



## Park Forest Middle Creative Sciences and Arts Magnet School Stakeholder Expectations for Student Success

The administrative team at Park Forest Middle Creative Sciences and Arts Magnet School commits to reemphasize and recommit to our school-wide stakeholder expectations.

**PFM Minimum Classroom Expectations:** In order for students to find success, the chart below details the minimum daily expectations a student and teacher must meet. Academic success comes with consistent, *not intermittent*, adherence to these expectations.

Student Expectations	Teacher Expectations
Present, On Time, & Prepared to Learn	Thoroughly Planned and Prepared
Awake & Alert	Requires students to be awake & active
Engaged & Active	Provides Engaging Instruction
Makes Genuine Effort	Relevant Instruction & Assignments
Completes & Turns in Work <b>on Time</b>	Meaningful & Reasonable Work

**PFM Staff Areas of Emphasis:** In the second semester, these are the areas we, as a staff, are committed to consistently focusing on.

1. Consistent Parent Outreach documented in Jcampus
  - o D/F calls to parents (these should *not* substitute for checking the [Parent Portal](#))
  - o 24 hour (work day) response time to parent emails
2. Timeliness of grading assignments and updating online gradebook
3. Clarified and consistent make-up and late work policies

### **Communication with Concerns or Questions**

- All communications regarding questions or concerns should start at the point of origin.
- **Student Concerns/Questions**
  - o **All students have a school-issued email address.** Student communications with staff must be conducted using the official school account, **NOT** a personal email account.
  - o Each school email must be set-up by the student to receive messages, otherwise responses will be denied. Students should follow the [Student Email Setup Steps](#).
  - o Students with questions or concerns should email their teacher or counselor, directly.
- **Parent Concerns/Questions**

<b>Concern</b>	<b>Individual</b>	<b>Position</b>	<b>Email Address</b>
<b>Concerns with student progress, assignments, grades</b>	Teacher	Teacher	Website/Course Syllabus
<b>General School Business, Learning Environment changes Attendance or Bus Questions</b>	Paula Whitmore Chester Cormier	Front Office Clerks	<a href="mailto:pwhitmore@ebrschools.org">pwhitmore@ebrschools.org</a> <a href="mailto:ccormier@ebrschools.org">ccormier@ebrschools.org</a>
<b>Academic Concerns, Scheduling, Support, SEL</b>	Dr. Monica Malbrue	School Counselor (A - M)	<a href="mailto:mmalbrue@ebrschools.org">mmalbrue@ebrschools.org</a>
		School Counselor (N - Z)	Staff
<b>Testing Questions/Concerns</b>	Dr. C. Parker	Testing Coordinator	
<b>ESS/504 Concerns</b>	Shonda Zeno (ESS) (504)	ESS/504 Coordinator	<a href="mailto:szeno@ebrschools.org">szeno@ebrschools.org</a>
<b>Athletics</b>	Xavier Rawls	Principal	<a href="mailto:xrawls@ebrschools.org">xrawls@ebrschools.org</a>
<b>Unresolved concerns with classroom instruction</b>	Sharell Nora Arneisha Brisco	Assistant Principal	<a href="mailto:sdunn1@ebrschools.org">sdunn1@ebrschools.org</a>
<b>Magnet Transition or Academic Probation</b>	Amber A. Darensbourg	Steam Coordinator	<a href="mailto:adarensbourg@ebrschools.org">adarensbourg@ebrschools.org</a>
<b>Discipline concerns with students or classroom</b>	Damon Franklin	Dean of Students	<a href="mailto:dfranklin5@ebrschools.org">dfranklin5@ebrschools.org</a>
	Brandon Williams		<a href="mailto:bwilliams22@ebrschools.org">bwilliams22@ebrschools.org</a>
<b>Unresolved concerns addressed with staff or confidential situations</b>	Xavier Rawls	Principal	<a href="mailto:xrawls@ebrschools.org">xrawls@ebrschools.org</a>



**Important Reminders for Parents:**

1. **Google Applications for instructional purposes have been used by students for years.**
  - a. All students understand how to use Google Classroom. (Including how to find assignments, attach assignments, and turn in assignments on time.)
2. **In order to have maximum impact, any concerns with student grades should be addressed in a timely manner *throughout the semester*.**
  - a. Every student has an opportunity to establish a new pattern and expectation for the second semester.
3. **Grades, attendance, discipline, and transcripts are readily accessible to parents through the [Parent Portal](#).**
  - a. Parents can get access to the PSN to set up your account by calling the main office or emailing the student's counselor.
  - b. Parents should check the Parent Portal weekly to track student progress and google classrooms.
4. **It is important to balance healthy expectations for student-teacher and parent-teacher communications.**
  - a. Our committed goal is to return emails within a 24 hour work-day period.
  - b. Please ensure that communications with teachers are concise and direct. These qualities of a communication help to ensure teachers are able to read through and address concerns in a timely manner while also grading, planning, and teaching.
5. **Weekly Informational Updates are sent to families by text on active cell phone numbers, Remind app, and email addresses each Sunday afternoon. The website linked has access to all updates.**
  - a. Please read through these updates each week and make sure the school has updated contact information on file.

School Website: [Park Forest Middle](#)