

# Code of Collaboration between Parents/Students/Staff at Samantha Smith Elementary School

**Parents will:**

- Recognize the professional expertise of Samantha Smith staff members.
- Understand, comply with and model the rules, policies, procedures and expectations of Samantha Smith Elementary and the Lake Washington School District.
- Direct any concerns to the teacher first. Be respectful through tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Ensure student/s come to school, on time, prepared for school with completed homework, necessary materials to learn and signed notes/permission slips/Peace Plans.

**Students will:**

- Come to school on time and prepared for the school day. This includes completed homework, necessary materials and signed notes/permission slips/Peace Plans.
- Respect the rights of all students, staff, guest teachers and adult volunteers.
- Act in a safe manner in the classroom, on the playground and on the bus.
- Take responsibility for your learning and act in a manner that allows others to work and learn.

**Staff will:**

- Teach and model Samantha Smith/LWSD rules, policies, procedures and expectations.
- Develop and communicate a classroom management plan that supports all students' learning.
- Treat each student with respect and dignity.
- Communicate with parents on the academic and behavior performance regarding their own child, using a respectful tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Direct any concerns to the appropriate staff person first. Be respectful through tone of voice, choice of words and body language.

### **Acknowledgement of Receipt of the Parent-Student Handbook and Code of Collaboration**

**Student Agreement**

I, \_\_\_\_\_ (print student's name) have received and read the **Samantha Smith Parent-Student Handbook** and the **Code of Collaboration** for Samantha Smith Elementary School. I am aware of my rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent/Guardian Agreement**

Please review the **Samantha Smith Parent-Student Handbook** and the **Code of Collaboration** (this page) with your student and sign below to acknowledge your receipt and understanding of the documents. I am the parent or guardian of the above-named student. I have received and read the **Samantha Smith Parent-Student Handbook** and the **Code of Collaboration** for Samantha Smith Elementary School. I am aware of my student's rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

