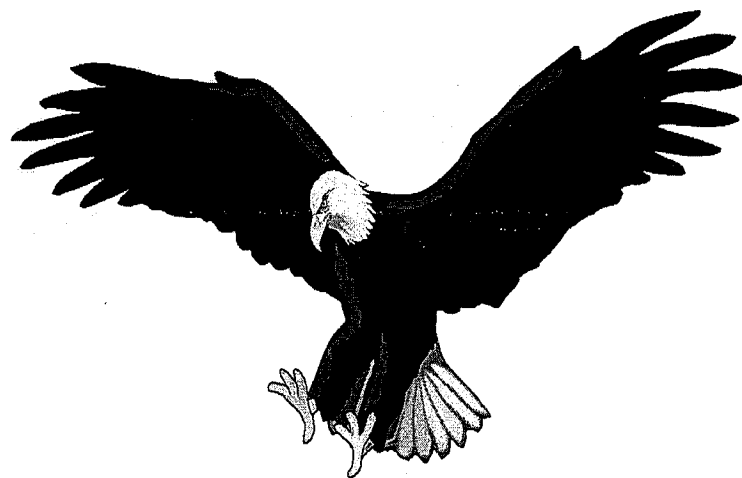


EJE ACADEMIES

EXCELLENCE AND JUSTICE IN EDUCATION



PARENT/STUDENT HANDBOOK

2013-2014

to plan a more effective educational program for our students. We encourage and expect parents to contact us and visit us when there are any questions or concerns during the school year.

Home Visits

Each teacher will be scheduling a time to visit you at your home this year. The purpose is to build a close partnership between the school and home and to ensure that you have all of your questions and concerns answered regarding our program.

Parent Conferences/MINIMUM DAY WEEK

Two parent/teacher conferences will be scheduled during the course of the school year in the first and second semesters. Classes will end at 12:30 PM during the parent/teacher conference weeks. Each conference is scheduled during the report card distribution period. During the conference, the teacher will explain the child's level of achievement and goals for the next reporting period. The teacher will serve as the facilitator of an action plan that will support and encourage attainment of the learning goals.

Additional conferences may be scheduled as necessary. These conferences may be initiated by the parent, teacher, or administrator, and will be scheduled at a specific time. Please be mindful that elementary teachers are responsible for students from 8:00 AM-3:00 PM and middle teachers are responsible from 8:00 AM-3:30 PM, and therefore, may not be able to confer with you during these times unless an appointment has been made in advance.

Weekly Progress Reports

The purpose of the Weekly Progress Report (Bi-Weekly for Middle School) is to inform parents of the student's academic progress and the choices that they are making in class prior to the end of the grading period. This notice alerts the parent to potential academic problems and provides time for the student to remediate/improve his/her achievement in the problematic areas.

Report Cards

Report cards are distributed three (3) times each year. Grades given reflect the child's performance in grade level standards. The section on effort, behavior, and work habits is very important because the development of good work habits and attitudes will ensure effective learning of the necessary skills. If there are any questions about your child's report card, please contact his/her teacher immediately.

Newsletters

During the course of the year please watch for notices and EJE's Newsletter that will be sent home every first Wednesday of the month.

PARENT INVOLVEMENT

Parent involvement is critical for the success of our students. The goal of parent involvement at EJE Academies is to create the strongest possible partnership between the home and school with the ultimate goal of increasing student achievement. The student-parent-teacher compact insures that parental involvement is taken very seriously.

There will be many opportunities for parents to get involved at EJE Academies including: Governance, Special Events, Extra-curricular Activities, Classroom Assistance, and Parent Education.

30 Hours per year

The commitment that you make each year of volunteering 30 hours to your child's school is not only an essential benefit for the teachers but also for your child. It is also a learning opportunity for you. If you cannot volunteer during the school hours ask your child's teacher about work you can take home. Your attendance and participation in school events, parent meetings and Parent Nights fall under the volunteer hour commitment. If your child has perfect attendance each semester, it will count for 10 volunteer hours. If your child has perfect attendance the entire school year, it will count for the 30 volunteer hours.

Parent Volunteers

Parents are welcome to participate in their child's educational program by accompanying and assisting on field trips, making projects for classes, serving as duty supervisors, tutoring and or arranging times with teachers to actively assist in classrooms. Parents as well as all other visitors are required to check in and out in the front office.

ALL (Advocates for Language Learners)

This is a school organization designed for parents. Activities are planned to actively involve parents in the educational process at home and at school leading to positive effects in children's work and success as well as to fundraise for fieldtrips and other school necessities. The meetings are every first Tuesday of every month.

Parent Education

It is the goal of EJE Academies to provide two "Parent Nights" to inform parents about EJE's academic program and strategies to guide ones child towards success.

SCHOOL CULTURE

The creation of a positive school culture is essential to every school's success. EJE Academies understands how important this is and is committed to creating a school environment that is safe from violence and academically rigorous. We are prepared to work hard to create a culture of belonging and acceptance where every child will be valued, respected, and loved.

The importance, necessity, and joy of learning will be consistently communicated to students by caring, devoted, invested and hard working staff through clearly articulated behavioral expectations, modeling, and acknowledgement of self-improvement.

Student Recognition

At EJE Academies we strongly support recognizing student improvement in the areas of academics and citizenship. In addition to honoring our students with the usual awards we will also implement incentive programs to celebrate a variety of pro-social behaviors. School-wide celebrations and assemblies will be held during the school year to acknowledge student growth in areas such as; resiliency, academic achievement, good judgment, leadership, and perseverance. Students will also be recognized through a variety of classroom activities.

STUDENT – PARENT – TEACHER COMPACT

As an EJE student I will:

Demonstrate my best efforts on all assignments whether in class or homework.
Be an active participant in class.
Arrive to class on time and ready to learn.
Spend time reading, studying, and completing homework everynight.
Seek assistance for skills or concepts not fully understood.
Maintain appropriate behavior.
Take responsibility for my own learning.
Follow all the school rules diligently.

Student's Name

As an EJE parent I will:

Read 30 minutes on a daily basis with my child.
Provide a regular time (at least 1 hour) and place for my child to do homework and study.
Attend all teacher conferences and Parent Night events.
Attend/participate or organize school events.
Bring and pick up children on time.
Volunteer 30 hours a year at the school.
Insist that my son/daughter be the best student possible.
Communicate with the teacher through progress reports or classroom visits at least three times a year.
Follow all school rules and be a role model at all times while on the school campus or school events.

Parent's name (PRINT)

Parent Signature

Date

Phone number: _____

As an EJE teacher I will:

Be a role-model to my students every day.
Treat all students and parents with respect.
Set high expectations for student learning and give students timely feedback on work.
Be prepared by planning and creating lessons using the academic standards.
Provide a structured, challenging, loving and supportive environment.
Teach content that will support students meet or exceed California Standards.
Assess my students' achievement on a monthly basis to monitor growth.
Communicate/conference with parents regarding student progress and support strategies.
Inform parents of the yearly academic goals.
Send a weekly progress report home so that parents are informed of their child's academic progress.
Teach children good study skills.
Provide tutoring for the student when required.
Visit the homes of my students.

Staff Signature

Date