



Germantown Elementary School

2024-2025

Student/Parent Handbook

2730 Cross Country Drive
Germantown, TN 38138
Stacy S. Johnson, Principal
johnsonss@scsk12.org

Important Numbers to Know
School Phone Number – 901.416.0945
School Fax Number – 901.416.0943

Visit our Web Page at [Germantown Elementary / Homepage \(scsk12.org\)](https://www.scsk12.org/GermantownElementary/)
Follow us on [Facebook](#)



Welcome to Germantown Elementary
where we #expectthebestatges, are kind, and
where Cardinal Pride prevails!

Germantown Elementary offers a strong, standards-based curriculum for Kindergarten through Fifth grade. Teachers and Staff at GES hold high expectations for every child while offering them the support needed to succeed. GES provides a warm, nurturing environment focusing on enriched academics and International Studies. GES is known for its warm, friendly, family atmosphere enabling students to achieve and succeed. The faculty and staff at Germantown Elementary are fully committed to serving students, parents/guardians, and families. This handbook contains important information about our school. Please refer to this document throughout the year as needed. If you have any questions not addressed in this handbook, any GES staff will be happy to assist you.

Principal – Stacy Johnson

PLC Coach – Elizabeth Emmerson (grades 3, 4 admin)

Instructional Facilitator – Lori Newborn (grades 2, 5 admin)

Optional Coordinator – Amy Dacus (grades K, 1 admin)

School Counselor – Christal Tharp

Financial Secretary – Brittany Tate

General Office Secretary – Kaadia Thompson

Cafeteria Manager – Rosalind Brown

Plant Manager – Devetta Falkner



GERMANTOWN ELEMENTARY SCHOOL'S MISSION



The mission of the Germantown Elementary School Family is to ensure every student attains or exceeds academic proficiency in all subjects and to help each child develop the intellectual, emotional, physical, and social abilities necessary to become a creative problem-solver, effective communicator and productive, responsible citizen.

We have Cardinal **PRIDE**:

P	We are P repared
R	We are R esponsible
I	We have I ntegrity
D	We are D ependable
E	We will put forth E ffort

We are **CARDINALS!**

GERMANTOWN ELEMENTARY SCHOOL'S SHARED VISION

The vision of Germantown Elementary School is for all stakeholders to commit to continuous improvement enabling all students to become confident, self-directed learners who thrive in a global society.

GERMANTOWN ELEMENTARY SCHOOL'S CORE VALUES



All children can learn.



A safe learning environment promotes personal and academic growth.



Each Cardinal student can reach grade level mastery and college or career readiness.



Each Cardinal student is a valued individual with unique gifts, talents and abilities requiring a variety of instructional approaches and strategies to meet their needs.



Kindness and mutual respect are essential among administrators, parents, students, teachers, and all stakeholders to foster high-level student learning.



Administrators, parents, students, teachers, and all stakeholders share equal responsibility for establishing and upholding high standards for student learning.



Meet the Principal - Ms. Stacy Spinosa Johnson



Welcome to Germantown Elementary, home of the CARDINALS!

I am humbled, privileged, and proud to serve GES families, students and staff in my role as Principal. GES is truly my second home and holds my heart! I am a native Memphian and have served our school district for thirty-two years in the capacities of classroom teacher, Curriculum Coordinator, Assistant Principal and Principal. I earned my Bachelor of Science Degree in Elementary Education from Memphis State University and my Masters in Leadership and Policy Studies from the University of Memphis with a concentration in K-12 School Administration.

I believe every student possesses unique gifts and talents and can learn in his or her own way. I believe students learn best through a variety of educational experiences that require them to create, read, speak, think critically, and write regularly. I encourage students and staff to celebrate, embrace, and learn about the differences between us. I am fully committed to ensuring students excel in every way possible.

