

# JEFFERSON AREA LOCAL SCHOOLS

## JEFFERSON ELEMENTARY SCHOOL

### Title I

August

To: All homeroom classroom teachers grades K-6

From: Chris Edison, Principal

Subject: School-wide School/Parent Compacts

Welcome to the new school year.

As a classroom teacher, you will once again be required to have a School/Parent Compact on file for each student in your classroom. Attached find a copy of your grade level's compact. Here are some suggestions:

--Explain the School-wide program and the Compact to parents at the Open House and have the parents sign them there. Any parents that are not in attendance you can catch at the first conference and then **if** you still have some unsigned send them home. This option avoids sending all of them home and trying to keep track of who sent them back.

--You may opt to send them home in opening letters. The top of the compact explains the document. I have also attached a letter explaining the School-wide program.

--You may have a better option that works for you and please feel free to do your own thing!

#### Points to remember:

**--Please note that these Compacts are required for all students in a School-wide program. They are not an option. Parents do have the option to refuse to sign, but you will have to document their refusal. This can be done however you see fit. If parents do not send the Compacts back after several attempts at getting a response, document those attempts as well. Documentation is always the key with Federal programs.**

**--Once all Compacts are returned, you will need to copy them, send a copy home and keep the originals with the documentation that you have concerning any of the above. Place all originals and documentation my mailbox in the main office.**

Please feel free to contact me with any questions. Thank you for your attention to this important detail and **thank you in advance for a job well done!**