

Mountain Ridge Intermediate

2691 Gerrardstown Road
Gerrardstown, WV 25420
304-229-6791

Family Informational Guide To Personnel, Services, and Expectations



**Autumne Frye
Principal**

2016-2017

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“A Tradition of Excellence”

Mountain Ridge Intermediate

School Target Areas for 2016-2017

- **ACCOUNTABILITY** - Improving Teaching and Learning: Mountain Ridge Intermediate will continue to utilize the WV NxG curriculum standards and accountability that promotes growth and student achievement.
- **INTEGRITY** - Improving Safe and Supportive School Environments: Mountain Ridge Intermediate will create a school environment that is caring and safe.
- **RESPECT** - Improving Organizational Effectiveness: Mountain Ridge Intermediate instructional staff will increase effective instruction by attending and implementing professional development
- Integrate best practice writing into the curriculum at all grade levels to support a strong writing focus
- Set high expectations for all of the students to develop skills as close to their grade level as possible, through intense, curriculum based instruction

Fitness and Nutrition Focus

- To **promote** the importance of physical fitness, healthy eating habits, and a healthy living style

Technology

- To **incorporate** the use of technology in classroom instruction daily

School Schedule

8:00AM	School office opens
8:20AM	Door opens for all students Breakfast opens
8:45AM	Breakfast ends
8:45AM	Instructional day begins

***(Students arriving after 8:45AM are marked tardy
on their attendance cards)***

3:15PM	Student pick-up dismissed (subject to change)
3:20PM	Bus riders dismissed (subject to change)
4:00PM	Office Closes

Check the first Newsletter for your child's lunch time and specials schedule.

Mountain Ridge Intermediate School

2691 Gerrardstown Rd. Gerrardstown, WV 25420

Telephone: (304) 229-6791

Fax: (304) 229-6914

Dear MRI Families,

Welcome to Mountain Ridge Intermediate School for the 2016-2017 school year. The faculty and staff join me in saying we're happy to have you as part of the Mountain Ridge family. We hope this will be a successful and satisfying school year for you and your child.

We welcome your participation and support. In meeting our number one goal, which is student achievement, I encourage you to stay actively involved in our school this year. We will continue to promote programs that are rich in literature and math. Parents are always welcome to participate in classroom and school activities. To be a strong successful school, the parents, school, and community must work together to create a lifelong learning desire in our students.

The pages of this handbook are filled with important information regarding school policy and procedure. I suggest that parents and students review the contents together. If you have any questions that remain unanswered after reading this handbook, please call the school office. I look forward to working together!

Autumne Frye
Principal

Absences

If your child is absent, a note (see below) must accompany them to school on their next day of attendance. If a note is not provided within 48 hours of the absence it will be counted as an unexcused absence. **½ day absences**--Please check with the office staff for times of ½ day absences. Early leave will be marked as a tardy.

Parent Notes

Parent notes are required at school for various reasons.

1. If your child has been absent, please send in a note within 48 hours with your signature. The next day is preferable. Please include the date and the reason for the absence. If there is no note from the parent or a doctor, the absence will be automatically unexcused.
2. If your child is going home with another student, notes are required from **BOTH PARTIES** involved. This is so that both parties are aware of the arrangements.
3. If your child is riding a different bus for any reason, please send a note with details that include the name of the friend they are riding home with and the bus number. Let your child know to bring the note to his/her teacher during homeroom so that the office staff can give it to the bus driver at the end of the day. DO NOT give bus notes to the morning bus driver.

Please put the teacher's name and the date on all notes. If you forget to send a note, please fax it to the school by noon. Any faxes sent should be followed up by a phone call to make sure we received it.

******Notes with a parent signature are required for security and safety purposes. We cannot verify the identity of people making phone calls or sending emails to the school. So for the safety of your child, please send notes.**

Advanced Notice for Planned Absences

If you are planning for your child to be absent (ie: family trip), please send advance notice. Your child will be given a Trip Form to fill out prior to the absence. Without advance notice and the return of the Trip Form, their absence will be marked as unexcused.