As Principal of Germantown Elementary School, I have the following goals and request your support in reaching/exceeding them:

- To create a safe, supportive, academically challenging learning environment that is sensitive and responsive to the needs of all GES students.
- To establish and uphold high standards of excellence for all students and staff.
- To strengthen family/school/community partnerships to support the academic, social and emotional development and advancement of our students.
- To inspire and empower families, students, staff and community members with an understanding of current data on student and school performance

Report Cards and Progress Reports

Grades are calculated over a nine-week grading period. Report Cards are distributed at the end of each grading periods. Report Cards contain academic, conduct, and attendance information.

Grades 1-5 conduct grades are recorded as E, G, S, N, or U and are reported for each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Departmentalized classes and support classes each give a student conduct grade.

Progress Reports are distributed in the middle of each nine-week term. A comprehensive academic scorecard, including grades, conduct, attendance, RTI placement, and district and state assessment results is available in PowerSchool.

Should you have questions about your child's academic progress, contact your child's teacher and/or guidance counselor to discuss. Progress Reports should be signed by the parent or guardian and returned to the classroom teacher.

KINDERGARTEN REPORT CARD

The MSCS Kindergarten report card shows progress toward the state standards, indicating what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard, shown by symbols expressing mastery (M) or non-mastery (X) for each skill. Additionally, the letter grades E, G, S, N, or U will be used to express basic grading for Skills and Behaviors, art, music, French, and physical education (P.E.).

ACADEMIC GRADES

The basic grading system for core content areas is expressed by the letters A, B, C, D, and F according to the numerical values listed under the Grading Scale below except for first (1st) grade science and social studies classes, K-5 art, music, world languages, and P.E. which will be expressed by the letter grades E, S, N, and U.

GRADING SCALE

A (100-90); B (89-80); C (79-70); D (69-60); F (59 below)

NINE-WEEKS GRADES

MSCS believes enough grades should be earned and recorded to reflect a student's progress. Students in grades 1-5 must be provided with an opportunity to earn at least 17 grades per nine-week (quarter) distributed among the following categories with the following weights. Except projects, portfolios, and presentations, two grades for each required category (totaling eight grades) must be earned and recorded by the nine-week period's interim.

Homework: 5% (minimum 4 grades)

Class Participation: 5% (minimum 4 grades)

Projects: 5% (minimum 1 grade)

Classwork: 40% (minimum 4 grades)
Assessments: 45% (minimum of 4 grades)

Germantown Elementary Student Awards

Principal's List	All A's/E's in all subjects and specials (Art, Music, PE)
Honor Roll	All B's or higher/ E or S in Special Subjects
KK Honors	<p>*<u>Principal's Mastery</u>: All exceeds Expectations on <u>all</u> objectives; E, G, or S in conduct/support classes</p> <p>*<u>Honor's Mastery</u>: Meets or Exceeds Expectations on <u>all</u> objectives; E, G, or S in conduct/support classes</p>
Citizenship and work habits)	All E's in Social and Academic Behavior (conduct
Perfect Attendance	Perfect attendance for the entire nine weeks (no absences, late arrivals, early dismissals, or late pickups)

An Honors Assembly will be held after quarters one, two, and three.

Academic Curriculum

Germantown Elementary offers a strong academic curriculum aligned with state standards and emphasizes engaging, student-centered classrooms, hands-on instruction, cooperative learning, and higher order thinking skills. The curriculum offers the following core subjects and special classes:

ELA	Physical Education
Math	French
Science	iReady Reading
Social Studies	iReady Math
Library	SEL/Character Education
Orff Music	Accelerated Reading
Visual Art	IXL

Student Support

Germantown Elementary has high expectations for ALL students. The faculty and staff work together to ensure that every child will achieve and succeed. To this end, the following support programs and personnel are available to meet individual needs of all students:

- C.L.U.E/Gifted Services
- School Tutoring (before and during, grades 4-5)
- Literacy Midsouth Tutoring (grades 2-3)
- Team READ volunteer tutors (grade 2)
- Instructional Resource/SPED services
- Functional Skills: PreK and K-5
- Speech Therapist
- ELL support
- School Psychologist
- Life Skills

- Physical Therapist
- Academic Intervention/RTI2
- Reading Interventionist
- Instructional Coach
- Guidance Counselors
- RESET Assistant
- Social Worker
- Behavior Consultant (gen ed)
- KID Team (kindergarten)

Attendance

The State of Tennessee, Memphis Shelby County Board of Education, and Germantown Elementary School believe that regular attendance is a necessary requirement for all students.

