a regular basis.

School Parties:

Individual birthday parties held during the school day are discouraged, as instructional time is the priority. If your child is having a party and inviting the whole class, invitations may be brought into the school, however, they should be in postcard style - no envelopes. If only selected students are being invited, you must mail out the invitations so as not to hurt a child's feelings. Students are not allowed to distribute invitations on the playground or at lunch. **Due to privacy, the office will not give out home addresses or telephone numbers.** We ask that you not have gifts, flowers, or balloons sent to school, as we cannot give them to children until the end of the school day. Balloons and breakable containers cannot be brought on the bus for safety reasons.

Student Property:

We do not recommend that students bring expensive items such as cell phones, electronic games or musical items to school. The school cannot be responsible for accidental damage or loss of student possessions. Students are not allowed to bring in any type of toy resembling a weapon or ammunition.

Visitors:

Parents and guardians are welcome to visit our school. We are proud of the facilities and of the educational environment that we provide for our children.

Parents and guardians may call the school to make an appointment to visit with their child's teacher or other staff members.



In the interest of safety to our children, all parents and visitors must enter by the front door and stop at the office to report and sign in and receive a "Visitor" badge. School-age friends or relatives of students may not visit school except with special advance permission given by the principal or dean of students and teachers involved.

Volunteers:

Parent and family volunteers are an important part of our school. We welcome anyone wishing to help in our school.

All volunteers are required to read and complete our district form before they can begin volunteering in the school. Once this agreement has been signed you will sign in at the office and be given a "Volunteer" badge to wear while you are in the school. When you leave the school, you will return the badge to the office and sign out.

VII. Expectations, Guidelines, and Policies

Bus Guidelines and Notes:



The safety of all bus students is of prime concern. The right to ride a school bus is contingent upon good behavior and observance of bus rules. The driver is in complete charge of the bus and may assign students to specific seats.

Questions pertaining to bus routes, schedules, and disciplinary matters may be directed to Mr. Goff, Director of Transportation at: 207-465-2102.

Waiting for the Bus:

1. Children should be ready for the bus each school day. When children are repeatedly tardy, it affects the other riders and the timing of the entire bus run.
2. Children should remain well back from the roadway while awaiting the arrival of the bus and should refrain from throwing things or playing at the bus stop.

Entering the Bus:

1. Bus routes are arranged, if possible, so that children do not have to cross busy roads. However, if a child must cross a road, he/she should walk, not run, and should cross in front of the bus.
2. There shall be no shouting, roughhousing, inappropriate language, or throwing of things on the bus.
3. Children shall keep their hands, arms, and heads inside the bus.

4. State law prohibits transporting firearms/weapons or animals of any kind.
5. Children should not talk with the driver during the operation of the bus.
6. Emergency equipment shall not be tampered with at any time.
7. Children shall not deface the bus in any manner. In addition to a child possibly losing the privilege to ride, his/her parents will be responsible for the damages.
8. Children should consider the bus as a classroom and assist in keeping it neat and clean.

Entering the Bus After School:

1. Children must ride on their assigned bus and will enter it at the school they attend.
2. Drivers have been instructed not to take on passengers at other places except with the approval of the principal or dean of students.

Leaving the Bus After School:

1. IMPORTANT: Children will be dropped off in the afternoon at the place where they boarded the bus in the morning or their designated drop off location. A parent or guardian needs to be waiting for them. Exceptions may be granted by the building principal or dean of students after receipt of a note.
2. If it is necessary to cross the street or highway, children will walk in front of the bus and carefully check traffic (even though lights are blinking). Drivers have been instructed to exercise great care, particularly with very young children, when it is necessary to cross a highway.

In cases where a child does not conduct himself properly on a bus, the bus driver will bring such instances to the attention of the transportation supervisor. The transportation supervisor will inform the parents immediately of the misconduct and request their cooperation in monitoring the child's behavior.

Children who continue to have behavior problems may have their riding privileges suspended by the transportation supervisor. In such instances, parents of the children involved become responsible for seeing that their children get to and from school safely.



Please be reminded that a bus driver has the very responsible job of transporting your children to and from school. An unnecessary distraction may cause an accident. Therefore, it is imperative that all children behave responsibly while on the bus and that they always show respect for each other and for the driver. Thank you for your support and cooperation.

Bus Notes:

If your child is to get off at a different destination at the end of the school day, you **must** send in a note to the office/teacher with the necessary information on it: your child's full name, the date/s you authorize this drop-off, the full name of the person whose house your child will be getting off at, the address and phone number.