Attendance

Berkeley County's complete attendance policy is printed in the **Student Handbook**. At Mountain Ridge Intermediate, students must arrive in the classroom prepared for the school day by **8:45AM**. Those arriving after this time will be marked tardy on attendance cards. Regular school attendance is an important ingredient of academic success for students. Early leave will be marked as tardy. Please see the office for times of ½ day absence and early leave. **Two-hour delay**: On a 2-hour delay, instruction begins with the last bus arrival at 10:35am. Students arriving after 10:45am will be marked tardy.

Tardies

Students arriving after 8:45AM will be marked as tardy. Students arriving after 8:45AM must be signed in at the office and receive a yellow slip to give to the teacher. Students being picked up after 1:26PM will be marked as “early leave” and will receive a tardy on the report card.

Emergency Care Information

It is critical that each family have on file current and accurate information relating to their child in case an emergency occurs at school. Cream colored **Emergency Care Cards** are provided for all students. Please notify the school when changes occur regarding information contained on the current card.

Emergency School Closing

Weather and other unforeseen emergencies may create the need to close schools. It is important for every family to have a contingency plan for children in the event of early closings or delayed openings. Each child should know what to do should schools be closed during the day. If the parent will not be home, an alternative plan must be in place. All students will receive an **Emergency Dismissal Plan** to return to school. This file must be on file with your child’s teacher. **THE PLAN CANNOT INVOLVE THE USE OF A TELEPHONE DURING AN EMERGENCY CLOSING.** Parents are requested not to call the school during emergency closings in order for phones to remain free for communication with appropriate law and safety agencies.

Information regarding any school schedule change will be announced on local radio stations, WEPM 1340 AM, WRNR 740 AM, WKMZ 95.5 FM, WLTF 97.5 FM, and on television NBC Channel 25 in Hagerstown and the Berkeley County webpage <http://berkeleycountyschools.org>

Parents are invited to visit the county web site and sign up for N Touch, which will provide fast and reliable information concerning school information.

Fire and Emergency Drills

Regular safety evacuation practices are conducted with students at school. Should it become necessary to remove students from school, the Mountain Ridge Middle School, behind MRI, will be the primary evacuation site. An off-site emergency area will be at Gerrardstown Elementary School.

Accidents at School

Any student, staff member, or visitor injured at school is required to file an accident report with the principal within 24 hours of the incident. Berkeley Schools does not provide medical or accident insurance for students. Affordable supplemental student insurance is made available to parents by a local carrier at the beginning of each school year. A policy summary and price range is sent home with students the first week of school. Health and accident insurance for students is a parental responsibility.

Arrival and Dismissal of Students

Doors open for students at 8:20AM on school days. For safety reasons, parents should not leave students unattended at school prior to this time. The back doors will be locked at 8:45AM. Dismissal will begin at 3:15PM for students being picked up by parents. Parents picking up students are requested to park at the rear of the school and enter through the rear lobby. A sign-out sheet is located on a table in the rear lobby. All students being picked-up must be signed out. If you are picking up student after 3:20PM you must come to the office and sign them out. **Parents may not park in the bus loop.**

Two-Hour Delays

On a 2-hour delay, instruction begins with the last bus arrival at 10:35am. Students arriving after 10:45am will be marked tardy.

Bus Information

Bus information is located on the Berkeley County website at the beginning of the school year. All students riding a different bus must have a note from a parent or guardian. This note will be signed by the front office or principal

Parent Drop-Off and Pick-Up

Morning Drop-Off—Please drop students off at the designated drop-off area in the back of the school. Please do not drop off students until after **8:20AM.**

During the school day—If you are picking up your child during the school day, please send in a note to your child's teacher telling them when you will be here. This will assist the teacher in preparing your child to leave.

Regular Pick-Up—At the end of school—parents of students who will be regularly picked up must fill out a form at the beginning of the school year. Regular parent pick-ups will be announced at the end of the day. All students must be picked up inside the school building. Please park in the back of the school.

Occasional Pick-Up—If you are picking your child up on occasion, please sign them out on the list located on the table in the back lobby. The names of the students being picked up will be read over the intercom. Please meet your student in the back lobby hallway.

