

WELCOME LETTER TO PARENTS

School Name:

Academic Year:

Dear Parents/Guardians,

Welcome to the new academic year at our school. We are pleased to have your child enrolled and look forward to a successful partnership in supporting their educational journey. This letter outlines important information regarding school policies, expectations, communication methods, and opportunities for involvement.

1. School Policies and Procedures

Our school adheres to all applicable federal and state laws to ensure a safe, respectful, and productive learning environment. Parents and guardians are expected to familiarize themselves with the student handbook, which details the code of conduct, attendance requirements, dress code, and disciplinary procedures. Compliance with these policies is mandatory for all students.

2. Attendance and Punctuality

Regular attendance and punctuality are essential for academic success. Please notify the school promptly of any absences or tardiness. Excessive unexcused absences may result in interventions according to state attendance laws and school district policies.

3. Communication

We encourage open communication between parents, teachers, and staff. Important announcements and updates will be shared via email, school portals, and scheduled meetings. Please keep your contact information updated with the school office to ensure you receive all correspondence.

4. Parent Involvement

Parental involvement positively impacts student achievement. We invite you to participate in school events, volunteer opportunities, and parent-teacher organizations. Details on upcoming activities and how to get involved will be provided throughout the year.

5. Student Health and Safety

The health and safety of students is a top priority. Please ensure the school is informed of any medical conditions, allergies, or medications your child requires. Emergency contact information must be current. The school complies with all applicable health and safety regulations including those related to COVID-19 and communicable diseases.

6. Technology and Internet Use

Students have access to technology resources for educational purposes. All users must comply with the school's Acceptable Use Policy, which prohibits unauthorized access, inappropriate content, and misuse of technology. Parents

are encouraged to review these policies with their children.

7. Confidentiality and Privacy

The school respects the privacy and confidentiality of all students and families in accordance with applicable federal and state laws, including FERPA. Personal information will only be shared as permitted by law and for legitimate educational purposes.

8. Grievances and Dispute Resolution

Should any concerns or disputes arise, parents are encouraged to first address them directly with the appropriate teacher or school staff. If unresolved, matters may be escalated to administrative personnel and follow formal complaint procedures as outlined in the student handbook. The school is committed to fair, prompt, and impartial resolution of all grievances.

9. Legal Compliance and Governing Law

This welcome letter, along with referenced policies and agreements, shall be governed by and construed in accordance with the laws of the United States and the relevant state jurisdiction. Nothing herein waives any rights afforded to parties under applicable law.

10. Acknowledgment

By continuing as a student of this school, parents and guardians acknowledge receipt of this welcome letter and agree to abide by the policies and procedures herein. Your cooperation and support play an essential role in fostering a positive educational environment for all students.

PARENT/GUARDIAN SIGNATURE

SCHOOL REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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