All students are expected to attend school on each day that school is officially in session. Only the following reasons will be considered for excused absences:

1. Illness or hospitalization of student. The district will require a parent conference and/or physician verification to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school sponsored activity.
4. Special and recognized religious holidays regularly observed by people of their faith.
5. Legal court summons not because of the student's misconduct (documentation required).
6. Extenuating circumstances over which the student has no control as approved by the principal.
7. If a student's parent, custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty.
 - a. An excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student returns from deployment.
 - b. An additional excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student returns from deployment.
 - c. Excused absences for up to ten (10) days for visitation when the student's parent, custodian, or other person with legal custody or control of the student is granted rest and recuperation leave and is stationed out of the country.
 - d. Excused absences for up to ten (10) days cumulatively within the school year for visitation during the deployment cycle of the student's parent, custodian or other person with legal custody or control of the student. Total excused absences under this section (c) and (d) shall not exceed ten (10) days within the school year. The student shall provide documentation to the school as proof of the deployment of the student's parent, custodian or other person with legal custody or control of the student.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of school attendance or class participation due to the excused absence.

A written statement within three (3) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence. If requested, verification is required from an official source to justify absences. All absences other than those outlined above shall be considered unexcused.

School Policies and Procedures

School Visitors

In accordance with Tennessee state law and for the safety of all students and staff, every guest to GES must be screened prior to being granted entry to the building. Identification (driver's license or approved alternate identification) must be presented. Upon approval, a visitor's pass will be issued. Note: Procedures during school-wide events are subject to change. Guests must always be prepared to show identification and a valid reason for campus entry.

School Volunteer

In accordance with Tennessee state law and for the safety of all students and staff, all volunteers complete a background check and application through MSCS. The application can be obtained online via the MSCS website. For assistance, please see office staff.

Classroom Observations

Parent/Guardian requests for classroom observations must be approved and scheduled by school administrators and should be obtained before scheduling classroom observations.

School Clocks

School clocks are set by MSCS and serve as the official time for GES. School tardies, activity schedule, and dismissals are governed by GES clocks.

School Hours

School hours are 9:15 am to 4:15 pm. Instruction begins promptly at 9:15 am. Students are expected to be in class and ready to learn at 9:15 a.m. Students **not in class** by 9:15 a.m. bell are tardy and must obtain a tardy slip prior to reporting to class. Parents MUST accompany students to the front desk to obtain a tardy slip. Parents are expected to make every attempt to have their children at school on time. There is no teacher supervision prior to 9:00 am or after 4:25 pm.

Germantown Police Department/MSCS Security/DCS authorities may be notified for students not picked up by 4:30.

Before and after care are offered through the YMCA for a fee. Visit ymcamemphis.org/mscs for more information or to register.

Student Illness/Accidents at School

Every attempt will be made to contact the parents/guardians should a child become ill or injured while at school. Emergency contacts on file will be contacted if parents/guardians cannot be reached. Current working numbers must be on file for parents/guardians and emergency contacts in PowerSchool. GES will/does contact emergency services at the principal's discretion.

Allergies/Medical Diagnosis

Parents/guardians of students diagnosed with life threatening or serious allergies and/or medical conditions must document appropriately in PowerSchool and on the Emergency Care Card. Health care plans are developed as needed in coordination with MSCS nursing services. GES will/does contact emergency services at the principal's discretion.