Notes for Pick-Up—Students who normally ride the bus but are being picked up after 3:15 must have a note. **The office WILL NOT take phone calls to hold a child off of a bus. Once a student is placed on a bus they WILL NOT be removed for safety and operation purposes.**

Calendar of Events

A family calendar of events will be provided for all students every month. Events are also located on the school website. Students are encouraged to participate in school events on a regular basis.

Newsletter

“*The Hawk*” newsletter will be issued monthly to inform parents of upcoming events, to celebrate achievement of our students and staff, and to inform parents of the latest research in education. Please read each newsletter and stay involved with our activities at Mountain Ridge Intermediate.

Appearance of Students

Students are requested to dress in clothing that is appropriate for the weather and an active school environment. Students are to refrain from wearing clothing that promotes tobacco, alcohol, violence, or in any way interferes with a positive and safe educational routine. Accordingly, we trust that students dress will reflect good taste and adhere to sound safety practices. **Sneakers should be worn to school each day because students continually participate in physical fitness activities.** High heels or sling shoes (flip flops, slide sandals etc.) are not to be worn at any time. Skate shoes and “Heeleys” are also not welcome at school. Mountain Ridge will follow the Berkeley County Dress Codes which are available on the Berkeley County website or in the front office.

Clothing Closet

Accidents at school do happen. If a child were to become wet or soiled at school, we will try to contact the parents to bring in a change of clothing. If we are unable to contact someone, extra clean clothing will be available at school for your student’s use. The borrowed clothes should be washed and returned to school for future use. Donations are accepted for the clothing closet.

Character Education Program

The students at Mountain Ridge Intermediate School have the opportunity to participate in our Character Education Program. This program is designed to teach children about the values needed to be successful in life. Students will learn about important values (i.e. Responsibility, Individuality, Cooperation, Compassion, Discipline, Friendship, Honesty, Courtesy, Learning).

Expected Behavior

To obtain the greatest academic growth for the greatest number of students, a system of discipline must be in place. Mountain Ridge Intermediate School’s teachers and administration have developed expectations or rules for all settings in our school. Our school works to create a proactive school and classroom environment for all students. During the first few weeks of school, we will be teaching and modeling these expectations in specific settings including the classroom, hallway, cafeteria, restroom, etc. Students will receive frequent reviews of the expectations and be acknowledged when they demonstrate them. By reinforcing desired behavioral outcomes students will clearly understand expectations. Students are explicitly taught what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

Responsible Students Program

This year the teachers have developed a Responsible Students Program for Mountain Ridge Intermediate School—H.A.W.K. (Helpful Acts and Works of Kindness) will be more developed this year with specific targeted behaviors and rewards for not receiving “reminders” for each nine weeks.

The targeted behaviors are:

1. Students will walk in the hallways.
2. Students will keep their hands, feet, and unacceptable comments to themselves while in the classroom, hallways, specials and standing in lines.
3. Students will return homework on time, return any other correspondence or work papers needing parent signatures on time.
4. Students will be in class by 8:45AM each morning.
5. Students will have acceptable lunchroom behavior.
6. Students will act properly in the restrooms

Rewards for targeted behavior:

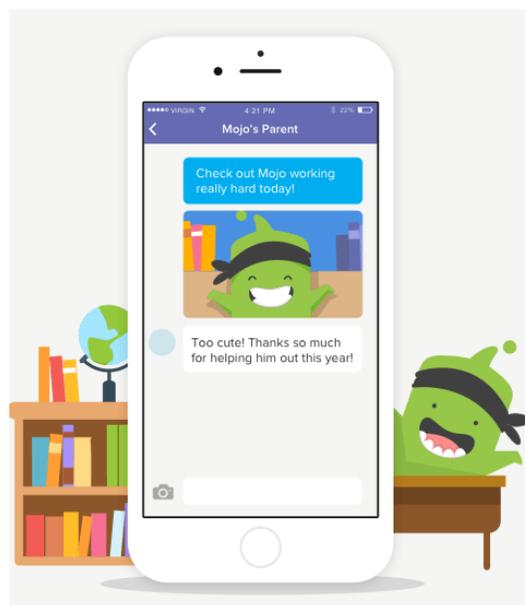
1. Any student may receive a bonus H.A.W.K. coupon when following the above guidelines. Bonus coupons are returned to the homeroom teacher in exchange for designated rewards from the office. Any teacher or staff member can give out the H.A.W.K. coupons.