Cafeteria Expectations:

Lunch is a time for relaxed socialization. However, students still need to act in a responsible, respectful, and kind manner. Students should report to the cafeteria as a class and stand in the lunch line in alphabetical order. This allows lines to move quickly and efficiently, as all students receiving hot lunch or milk need to be checked off. Additional expectations:

- Inside voices should be used when socializing at tables.
- Coats and hats should be removed when coming in from recess.
- Students should stay in one seat and use good table manners during meals.
- All food should be eaten in the cafeteria unless teachers/staff have made other arrangements with students.
- Assigned seating may be necessary to keep an environment that is calm for all students and adults in the lunchroom.

Atwood Primary School's Hot Lunch Program serves nutritional meals daily. Menus are printed monthly. **We ask that each family fill out a free/reduced lunch application, even if you do not think you will qualify. All information is strictly confidential.** If the family financial status changes during the year, parents may ask for a new application form at any time. Breakfast and lunch are free for all students.



Cold Weather and Rainy-Day Procedures:

On extremely cold days when the "feels like temperature" is 10° F or lower, or on rainy days, children report to a designated area in the morning. During the day, they remain in their rooms. At the end of the day, they line up inside until buses arrive.

Dress Code:

1. Sending a change of clothing to keep in the classroom is wise.
2. Clothing should allow for comfortable and safe play.
3. Shorts, leggings, or tights should be worn underneath dresses so children can play on the playground modestly (short-shorts and halter tops are not considered acceptable).
4. Footwear should have heel straps for safety.
5. Please be aware of daily temperature so children are comfortable indoors and outdoors.
6. Please label all outerwear and footwear.
7. Be prepared for Maine winters. Children all need warm coats, ski pants, boots, mittens, and hats.
8. Students with heavy winter boots should remove them when inside and have "inside shoes" wear in the classroom. (**No Slippers).**
9. All pictures and words on clothing should be appropriate for primary school.



Any student spoken to about their clothing will be given the opportunity to:

1. Cover it with something appropriate already at school.
2. Call a parent to bring appropriate clothing in.

It is difficult at times to determine exactly the limits of a student's clothing choices. In general, if it makes you hesitate, please consider a change before running into difficulty. While certain clothing is often acceptable at home or at recreational events, it is simply not appropriate for a school's environment of focused learning.

Homework Policy:

At the primary level the vast majority of homework children should be doing is practicing their reading skills (decoding, fluency, sight-words) with "on-level" texts and practicing math skills or fact fluency (addition and subtraction).

As a general guideline, homework practice should not exceed 20 minutes at the primary level.



Playground Expectations:

All children need time for play and socialization outside at recess time. The following playground rules have been established to ensure a safe play environment for all of our Atwood Primary students!

1. Children should safely walk to and from the playground.
2. Students should follow all of the rules of the playground monitors.
3. Students should follow all of the rules on the playground equipment.
4. On some days, ice, snow, or water will require students to avoid some sections of the playground.
5. Take turns and go one at a time.
6. If the whistle blows, children “freeze” and follow adult directions.
7. When called upon, students should immediately line up to go inside.
8. We expect kindness at all times.

At Atwood we NEVER:

1. Fight, wrestle, piggyback, kick, push, hit, or spit.
2. Jump off the swings.
3. Go up the slide.
4. Throw rocks, ice, snow, tar, or objects that could cause injury.
5. Throw items on the roof or over the fence.
6. Leave the fenced in area.
7. Push or pull another student off from a piece of equipment.
8. Do any activity a monitor considers unsafe.

When students do not obey the playground rules: They may be asked to:

1. Stay with the monitor.
2. Go to the designated calming space.
3. Sit at a picnic table.
4. Directed to another activity.
5. Sent to the principal’s or dean’s office.

Student Substance Abuse Policy:

There is a substance abuse policy in the district. The essence of that policy states that students who have in their possession (including backpacks, jackets, lockers, etc.) or are found using tobacco, alcohol, inhalants, drug paraphernalia, steroids, look-alike drugs, or illegal drugs will have serious consequences starting with the first offense. A copy of this policy may be obtained at www.rsu18.org.

Storm Days:

Occasionally inclement weather is severe enough for school to be cancelled. "No School" bulletins will be aired on local radio & television stations and posted on our website, as well as School Messenger. Please check these resources for updates on the status of school.

Online:
www.rsu18.org
www.cancellations.com

In situations where students need to be dismissed early due to a storm or unforeseen emergency, radio announcements will be made and our website will be updated with that information, as well as, implementing our School Messenger Program. Early dismissals are confusing (and sometimes upsetting) for children who are uncertain about where they should go after school. Early in the school year, you will receive a form to fill out as to where your child should go when there is an "unexpected" early school dismissal. We need to have your plan on file for these occasions. **Please fill out the Bus Information/Early Release Form** and return it to the school so it can be put on file.

Telephone Use:

Students may use the school telephone **only** for emergencies or for extremely unusual situations. Students are **not allowed to call home for permission to visit another student's house.** Prior arrangements with parents must be made. Students are not usually called to the phone unless it is an emergency. Since the office telephones are constantly in use for school business, students may not use the phones unless there is an emergency.