Medication

According to MSCS Board Policy, all medication to be distributed at school must be brought to school by the parent or guardian. A Medication Authorization Form must be obtained, completed, and returned to GES. All medication must be in its original container, whether prescription or non-prescription, and be clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name, and pharmacy address and phone number. Over the counter medication must be in the original container with ingredients listed and the child's name affixed to the container.

Make-Up Work

Students are expected to make up work missed due to excused or unexcused absences within a reasonable time (one day for each day absent).

Early Dismissal/Check Out

Early dismissals/check outs count against perfect attendance. Students may not check out after 3:30 p.m. nor will parents/guardians be granted entry to GES. Early dismissals/check outs are treated in the same manner as tardies. GES Dismissal begins at 4:00 pm.

Tardy/Late Check In

GES car lines open at 8:55 am and close at 9:12 a.m. Students cannot be dropped off in the car line without employees present. If students are tardy, parents must park in the Visitor lot at Farm Park, walk their child into the building, and sign them in late.

Arrival of Students to GES

Germantown Elementary student arrival is carefully orchestrated to accommodate the safety of students and staff given the design of our campus as a neighborhood school. It is imperative that parents/guardians adhere to the processes and procedures approved by and orchestrated with MSCS Security and Germantown Police Department. GES students arrive via two car lines and our bus loop, again to a campus designed to be a neighborhood school.

Annex Car Line-K, 1, 600s

KK/1st and 600s students are dropped off in the loop in front of the annex. Parents must pull all the way forward in the loop, leaving minimum space between cars. Cars will stop and students will exit according to staff directives. Once all vehicles in the loop have unloaded, vehicles will exit the lot per staff directives. Students must exit vehicles on the curb side. Unless otherwise directed, cars must stay in line and not go around vehicles. Parents are asked to always remain in their vehicle.

Farm Park Car Line-2, 3, 4, 5

2-5 students are dropped off via the Farm Park entrance and car line. Adhere to the same procedures outlined in the annex car line directions.

The car lines are for immediate drop off only. Students must be ready for a quick exit from the car with all items gathered and ready for school.

Buses/Day Care Vans

Buses and day care vans deliver students via the curved driveway through the front of the school.

The main loop in front of the school is a fire lane and cannot have vehicles parked there during the day, except buses and daycare vans during arrival and dismissal. Do not park in the faculty parking lot as it is for Faculty/Staff only. If you arrive after either car line closes, you must enter the visitors' parking lot through the Farm Park entrance. You must walk your child into the building and sign them in. If you arrive at GES at any other time during the day, you must enter Farm Park and park in the visitor parking lot.

The use of cell phones in car lines is prohibited by state law.

Loud music is a distraction to arrival and dismissal.

Smoking on school grounds is prohibited by law.

Dismissal of Students

Parents must indicate the type of dismissal for their child on the GES Transportation Form during registration. Students will not be allowed to deviate from the type of dismissal that is indicated on the form unless written notification is sent to the classroom teacher. To ensure proper receipt of information, changes must be communicated before 12:00 p.m. daily.

KK/1st and 600s are picked up in the circle in front of the annex building and 2nd – 5th graders will be picked up through the Farm Park entrance. Please make sure you have your car tag visible. Students WILL NOT be loaded into a car that doesn't have a car tag. If a tag is not visible, the student must be signed out at the front desk at 4:25.

Late Pick-Ups

Any student not picked up by 4:25 p.m. will be considered a late pick up. **Late pick-ups will affect student transfer renewals and will count as unexcused attendance events for our Optional students.**

Germantown Police Department/MSCS Security/DCS authorities may be notified for students not picked up by 4:30.

Secured Dismissal

To ensure a safe and secure dismissal of students, visitors will not be allowed to enter the building from 3:30 p.m.- 4:25 p.m.