Discipline Procedures

The staff at Mountain Ridge Intermediate wants to ensure a safe and harassment free atmosphere, so that all students can learn. The school policy is designed to correlate with the West Virginia Safe and Supportive Schools Act and Berkeley County Policy.

Class DOJO

Many MRI teachers will be using Class DOJO to track, encourage, and communicate classroom behavior each day. Teachers will set up a class within the program and will send you an invite by email. Parents will be able to see when their child earns points (or loses points).



Visual Clip Chart

MRI will be using a colored “clip chart” to monitor student behavior and classroom choices. Your child will have a clip that he/she will physically move up or down the chart, depending on the choices he/she makes. Please keep in mind that your child may not move every single day! Each day, the students will start on Ready to Learn. In order to move up, a student must go above and beyond in his/her behavior choices. Students can also move down the clip chart by choosing behaviors that do not follow our classroom rules, such as being disrespectful or making choices that are not safe. The first clip down is “Examine Your Behavior”. If a student is able to turn his/her behavior around, he/she has the opportunity to clip back up the chart. The consequence is a 5-minute meeting with the teacher to work on “Making Good Choices”. No one is ever “stuck” in one place. The second clip down is “Calculate Your Actions”. The consequence in addition to the 5-minute meeting with the teacher & a parent contact. If a student clips all the way down to “Time to Rethink” they will meet with the teacher for 5-minutes, working lunch and Parent Contact by phone and a “Making Good Choices” note will be sent home for that day. After a student has three “Making Good Choices” slips sent home in a 9-week semester, the student will be required to stay for after school detention. Parents will be notified at least 24 hours in advance that they are responsible for making transportation arrangements for their child.

Behavior Chart

RESPECT
R – Really Awesome (color: red)
E – Extremely Excellent (color: orange)
S – Super (color: yellow)
P – Positive (color: green)
E – Examine your Behavior (color: blue) <i>Consequence: 5 minute meeting with teacher</i>
C – Calculate Your Actions (color: purple) <i>Consequence: 5 minute meeting with teacher & parent contact</i>
T – Time to Rethink Your Behavior (color: pink) <i>Consequence: 5 minute meeting with teacher & working lunch, parent contact by phone and “Making Better Choices” slip sent home for parent signature</i>

Behavior Slip

MAKING BETTER BEHAVIOR CHOICES

Name: _____ Date: ____/____/____

I didn't make a good choice today. I didn't obey our classroom rules. I'm going to make a better choice next time.

	STAY ON TASK / PAY ATTENTION
	FOLLOW DIRECTIONS
	WORK COOPERATIVELY
	KEEP HANDS & FEET TO YOURSELF
	TALK AT APPROPRIATE TIMES

Parent Signature: _____

Date: ____/____/____

RETURN TO TEACHER

Mountain Ridge Intermediate has steps in place to provide fair and consistent rules and consequences for all students. Students receive several warnings before they earn lunch detention. The following procedures are in place:

- Step 1--Warning
- Step 2—Visual Warning
- Step 3--Lunch Reminder
- Step 4--1 Day in the Hawk's Nest
- Step 5--3 Days in the Hawk's Nest
- Step 6--5 Days in the Hawk's Nest and Lunch Detention letter sent home with student
- Step 7--Lunch Detention 1 Day
- Step 8--Lunch Detention 3 Days
- Step 9--Lunch Detention 5 Days
- Step 10--Office Referral

Duty Personnel have a discussion each time a student's behavior is addressed. Cafeteria Rules are posted and taught to the students the 1st week of school. The school counselor will provide support for correcting behaviors that are not acceptable during lunch.

