



At **Preston Hollow Elementary - IB World School**, encourages all students to become global, life-long learners through student led learning, effective instruction, and discovery.

**Parent Responsibilities**

- Know what my child should learn to be at or above grade level and how I, as a parent, can help my child learn.
- **Communicate regularly with my child’s teacher** in order to know how my child is doing as well as maintain accurate updated contact information and records.
- Keep or reschedule appointments.
- Make sure my child attends school every day **on time by 7:45 a.m.**
- Monitor my child’s progress in school. Sign up, use, and actively monitor Parent Portal.
- Balance my child’s TV, video game playing time, and extracurricular activities with learning opportunities, such as reading 20 to 30 minutes daily, reviewing class notes, or completing projects.
- Inform teacher if my child is having difficulty with homework or is having difficulty in school.
- Inform teacher if my child is having difficulty with school relationships, including those with teachers and peers.
- Attend parent conferences, PTA/PTO meetings, family nights, and parent education workshops.
- Provide and/or request necessary supplies to help my child be prepared for school and be able to complete assignments.
- Create a home environment that is safe and nurturing for my child.
- Demonstrate respect for my child’s school, staff members, my child, and other students and parents.
- Know my child’s friends and their parents.
- Educate and monitor my child regarding social media (Facebook, Instagram, SnapChat, Twitter, etc.)
- Volunteer at the Campus when able to, support campus events.
- Support my child in meeting the “Student Responsibilities” listed below.

Parent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student Responsibilities**

- Help create a safe environment by following school rules.
- **Follow the dress code policy.**
- Come to school on time and prepared with my binder, supplies, books, and **homework**.
- Attend after school tutoring and Saturday school if I have difficulty with assignments.
- Balance my TV, video game playing time, and extracurricular activities with learning opportunities, such as reading 20 to 30 minutes daily, reviewing class notes, or completing projects.
- Be ready to learn every day.
- Demonstrate respect for my school, principal, teachers, staff members, and other students.
- Make sure I provide my parents with notes, flyers, and other school communication.
- Practice self-advocacy skills (speak up regarding grades, education, and learning environment.)
- Learn and implement about the impact of nutrition in my education.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



### **Teacher Responsibilities**

- Create an orderly learning environment where students feel safe, respected, and nurtured in order for healthy student-to-student relationships and healthy teacher-to-student relationships to exist.
- Provide two-way communication with parent/guardian and child over “what” student should learn to be on level and “how” to engage in their child’s education.
- Demonstrate respect for the school, other staff members, and all students and parents.
- Expect and challenge all students to learn at rigorous, high level of thinking and make connections with learning to real world applications.
- Seek resources and assistance for a child who is struggling with learning or having difficulty in school based on student data.
- Cover what students must know by the end of the year and provide parents with opportunities to preview this content by providing, at least one per semester, curriculum nights or parent workshops.
- Maintain updated grade books and accurate attendance records to ensure parents have the latest information when using Parent Portal.
- Encourage daily attendance and follow up as needed.
- Provide tutoring and Saturday school for students who need it.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

### **Principal Responsibilities**

- Serve as the liaison between the District and campus.
- Create a safe, secure, and welcoming learning environment for all stakeholders.
- Demonstrate respect for the school, staff members, and all students and parents.
- Seek input from all stakeholders regarding school operations and learning goals as outlined in the campus improvement plan.
- Allocate resources to ensure that all students are included to meet high expectations for learning.
- Provide translation services in order to effectively communicate with all parents/guardians.
- Provide staff development opportunities for staff that are research based to support campus needs.
- Provide parent education on effective strategies to support academic success and preparation of students for the next grade level.
- Provide parents/guardians and families with opportunity to choose their child’s school at critical transition points.
- Partner with community and government organizations to provide on and off campus support for students and families.
- Provide communication to parents and the community related to the school’s TEA accountability rating.
- Monthly communication with parents and community on campus updates, events and achievements.

Principal Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_