Bus Riders

Students must follow the rules and procedures established for bus riders. The School Discipline Policy is enforced while students are on their way to and from school and at the bus stop. Failure to comply with bus rules will result in loss of bus privileges. If this happens, it will be the parent's responsibility to transport the child to and from school. A note is required if your child is not to ride the bus. Without a note from a parent, your child will be placed on the bus as usual. **Per district policy, ALL Kindergarten, 1st graders, and Functional Skills-Special Education students must be met at the bus stop by a parent or guardian. Students not met by an adult at their bus stop will be returned to GES to be picked up by a parent/guardian. Students returned to the school twice will lose bus privileges.**

Choice Transfers

Per MSCS district policy, student transfers may be denied or revoked at any time if the student fails to meet transfer criteria: acceptable academic performance (D or F report card grades), acceptable attendance (multiple absences, tardies, early check outs, late pickups), and/or acceptable behavior (three or more office referrals, supervised study, ISS, and/or OSS). Parents MUST monitor their

child(ren)'s behavior, academic performance, and attendance and work with the school to ensure their child(ren) successfully maintain their transfers. If your child is at risk of losing their transfer, you will receive communication as a courtesy from Principal Johnson. Students whose transfers are denied or revoked are to attend their assigned school, unless otherwise determined by the superintendent (or designee).

School Emergency Procedures

In a schoolwide emergency, GES will operate under the following procedures, according to state and district guidelines.

Family Notification

Germantown Elementary School will oversee family notification. Current information regarding the incident, status of their children, and what families can do to assist will be communicated. The following communications measures will be utilized for notifications: **Blackboard notification- Phone calls, emails, text messages; school website, social media channels.**

Student Accounting

Teachers with students are responsible for accounting for those students throughout an emergency. Attendance will be taken at each stage of an evacuation or relocation and submitted to the Student Accounting Leader. Points at which attendance must be taken include Emergency Assembly Areas (inside or outside the school), Emergency Bus Staging Areas, Evacuation Relocation Sites and at Parent Reunion/Student Release Points.

Reunification Plan

Parent Reunion Area / Family Information Center

The Parent Reunion Area and Family Information Center will normally be co-located. In the event of an evacuation to an off-site location (relocation site), a second information point will be made available to parents who arrive at the school looking for their children.

Primary location: **GHS Baseball Field** (Park on Cross Country Drive and walk to the baseball field gates.)

Note to Parents: Germantown Elementary School is one of the safest places for students to be during most crises or natural disasters.

1. Mrs. Dacus will coordinate with Ms. Emmerson and establish the Parent Reunion/Student Release point and oversee its operation.
2. At a minimum, one table will be established for each grade represented at the Student Release Point.
3. Students will be released according to labeled subsets (alphabetically/homeroom)
4. Grade level will be clearly marked on an 8x10 sign that is erected on a post attached to the table that can be seen at adult eye level when standing.
5. Emergency Care Cards and Student Release Request forms are needed on site.
6. Emergency Care Cards will be distributed by grade-to-grade designated tables.
7. Ms. Emmerson will assign staff to Mrs. Dacus to manage each of the tables and serve as runners to inform teachers which students are cleared for release.
8. The desk staff completes the Release Request and files it.
9. If the Requester is not listed on the Emergency Care Card, the student will not be released under any circumstances unless personally overridden by the principal.
10. All students will be provided with a back-pack letter for parents explaining the circumstances of the emergency that prompted the use of Parent Reunion/Student Release procedures. The backpack letter will be prepared by Ms. Johnson.

School Discipline

For students to experience optimal academic success, an academic environment which is safe, secure, orderly, and conducive to learning must be maintained. Every teacher has the right to teach, and every student has the right to learn. Consistent, fair behavior plans aligned with the GES school-wide discipline plan and MSCS Discipline Policy will be in place in every classroom. Students are expected to adhere to all school rules, be safe, respectful, responsible, and kind. Parents are expected to be supportive of the school. Teachers, School Counselors, parents and GES Admin work together to ensure student behavior supports learning and positive social interactions.