Learning Materials and Library Books:

RSU18 supplies learning materials for all students. Students are responsible for the care and upkeep of all school property.



Students are allowed to borrow books from the school library each week. When students have overdue books, they must return them before signing out additional materials. Families are required to pay for lost or damaged library books or any other lost or damaged school property before they can receive the final report card of the year.

Internet Use & Student Rules for iPads:

In order to maximize the benefits of internet use and to minimize the potential dangers, students and staff are required to adhere to the rules and responsibilities for computer use. Responsible use is using appropriate language and treating devices with respect. In addition, all users must be aware that there is no expectation of privacy when using computers on the school network. Failure to follow the school rules will result in the loss of computer privileges in school and parents will be notified.

All iPads:

All students in RSU 18 will have access to an individual iPad to use properly. These are tools to reinforce learning. Here is a list of behaviors that must be followed for iPads:

- Only use the app or website the teacher directed you to use.
- While carrying the iPad, always use two hands.
- Always sit while using the iPad.
- No hitting, banging or slamming the iPad. (Do not swing headphones.)
- Uploading or downloading onto iPads will be done with permission only.
- Do not drink or eat when using the iPad.
- iPads will always remain at school. They can be brought to another classroom with teacher permission.

VIII. Health

Accidents/Illness at School:

Students with minor cuts or bruises will be given first aid in the office. The school will notify parents immediately if children sustain injury or become ill. In the interest of being cautious, we may call the parent to determine whether to pursue professional medical treatment.

The information that parents write on the child's Emergency Card is very important. Please keep phone numbers and work information up to date. When parents cannot be reached by phone, the persons designated on the card will be notified. You should provide at least three additional emergency contacts on your child's emergency card.

Administration of Medications:

RSU18 promotes the safety of all students by carefully evaluating and monitoring medications that are required to be taken during the school day. The following procedure outlines the steps that will be used by school personnel, parents, and students in the administration of medication. This policy will be explained to parents and students annually and can also be found on the RSU18 website.

Prescription Medicine:

Parents will be encouraged to schedule medication administration, with their physician's advice, so as not to fall within school hours.

1. In order for school staff members to administer prescription medication at school,
    a. Medication is necessary to the child's health.
    b. A parent has authorized us to administer medication to their child by signing the special Medication Permission Form given to the by the nurse.
    c. Medication has been provided in the original container or a suitable container with a copy of the prescription label.
2. Medication shall be kept in a locked protected area.
3. Medication shall be administered under the supervision of the school nurse or a designee.
4. A log of administrations shall be maintained and completed by the adult supervising or administering medication

Over-the-Counter Medications:

Over-the-counter medications will be administered using the following guidelines:

1. Medication is necessary to the child's health.



2. A signed parental request has been submitted to the school.
3. Medication is in the original container.
4. Medication shall be kept in a locked, protected area.
5. Medication shall be administered under the supervision of the school nurse or a designee.
6. A log of administrations shall be maintained and completed by the adult supervising or administering medication.

Childhood Illnesses:

Children will be in close contact with each other, and this closeness will contribute to the outbreak of illnesses. The parents of each child are the best defense in helping to curb the spread of these conditions. Children should be observed for symptoms of illness and cared for accordingly. Children must be **FEVER FREE** for 24 hours before returning to school.

The following are some guidelines for when to keep your child home:

1. **Colds** – If your child is sneezing and coughing excessively, they should stay home from school. Sometimes children will feel well when they get up but will become exhausted and not feel well by mid-morning due to excessive coughing or stress from their illness.
2. **Vomiting** – If your child vomits during the night, **do not send him/her to school the next day.** They should stay home and rest and be vomit free for 24 hours.
3. **Diarrhea** – Loose stools have many causes. Children should not come to school until bowel movements have normal consistency. If diarrhea persists or is accompanied by other symptoms, consult your physician.
4. **Strep Throat** – A child with strep throat who has been on antibiotics for 24 hours may return to school.
5. **Chicken Pox** – Chicken Pox is contagious for about one day before the rash breaks out to the time when all the "blisters" have crusted over (approximately 7 days) children may not return to school until the contagious period has passed and blisters are no longer draining.
6. **Conditions** – Conditions such as scabies, impetigo, ringworm, and conjunctivitis (pink eye) must be properly treated before the child returns to school.
7. **Earaches** – The sense of hearing is important for learning. Earaches should never be ignored. If your child has ear pain, or any ear drainage, please notify your child's physician.

IX. Programs and Special Services

School Success:

The primary responsibility for your child's education rests with you as a parent and with the classroom teacher. If your child needs additional services, and qualifies, our school has various resources. We have social work services, special education, Title 1 Reading & Math programs, interventions, and English as a Second Language Program.



