

STUDENT AND PARENT/GUARDIAN ENROLLMENT CONTRACT

Please **READ and COMPLETE** this form to confirm your understanding and agreement of Mary G. Porter Traditional School's Enrollment Contract.

Porter students are expected to strive for academic success and follow the PWCS Code of Behavior. Students are expected to maintain excellent conduct and work habits throughout the year, as well as abide by Porter's Conduct, Attendance and Volunteer standards, and the Porter Uniform Policy. Porter Parents are expected to support the PWCS Code of Behavior and Attendance standards; as well as support Porter's Conduct, Attendance, and Volunteer standards, as well as the Porter Uniform Policy.

VOLUNTEER HOURS EXPECTATIONS:

STUDENTS are REQUIRED to participate in school and/or community service/volunteer projects each year. The required number of hours is respective to their grade level:

Grades 1-3.....10 hours

Grades 4-5.....15 hours

Grades 6-8.....20 hours

PARENTS/GUARDIANS are REQUIRED to complete **10 school related volunteer hours per child** enrolled at Porter.

DONATIONS may be made for up to 3 hours per student.

PARENT/GUARDIAN VOLUNTEERS are expected to volunteer for the full amount of time that they sign up for, not just until you meet your volunteer requirements.

PARENT/GUARDIAN VOLUNTEERS are expected to show up and complete their volunteer service if they signed up for something. However, if unable to make it, they are expected to contact the school ahead of time to inform the front office.

NOTE: "Your child's safety and the safety of all children in attendance is our main priority. Every volunteer slot is necessary to ensure the safety of all children and to ensure the activity has plenty of volunteers.

★ALL VOLUNTEER HOURS MUST BE COMPLETED BY THE LAST DAY OF SCHOOL ★

ATTENDANCE STANDARDS:

In accordance with **PWCS Attendance Regulation 724-1:** "In order for a child to learn, it is important that he/she be in school and that he/she arrive on time. Poor attendance and tardiness can have a detrimental effect on your child's education." Attendance standards are important criteria in a school becoming a **School of Excellence** and in making "**AYP**" Adequate Yearly Progress; both of which Porter has been for the past 15 years!

Parents are responsible for their child's attendance at school. Parents should make sure absences are used for a real emergency or illness. To ensure your child's success at Porter, **excellent attendance is a must.**

TRIPS should be taken during summer break and/or other school breaks. Any student missing 15 consecutive days will be withdrawn from school per **PWCS Regulation 724-1:** "*Absences extended beyond 15 consecutive school days will result in the withdrawal of the student from school in accordance with Virginia Department of Education regulation.*" Upon the student's return, they will be required to attend their base school.

If a student accrues 10 or more absences, he/she may be placed on **ATTENDANCE PROBATION**; if the absences continue, his/her transfer may be revoked for the following year. Three (3) Tardies and/or Leave Earlys will equate to one (1) absence. Excessive tardiness may result in a student's transfer being revoked for the following year.

CONDUCT STANDARDS

ALL Porter students must maintain outstanding conduct. Porter students **MUST MAINTAIN** an "S" or "O" in Conduct in all Core classes each grading period. Any student receiving a **discipline referral** in two consecutive grading periods will be placed on **DISCIPLINARY PROBATION** and IF a discipline referral is received in the next grading period, the student will have his/her transfer to Porter revoked for the following year.

Elementary Students (grades 1-5)

Any student receiving an **S-** or below in Conduct for two consecutive grading periods will be placed on **DISCIPLINARY PROBATION** and IF improvement is NOT made in the following grading period, the student will have his/her transfer to Porter revoked for the following year.

Middle School Students (grade 6-8)

Any student receiving a **U** in conduct in four or more classes per grading period, for two consecutive grading periods will be placed on **DISCIPLINARY PROBATION**. IF improvement is NOT made the following grading period, the student will have his/her transfer to Porter revoked for the following year; which could potentially impact the ability to participate in club sports.

ADDITIONAL EXPECTATIONS:

PWCS Bus Transportation

Riding on a PWCS school bus is a privilege, and rules are established to ensure the safety of ALL children riding the school bus. PWCS bus transportation rules are listed in the Code of Behavior; please read and discuss these rules with your child. All students need to be aware of the bus rules.

Parents/Guardians or a designated responsible person are responsible for taking their student to the express bus stop and waiting with the student until the bus arrives in the mornings; additionally, parents/guardians/responsible person are expected to be at the express bus stop in the afternoons to get their student off the bus.

Students who are not met at the bus stop by a parent/guardian/responsible person will be returned to the school, where they will need to be picked up. Repeated failure to comply with these expectations may result in the loss of a student's bus transportation privileges.

Carline Procedures

Porter administration, along with input from the VDOT, PWC Police, and PWCS Risk Management, have established a set of carline and parking lot procedures for your child's safety, as well as all involved with the carline. It is imperative to everyone's safety and well-being that these procedures be adhered to.

Parents/Guardians/Responsible persons tasked with dropping off or picking up a student in the carline must follow these procedures; repeated failure to do so may result in the student's transfer being revoked for the following school year.

Field Trip Expectations

Parents/Guardians volunteering as chaperones for a class field trip are expected to attend the field trip if they sign up for it. It is important for the safety of the students that each field trip has the required number of adults present.

Additionally, the parent/guardian that signed up as a volunteer chaperone is the individual that must volunteer. For the safety of the students, we cannot have older siblings or friends of the family volunteer as field trip chaperones.

-----**ACKNOWLEDGEMENT OF PARENT/GUARIDAN & STUDENT ENROLLMENT CONTRACT**-----

- I understand and agree to adhere to and support my student in adhering to the Conduct Standards.
- I understand and agree to adhere to and support my student in adhering to the Attendance Standards.
- I understand and agree to adhere to and support my student in adhering to the Volunteer Expectations.
- I understand and agree to adhere to and support my student in adhering to the Additional Expectations.
- I understand and agree to follow the Porter Carline Procedures.
- I agree to pick my child up at the designated DISMISSAL time. I understand that repeated failures to do so will result in the requirement that my child ride the bus home in the afternoons.
- I understand that early student check outs must be prior to 3:15pm. (NEW for 2025-26)
- I understand that I am responsible for getting my child to school ON TIME. I understand that if my child is tardy more than 10 times in a school year the follow actions must take place:
 1. My child will be switched to bus transportation, to and from school for the remainder of the year.
 2. Bus transportation for my child will be mandatory for the next school year.
 3. My child's transfer to Porter will be revoked if he/she does not ride the bus.

By signing below, I acknowledge my understanding and agreement with the Porter Parent/Guardian and Student Enrollment Contract.

Student Name (print): _____

Grade: _____

Parent Signature: _____

Date: _____