Bullying/Harassment

West Virginia School Law 18-2C-1 prohibits harassment, intimidation or bullying of students. The Legislator finds “that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.” Harassment will not be tolerated at Mountain Ridge Intermediate. Students, who are being harassed, need to report the incident to an adult in charge. The person(s) participating in the action will be giving a warning to correct the action. Repeated offenses will result in suspension from school.

Berkeley County Schools’ Definition of Bullying

Bullying is defined as a repeated and systematic abuse and harassment of another. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Field Trips & Chaperones

Learning opportunities outside the classroom can enhance routine student performance. From time to time, parents may be invited to chaperone these educational activities. The Berkeley County Board of Education must approve all chaperones prior to the date of announced events! Parents and guardians who are interested should complete the chaperone process so that your name can be turned in for approval. **Chaperones must ride the provided transportation to and from the field trip and must be at least 21 years old.** This ensures all children are monitored safely for the entire field trip experience. You may not accompany the students on any field trip unless approved by the Board of Education. Siblings are not welcome on field trips at Mountain Ridge Intermediate. Money for all field trips is non-refundable due to prepaid activities and transportation.

Home to School Planners

In an effort to promote high academic expectations at Mountain Ridge Intermediate students in all grades will be provided with a free daily Planner. Replacements for lost planners will be available for \$5.00. Parents and teachers should encourage all students to make daily use of this organizer. The planner is also used as a tool for teacher and parent to correspond with each other.

Parent-Teacher Organization

Parents are such an important part of making a school excellent. We invite you to join and participate in activities sponsored by the Mountain Ridge Intermediate PTO. Parental and staff involvement is important to the academic success of our students. A PTO newsletter will be provided periodically to update the parents and staff of the organization’s activities.

Parent-Teacher Conferences

Two formal parent-teacher conference nights will be scheduled each year (see Academic Calendar for specific times and dates.) Additionally, school staff members are always willing to arrange an appointment for parents when such a meeting would be in the best interest of a student.

Local School Improvement Council

A school advisory council provides support and direction to the school administration. In addition to the principal, the council is composed of teachers, parents, service staff members, and community members at-large appointed by the principal. The School Advisory Council meets once per nine weeks.

Library

Reading and research are fundamental to learning. There are nearly 7,000 items in the library available to students and teachers. Students attend library class weekly, where they learn library and research skills. Students are encouraged to read as much as they can. The library has open checkout available to from 8:20am-8:45 each school day. Students are encouraged to earn Accelerated Reading points throughout the school year.

Volunteers at School

Several programs offer parents and community members opportunities to volunteer their time at Mountain Ridge Intermediate. Activities include: PASS, Read Aloud program, PTO projects, library helpers, activity coordinators, educational field trips, field days, & Title I parent nights. When parents are volunteering at school they may purchase a lunch in the school office prior to the lunch period. Adult lunches are \$4.00. Please notify the school prior to 10am if you would like to eat lunch & we will prepare a meal for you.

Parent Visitations

We encourage parents to visit our school and participate in our activities. If you would like to visit the classroom, please make prior arrangements with your child's teacher. **Stop by the office and sign the visitors log and pick up a visitor's nametag for safety purposes.** We encourage you to eat lunch with your child if you are visiting for the day. Please let the office know before 10:00 a.m. if you plan to eat lunch. Lunch for an adult is \$4.00 and must be paid in the office prior to eating the lunch. **Fast food and soda beverages are prohibited for lunch at school.** If you wish to eat a packed lunch, please follow the guidelines for healthy meals. Please see the secretary for additional information.

Parking

Parking in the front of Mountain Ridge Intermediate is very limited. If you are at school for any functions, please park behind the school.

Parties at School

In an effort to protect valuable instructional time, “party goodies” are prohibited at school for birthdays. Teachers may request healthy items to be sent in for a class or school celebrations. Please do not have flowers, balloons, or other gifts delivered to the school. These items create a disruption in the classroom and take away from essential learning time.

