



Community High School District 218
Shepard High School
Parent-Staff-Student Agreement



Community High School District 218 Shared Values

Shared Vision Whole Child Informed Decision Making Meaningful Engagement
High Expectations for Students and Staff Safe and Healthy Environment
Equity & Opportunity Rigorous Curriculum & Innovative Instruction Community of Learners

Alan B. Shepard High School and parents of students participating in activities, services, and programs funded by Title I, Part A of the “Every Student Succeeds Act” (ESSA), agree that this agreement outlines how parents, staff, and students will share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve high standards.

Parent Responsibilities

- **Grades:**
 - Monitor student grades and attendance in Skyward weekly.
 - Have high academic expectations for your student to do their best in school.
- **Academic Support:**
 - Make sure student is attending and arriving to school on time.
 - Parents should maintain an open line of communication with students. Be aware of what is going on with your student, start by asking them about their day. Ask if they are completing class assignments and turning in homework on time. Leave room for them to express how they are feeling whether it be about school, friends or relationships.
 - Provide a consistent distraction-free location and time for student to complete school activities and assignments.
 - Encourage your student to participate in academic support programs as needed. Some of the resources available are: Cool Place, Homework Help, Saturday School, AP Tutoring, Extended LRC, etc.
 - Review each course syllabus with your student.
- **Communication:**
 - Parents should support the Mission, Policies and Values of the school district.
 - Communicate with school staff via various methods such as phone calls, e-mails, and parent/teacher conferences.
 - Confirm that all current contact information on Skyward is updated and accurate.
 - Read/Listen to all communication (emails, mailed letters and phone calls) received from the school.
 - Support the school when it comes to students complying and adhering to Academic and Behavioral Standards.

- Strive to attend all school meetings and extra-curricular activities related to your student's educational program.
- Utilize the Parent Liaison for help in areas such as Skyward, identifying academic and social emotional support services, and help communicating with school staff.
- Communicate each semester with counselors to ensure academic success and college readiness.
- Review this agreement and school handbooks and policies with your student. This information can be found on the school website under the Parent/Community tab, click on Parent Support.
- Make sure your student is utilizing academic support whenever help is needed.
- Parents should contact staff and seek support for their student when social or emotional changes have taken place which have negatively impacted their student.
- **Extra-Curricular:**
 - Encourage participation in activities and/or sports.
 - Strive to attend as many activities, performances, athletic events and/or competitions as possible.
 - Help your student balance extra-curricular participation with academics.

Staff Responsibilities

- **Grades:**
 - Enter grades weekly and attendance daily into Skyward.
 - Staff should hold students accountable to established academic and behavior standards.
- **Academic Support:**
 - Assign meaningful academic activities/projects that respect the expectations of other classes.
 - Engage students and make learning enjoyable; create an environment which is conducive to learning.
 - Maximize classroom instructional time by engaging students for the entire class period.
 - Provide direct assistance to academic support programs as needed (assist the student on where to go for extra help).
 - Encourage participation in academic support programs as needed; Cool Place, Homework Help, Saturday School, AP Tutoring, Extended LRC, etc.
- **Communication:**
 - Communicate to students by modeling mutual respect.
 - Review classroom policies and behavioral expectations as outlined in the student disciplinary handbook.
 - Build relationships with students/parents and reach out by maintaining ongoing communication with families through a variety of methods such as emails, phone calls and parent teacher conferences.
 - Post policies, calendars and other relevant information on the Shepard website.
 - Provide translations of school communications as needed.

- Notify parents immediately when a student is failing. Intervention should be put in to place in order to get the student back on track.
- Staff members should respond to parent communication within 24/48 hours.
- **Extra-Curricular:**
 - Coaches/Extra-Curricular Activity Sponsors should maintain open communication with parents and students regarding expectations for activities.
 - Promote and encourage various activities and sports.
 - Respect the time constraints of students who are involved in multiple activities/sports.
- **Social/Emotional Support:**
 - If a student is failing, look into why??? Maybe there is an issue at home, school or with a friend which is negatively affecting the student's ability to participate or concentrate on their academics.
 - Take an active role to ensure the social/emotional needs of the student are met.
 - Identify/Advise/Guide/Refer all students who are in need of special services, such as social workers, psychologists, interventionists, etc.

Student Responsibilities

- **Grades:**
 - Monitor grades and attendance in Skyward weekly.
 - Attend school and focus on classroom instruction.
- **Academics:**
 - Come to school on time with a positive attitude.
 - Come prepared for each class and be ready to learn.
 - Record academic guidelines in agenda/notebook in order to organize required assignments for all classes.
 - Complete all academic assignments to demonstrate your understanding of concepts so teachers can plan lessons to ensure optimal student learning.
 - Turn in assignments on the date they are due.
 - Utilize all support resources that are available to you, such as Cool Place, Homework Help, Saturday School, AP Tutoring, Extended LRC, etc.
 - Follow classroom policies and behavioral expectations which are listed in the student disciplinary handbook.
 - Communicate to teachers any concerns you have which are related to education and extra-curricular activities.
 - Participate actively in classes throughout the day in order to maximize your learning of course content.
 - Participate in opportunities to relearn course content as needed, including attendance at academic support sessions.
- **Communication:**
 - Follow classroom policies and behavioral expectations as listed in the student disciplinary handbook.
 - Communicate to teachers any concerns related to learning of course content, completion of academic practice, and performance on assessments.

- Communicate each semester with counselors about four-year academic plan and college/career goals to ensure academic success and college readiness.
- Be informed of communication between your parents and teachers.
- Attend meetings regularly which are related to education and extra-curricular activities.
- **Extra-Curricular:**
 - Gather information and consider being involved in at least one activity or sport per semester.
 - Participate in practices, meetings, and events as required by the coach or sponsor.
 - Be on time and accepting of all duties, responsibilities and requirements expected for your activity or sport.