The school provides resource services for students who are determined eligible in accordance with Federal and State Regulations. If you feel that your child may have a disability that adversely affects his/her educational performance, please contact your child's classroom teacher. After speaking with the parent, the teacher will fill out a referral form and a special educator will schedule an Individualized Education Plan (IEP) meeting to review the referral and determine if an evaluation is needed. Please don't hesitate to ask if you have any questions.

If you feel that your child may need any form of additional help, please contact the classroom teacher, the principal, or dean of students.

Title I Program:

Parent's Right-To-Know:

At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parent Involvement Policy:

Each school district that receives Title I funds shall develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy that describes how the district will:

1. Involve parents in the joint development of the plan under section 1112, and the process of school review and improvement under section 1116.
2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Reading First program, Even Start program, Parents and Teachers program, Home Instruction Program for Preschool Youngsters, and State-run preschool programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I.
6. Involve parents in the activities of the schools served under Title I.

School-Parent Compact:

As a component of the parental involvement policy, at least annually, each school served under Title I shall jointly develop with parents for all children served under Title I a school-parent-student compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students served under Title I to meet the state's student academic standards, and the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
2. Describe specific activities in which the student will be engaged to enable him/her to make satisfactory progress toward attaining academic achievement standards.
3. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

a. Parent-teacher conferences in elementary schools, twice each year, during which the compact shall be discussed as the compact relates to the individual child's achievement.



b. Frequent reports to parents on their children's progress.

c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

For additional information regarding the parent involvement policy and the school-parent compact requirement see Section 1118 of the legislation or the USDE Parent Involvement Guidance at: www.ed.gov/programs/titleiparta/parentinvguid.doc

Student Records:

Several types of student records are maintained by the school district. These include identifying date, academic work, level of achievement, attendance dates, standardized test scores, health data, intelligence or aptitude tests, behavior observations, and other reports. Under the Family Educational Rights and Privacy Act of 1974 (FERPA), certain rights and privileges apply to all parents.

Certain student information is designated as directory information and not part of the student record. Directory information may be made available to parties without parental consent and may include the following:

1. Student names, addresses, and phone numbers
2. Date of birth
3. Dates of attendance
4. The most recent educational agency attended.

Parents who prefer that directory information not be released need to inform the school within the first month of school.

Parents may request to inspect and review the child's records by appointment during regular school hours when school offices are open. The school will provide a school employee to interpret the information in the folder to the parents. Parents may request a copy of the folder materials, at their own expense. Parents are encouraged to make appointments with teachers to discuss their children's progress.

X. Miscellaneous

Field Trips:

Most classes take one or more field trips each year. We hope you will be able to join your child's class as a volunteer chaperone for one of the trips. Everyone enjoys them, and it is an excellent educational opportunity. Unfortunately, due to space and supervision constraints, younger siblings are not able to go on field trips.



Parent Teacher Association:

Atwood Primary School is fortunate to have a very active Parent-Teacher Association (PTA). This group has made many contributions to our school. This includes not only monetary support through fundraisers, but also active volunteer service by its members.

PTA volunteers help our school in many ways. They serve as individual tutors, chaperones, library assistants, office helpers, book fair volunteers, fundraising workers, and homeroom parents.If you are interested in becoming a part of the PTA you can contact the PTA at: pta.atwoodwilliams@gmail.com

Parents Helping Their Children:

Parents are ultimately responsible in making certain that their child receives the best possible education. Parents are encouraged to get involved with their child's school. Come visit and see what the school is doing. Come volunteer! Join P.T.A.! Here are some helpful suggestions to help your children have a great school year.

1. **Keep Your Children Healthy:** Good nutrition, proper immunizations, hygiene, and good health habits are essential to good health.
2. **Have a Consistent Bedtime:** Children have more energy for schoolwork if they are well rested.
3. **Encourage Good Attendance:** Children cannot learn if they are not in school. It is hard to make up lost information.
4. **Spend Time with Your Children:** Talk and listen to your children. Do activities together, even if it is as simple as taking a walk or making a puzzle.
5. **Praise Your Children:** Praise and recognition reinforce learning. Learning is hard work. Children need support and encouragement. Help them when they are having problems.

6. **<u>Help Your Children Develop Good Study Habits:</u>** Give them a quiet, well-lit place to study, with room for books and study materials. Decide on a regular time to study daily and check their work and assignments. Supervise screen time.
7. **<u>Know What Your Children Are Doing In School:</u>** Come in and meet their teachers and share information that may be helpful. Don't let problems wait; contact the school early.
8. **<u>Read With Your Children:</u>** Read to them and have them read to you. Go to the library or bookstore and enjoy reading together.

We are looking forward to partnering with you for an Atwood Awesome school year!