

August 28, 2017

Dear Parents/Guardians,

We are excited about a successful start to working with you and your child this school year. In order for this program to be successful, it is important for the family and school to work together. As a school, we agree to assist your child academically, behaviorally, and socially. We will maintain contact with you on a regular basis. As part of your child's enrollment at Dr. Robert Ketterer Charter School, you are responsible for the following:

1. Returning phone calls to the school in a consistent and timely manner.
2. Attending meetings as scheduled.
3. Calling the school when my child is either late or absent.
4. Scheduling appointments outside of school time as often as possible.
5. Notifying the school immediately of any changes in address or phone.
6. Supporting school disciplinary codes.
7. Signing and returning weekly evaluations in a timely manner.
8. Returning all forms to the school with the appropriate information.
9. Sending your child to school daily with the exception of excused illnesses or circumstances.
10. Providing the school with necessary documentation with regard to tardiness and absence.

It is extremely important for us to work together to allow students the opportunity to get the most out of the program. By not following through with such responsibilities, you will be putting your child's enrollment and our ability to service them at risk. Thank you in advance for your cooperation.

Sincerely,

Eric Guldin, CEO

Brooke Pierce, Principal

Nicole Myers, Asst. Principal

Tara L. Achtziger, Asst. Principal