Healthy Choices

Memphis-Shelby County Schools' wellness policy mandates that foods and beverages sold or served at school (parties, snacks, etc.) must comply with the USDA guidelines and/or the Minimal Nutritional Standards. This includes cupcakes, candy or any items high in fat. **No outside lunches are allowed into the building.** Large bags of chips and candy are not allowed to be sent to school with students to be eaten as meals or shared with other students.

Birthday Celebrations

All birthday celebrations must take place outside of school hours for the health, safety, and well-being of all students.

Forgotten Items

Any forgotten items (such as backpack, lunch, homework) cannot be dropped off for students. Classroom instruction will not be interrupted to deliver forgotten items.

Library Books

Library books may be checked out by students during library hours and open library times. Students are responsible for returning books on time and in good condition. Students are responsible for paying for lost or damaged books.

Textbooks

Textbooks are issued to students free of charge. Students will be responsible for lost or damaged textbooks and/or consumable workbooks. Unpaid fines will result in report card and student records being held.

Student Devices

Devices are issued to students for academic purposes. Students will be financially responsible for lost or damaged devices, chargers, and/or keyboards. Unpaid fines will result in report card and student records being held.

Lost and Found

Students may claim lost items from the GES Lost and Found in the main office. Any items remaining at the end of each month will be donated to charity or discarded.

Personal Belongings

Students should not bring personal valuables or money to school. GES cannot be responsible for personal items lost or stolen. Toys, candy, large bags of chips, electronic devices, etc. should not be brought to school. Personal items disrupting the learning environment will be confiscated until

picked up from a school administrator at a time agreed upon by both the administrator and parent/guardian.

Title One Curriculum Night

Parents are invited to our Title 1 - Curriculum/Meet the Teacher Night at the beginning of each school year. Teachers will share expectations for the coming year and discuss classroom policies and procedures. Administration will share information on our school data, standing with Title 1 Federal Programs, and how Title 1 supports each student beyond district provisions. These meetings are very informative, and parents are strongly encouraged to attend.

Field Trips

Students must have a signed permission slip on file with the teacher to participate in student field experiences. Permission must be received in a timely manner, prior to the day of the trip, and will not be accepted over the phone. Due to prepaid tickets and bus costs, field trip money cannot be refunded. Field trip payments must be made in cash, cashier's check, or money order.

Inclement Weather

All decisions to close schools due to inclement weather are made by MSCS district leadership. Upon receipt of school closure, MSCS shares notice via local news outlets (radio and television), social media, and messaging to families and staff. Please do not call the school to find out information about school closings. Tune into local news stations and social media during times of questionable weather. School buses will run on early dismissal days. After-school care is not provided when schools dismiss early.

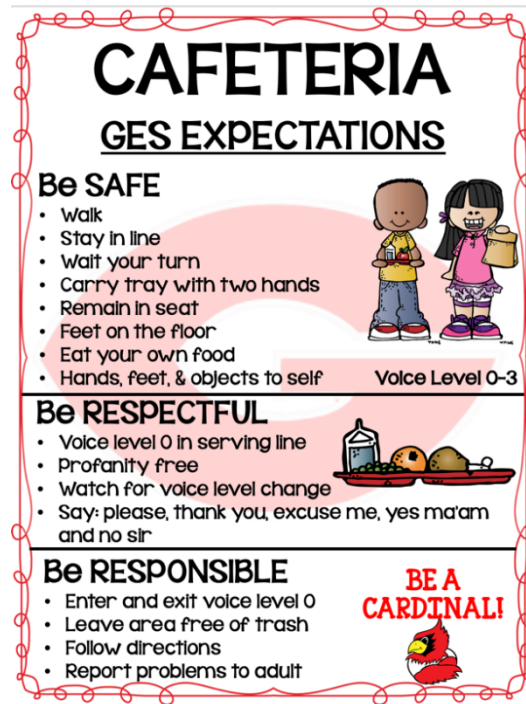
Smoke-Free Environment

Smoking and/or the use of all tobacco products is always prohibited in all MSCS buildings (schools and other facilities) and vehicles (busses). **Smoking and/or tobacco products are prohibited on the grounds (including evening school programs and car rider lines).**

Food Services

MSCS provides free breakfast and lunch for all students. If your child needs/prefers a lunch from home, it must arrive with the child daily. For the health, safety, and well-being of all students, NO lunch deliveries will be accepted at GES.