P.A.S.S. Program

The P.A.S.S. Program (**P**roviding **A**cademic **S**elf-Esteem **S**upport) involves adult volunteers that spend at least 30 minutes each week working one-on-one with a Mountain Ridge Intermediate student. Any adult who would be willing to participate in this valuable program is encouraged to contact a Mountain Ridge Intermediate office staff member.

Recognition Programs for Students

We will be having many recognition programs for students this year. Students will be recognized for the following achievements:

Honor Roll

Perfect Attendance

Improvement – Good Effort

High Flying Hawk—Citizenship award H.A.W.K—Helpful Acts and Works of Kindness

Character Education recognition

And many more...

Honor Roll

Students will be recognized for academic excellence if they receive A's and B's on their report card at the end of each nine weeks. All subjects, except handwriting, will be included in the grade requirement.

Lost and Found Items

Items of clothing and supplies lost at school or on the bus will be kept in the lost and found box, located in the office area. At the end of each nine weeks the items that remain will be used in our clothing box or donated to a local organization. Parents are encouraged to write their child's name inside of clothing and items of value to help avoid loss.

Lunch Forms

Free and reduced lunch forms must be filled out each year even if you qualified the year before. Lunch forms are sent out at the beginning of the school year, and must be returned for approval. Forms are available in the office year-round if you have a change of income.

School Pictures

School pictures will be offered in the fall and spring from O'Roke photography. Individual and class pictures will be available for purchase and full-color yearbooks will be available in the spring.

Snacks

The students will be permitted to eat a snack during the afternoon instructional break. Healthy snacks will be available for purchase. Ice cream, fruit & a cracker snack is available for purchase on Wednesday & Friday of each week. Cost - \$.50-\$1.00

Social Studies and Science Fairs

Mountain Ridge Intermediate School will be having a Science Fair and a Social Studies Fair. Third and Fourth grade students will be given the opportunity to participate in either or both fairs if they choose. Fifth grade students must participate in one of the fairs. This will be a graded activity for the fifth grade students. Workshops will be held to assist parents and students with the process of completing the abstract, the research, the backboards and the presentation.

Student Council

Mountain Ridge Intermediate School will have a student council. Fifth grade students will be elected from each homeroom as representatives. A staff member will serve as advisor. The student council will have input into the school setting, activities and service learning projects.

Telephone Usage

School telephones are reserved for official school business. Students may consult with members of the office staff regarding the use of a telephone during the school day.

Toys and Trinkets at School

Students **should not bring** toys, electronic games, iPods, non-requested money, and non-instructional trinkets to school. These items become disruptive and interfere with valuable instructional time. **The school is not responsible for items that are lost or damaged during the school day and on the bus.** The items may be confiscated and held by the teacher, staff, or administrator until the parent can arrange for the item to be picked up.

Cell Phones

If a student brings a cell phone to school, it must be turned off and in a backpack. Students are not allowed to have cell phones out at any time during the school day or on the bus. Cell phones will be taken and a parent must pick up the phone at school if these guidelines are not followed. There will be no warnings. Please call the office if you need to get a message to your child during the day.

**BERKELEY COUNTY BOARD OF EDUCATION RACIAL,
SEXUAL, RELIGIOUS/ETHNIC DISCRIMINATION GRIEVANCE
PROCEDURE**

If you believe that you have been subjected to racial, sexual, religious/ethnic discrimination, including sexual harassment, this is what you should do:

1. Speak to your principal, another adult in your building, or the Human Rights Officer listed below, about the discrimination and/or harassment, and file a report. The report can be either oral or written.
2. An investigation will take place, and a written report will be filed by the investigator detailing the investigator's findings and/or recommended consequences. A copy of this report will be presented to you, to the superintendent, and to the alleged discriminator(s).
3. If you feel that the investigator error in his/her findings or recommended consequences, you may appeal it to the superintendent, or the Board of Education if the superintendent is involved.
4. You may also file a complaint with some state and federal agencies or in court.

To review the complete County Board of Education Racial, Sexual, Religious/Ethnic Discrimination Policy, see Berkeley County Policy: JV

Human Rights Department, Berkeley County Schools, 401 South Queen Street, Martinsburg, WV 25401, Telephone: (304) 267-3500.

