

# *Norman E. Day School*

## **E.A.S.E.**

### **Expectations to Assist Student Excellence**

#### **ADMINISTRATORS**

What can **administrators** do to assist student excellence?

- ❖ Schedule and facilitate IST meetings
- ❖ Offer professional development priorities for staff
- ❖ Communicate with parents about school events, opportunities, programs and curriculum
- ❖ Offer informational opportunities for parents
- ❖ Build a peaceable community for all
- ❖ Encourage collegiality
- ❖ Notify staff of discipline issues reported to the office
- ❖ Provide School Improvement Plan draft to staff for comment
- ❖ Review EASE document with parents
- ❖ Ensure a clean and healthy learning environment for all students and staff
- ❖ **Listen, listen, listen**

#### **TEACHERS**

What can **teachers** do to assist student excellence?

- ❖ **Read cumulative folders by September 15<sup>th</sup>.**
- ❖ **Nominate children for STARS certificates**
- ❖ **Submit children for IST teams if lack of progress is determined**
- ❖ Use rubrics
- ❖ Have clearly defined procedures and routines to train students
- ❖ Utilize technology
- ❖ Communicate with parents often, especially when academic performance changes, behavior impacts self or others, there is good news to share, or attitude changes
- ❖ Professionally develop yourself & initiate opportunities
- ❖ Communicate concerns through the office for administrative support
- ❖ If child is not making progress, contact home (initiate vs. react)

#### **STUDENTS**

What can **students** do to assist student excellence?

- ❖ **Keep their Planner organized**
- ❖ **Do all homework**
- ❖ Try your best, all the time!
- ❖ Ask questions when you don't understand
- ❖ Follow the Code of Conduct
- ❖ Be respectful to yourself, your peers, and adults
- ❖ Report dangerous or destructive behavior
- ❖ Be an active participator! Join in on class discussions!
- ❖ Complete a "Bully Report Form" when appropriate
- ❖ Talk with your parents about school
- ❖ Come to school with all your supplies and materials

#### **PARENTS**

What can **parents** do to assist student excellence?

- ❖ **Monitor children's homework; provide a quiet space to work and a scheduled time**
- ❖ **Provide consistent routines**
- ❖ Ensure a good nights rest each evening
- ❖ Listen to what they are saying and what they are not saying
- ❖ Give a good start to each day! Breakfast and a hug!
- ❖ Sign your child's Planner each night
- ❖ Review the Student Handbook with your child
- ❖ Communicate with the school about any changes at home
- ❖ Share your successes with your children, lead by example
- ❖ If questions or concerns about student progress arise, contact the teacher
- ❖ Get involved as a school volunteer
- ❖ Send child to school with all needed supplies