Cafeteria Expectations



Parent Conferences

Parent-teacher conferences are required to ensure positive relationships between school and home and student success. MSCS designates two times during the school year for parent conferences: September 5, 2024, and February 13, 2025. Conferences may be scheduled on additional days during the teacher's planning time or before/after school. Please send a note, email, or call the teacher to schedule a conference. If you need a conference with an administrator, call GES to schedule.

Dress Code

While students at Germantown Elementary **DO NOT** wear uniforms, we do adhere to the MSCS Dress Code Policy 6021.

MSCS Dress Code Policy 6021

ELEMENTARY SCHOOL DRESS CODE

- Pants must be worn at the waist, be appropriately sized, and of a safe length.
- Head apparel (such as hoods, hat, etc.) must not be worn inside the school building, except for religious or medical reasons (see *Individual Exemptions from Certain Dress Code Requirements or from Standardized Dress/Uniforms*).
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories may not display offensive, vulgar language or images, nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs.
- For students in Grades 3-5, “short shorts”, mini-skirts, and skin-tight outer material such as spandex are inappropriate attire. No shorts or skirts shorter than four (4) inches above the knee are allowed.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must be no longer than wrist-length and must cover the waistband of pants, shorts, or skirts with no midriff visible.
- Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside school for warmth.

The school administration reserves the right to determine whether a student's attire and appearance are within the limits of decency, modesty, and safety. In matters of opinion, the judgment of the Principal/designee shall prevail.

The Principal may allow exceptions for school-wide programs or special classroom activities.

The school administration will administer appropriate consequences for policy infractions.

SCHOOL DRESS CODE for the VIRTUAL LEARNING ENVIRONMENT

Students are expected to look presentable regardless of the location in which learning occurs. To ensure continuity of expectations for appropriate dress while participating in the virtual learning environment, dress code requirements outlined above for elementary, middle and high shall apply. However, when a video of a student's full body will not be captured, reasonable flexibility is provided for bottoms (e.g., pant, shorts, skirts) and footwear.

Parent/Guardian Agreement

As a Germantown Elementary School parent, I will strive to do the following:

- Ensure that my child is on time for school each day, attends school regularly, does not check out early, and does not remain at school after school hours unless enrolled in YMCA After Care.
- Provide my child with the necessary supplies and materials to be successful at school.
- Assist with homework.
- Be responsible for supporting my child's learning in the instructional process and encourage my child's efforts.
- Work together with school personnel and my child to ensure their best academic efforts are demonstrated at home and at school and share the responsibility for improving student academic achievement.
- Demonstrate the importance of teacher/parent communication by conferencing with teacher and/or administration as needed.
- Communicate with the teacher by signing the signature sheet and make comments as needed in the "Wednesday Folder" weekly as well as participate in parent/teacher conferences.
- Offer support to promote academic success and maintain proper discipline.
- Adhere to GES and MSCS expectations regarding effective, respectful communication and boundaries as communicated to families.
- Adhere to and support safety measures and procedures at GES.

Student Agreement

As a Germantown Elementary School student, I will strive to do the following:

- Come to school on time each day ready to learn.
- Come to school with all supplies and materials necessary for learning.
- Observe school rules and procedures.
- Put forth my best effort in all academic areas; completing all assignments and turning them in on time.
- Be courteous and respectful to other students, staff and property.