NONDISCRIMINATION AND COMPLAINT STATEMENT

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and retaliation. If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

**BERKELEY COUNTY SCHOOLS
FOOD SERVICES ACCOUNT AGREEMENT**

Failure to submit this completed Agreement to the student's school may result in loss of charging privileges

Student Name: _____ ID# _____ School: _____
Student Name: _____ ID# _____ School: _____

Check here: then list any additional student names and information on the back.

Father/Guardian Name: _____ SS# _____

Mother/Guardian Name: _____ SS# _____

Residence Address (NO POST OFFICE BOXES): _____ Home Phone: _____

Father/Guardian Employer: _____ Work Phone: _____

Mother/Guardian Employer: _____ Work Phone: _____

Berkeley County Schools will bill you every month for meals purchased by the above named student and any previous unpaid balance due. You agree to pay the amount billed. You will pay without demand, on or before the due date shown on each monthly billing statement, the amount shown on the billing statement. A bank fee may be added for returned checks.

You agree to notify the school promptly by telephone and in writing of any change in financial responsibility for the student's food services at school resulting from marital separation or divorce.

You will be in default in you fail to pay the balance due on your monthly billing statement and have an unpaid balance of \$60.00 or more. If you are in default, we have the right after notice of default has been given and you have failed to cure this default, to:

- (a) demand you pay the unpaid balance on your account;
- (b) revoke charging privileges;
- (c) file a civil lawsuit in county court to collect the balance; and
- (d) take other actions as permitted by law

If any amount becomes due in default and is referred to an attorney for collection, you will be responsible for fees and court costs, as allowed by law. You also agree to pay interest on any judgment as the statutory rate.

I have read and agree to all of the terms stated above.

Father/Guardian Signature

Mother/Guardian Signature

*In the event of marital separation or divorce, this form is to be completed by the parent/guardian deemed financially responsible for the student's food services at school. "This institution is an equal opportunity provider." Revised: 06/16/06

Parental Involvement Policy

2016-2017

PART I. GENERAL EXPECTATIONS

Mountain Ridge Intermediate agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will ensure that the required school level parental involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA...
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy shall include a description of how the school will implement or accomplish each of the following components. [Section 1118, ESEA.]

1. Mountain Ridge Intermediate shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of the ESEA:
 - *Title 1 Meet 'n Greet on Parent Involvement Policy and Compact, October 2016*
 - *School website*
 - *Student handbook*

2. Mountain Ridge Intermediate shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting.
 - *Parent training (Meet n Greet) to be held in Fall of every year*

3. Mountain Ridge Intermediate shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
 - *School Website*
 - *Monthly school level newsletter*

4. Mountain Ridge Intermediate shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - *Yearly parent survey*

Various parent trainings held at various times focusing on Reading/Math Skills

5. Mountain Ridge Intermediate shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002):
 - *Letters are sent to parents within the four-week time limit to notify them that their child's teacher is not highly qualified.*

6. Mountain Ridge Intermediate shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below --
 - the state's academic content standards,
 - the state's student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Title I Part A,
 - how to monitor their child's progress, and
 - how to work with educators:
 - ✓ *Parent training (Open House) to be held in October*
 - ✓ *Monthly school newsletter*
 - ✓ *Weekly teacher communication thru website/email*

7. Mountain Ridge Intermediate shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics parents may request.
 - *Annual Back to School Orientation/August*
 - *Laptop Computer Lab*
 - *Monthly Title 1 “Just for Parents”*
 - *Monthly School newsletter*

8. Mountain Ridge Intermediate shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - *Letters/Newsletters sent to ELL students in Spanish*
 - *Sign language and interpreters available upon request for meetings and various school activities.*

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS (Sample Template)

NOTE: The School Parental Involvement Policy **may** include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children’s education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Autumn Frye, Principal.

This policy was adopted by on June 2015 and will be in effect for the period of the 2016-2017 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before **September 15, 2016.**

Autumme C Frye

(Signature of Authorized Official)

June 2016

(Date)