Teacher Agreement

As a Germantown Elementary School teacher, I will strive to do the following:

- Provide learning opportunities that foster academic achievement.
- Provide meaningful class work and homework assignments for students.
- Promote a classroom environment that is safe, free of inequalities, and conducive to learning.
- Demonstrate the importance of teacher/parent communication by using the Wednesday Folders to inform and update parents of academic progress and general conduct and conferences as needed.
- Implement research-based "best practices" in the classroom.
- Display respect for all.
- Provide frequent student progress reports.
- Build relationships with student and their families to the benefit of the children I teach.

Principal Agreement

As the administrator of Germantown Elementary, I will strive to do the following:

- Establish, promote and maintain a safe, efficient, and effective learning environment.
- Encourage, promote and provide opportunity for positive teacher/parent, teacher/student, and student/student relationships.
- Provide parents with reasonable access to staff, opportunities to volunteer, participate, and observe in their child's class.
- Maintain school wide discipline
- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the state's student academic standards.

- Provide multiple opportunities for parent/teacher conferences to discuss parent-school compact as needed, give reasonable access to the staff, allow parents to volunteer, participate, and observe in their child's class.
- Have high expectations for myself, students, and other staff.

“We expect the best at GES!”

At Germantown Elementary, we want each child to have a successful learning experience. For this to happen, it is important for the school staff, community, and parents to work together.

The parents and school have agreed on and jointly developed the following Family Engagement Plan for Germantown Elementary to establish expectations for parental involvement and to carry out board policy at the school level.

To build a strong partnership between home, community, and school, Germantown Elementary School will:

- Convene an Annual Title I meeting, at flexible times, where all parents are informed about Title I policies and requirements, the school's participation in Title I, parents right to be involved, parents right to know, and volunteer opportunities.
- Convene a number of parent meetings at flexible times (morning, afternoon, and evening) to provide a description of the curriculum the school uses, provide tips to assist their child at home, discuss the forms of academic assessment used to measure student progress, discuss the importance of weekly communication between the teacher and parent using the *Wednesday Folder*, and inform parents of the proficiency levels students are expected to meet.
- Provide assistance to parents in understanding topics such as: state academic content standards, state and local academic assessments, how to monitor a child's progress, and working with educators to improve student achievement.
- Hold parent conferences where the progress of the student will be explained and/or discussed. A review of the home-school compact will be a part of these meetings, when applicable.
- Provide opportunities for regular meetings, per parent requests, to formulate suggestions, participate in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible; and provide other reasonable support for parental involvement activities.
- Involve parents in an organized, ongoing and timely way in planning, review, and joint development of the following: Parent and Family Engagement Plan, the Home/School Compact, and the School-wide Improvement Plan.
- Provide timely information about programs by sending home flyers and updating the school's website. • Provide parents with a school calendar, which highlights school programs, parent programs, and other school events.
- Inform parents of a child's progress by sending home the results of each universal screening report.
- Convene an annual ELL parent meeting where all ELL parents will be given information on assisting their children in attaining English proficiency and in achieving academic success.
- Provide training, with the assistance of parents, for all stakeholders in the value and contributions of parents, strategies for working with parents, in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Provide parents with training and materials to help them work with their children to improve achievement in literacy, mathematics, and the use of technology.
- Parental involvement strategies are coordinated and integrated with parent involvement strategies under other state-run programs, such as Pre-Kindergarten/Head Start.
- 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 in a format and, to the extent practicable, in a language parents can understand.
- Secure a process for parents to submit comments on the school-wide plan, if it is not satisfactory to the parents. The school will include these comments on the plan when submitting the plan to the district.

**GERMANTOWN ELEMENTARY THANKS OUR
ADOPTERS and volunteers FOR ANOTHER
GREAT YEAR!**

-  **Grace Hill Church**
-  **Faith Apostolic Church**
-  **Germantown Kiwanis**
-  **Team Read**

Thank You!

