

# **DIXIE MAGNET ELEMENTARY SCHOOL PARENTAL INVOLVEMENT POLICY**

(Legally Required for Title 1 Schools and Best Practice for Others)

Dixie Magnet Elementary School welcomes parents and guardians into our school. We believe parent interest and involvement are important contributors to student learning, positive self-esteem and faculty/staff motivation. Parent/teacher partnerships are vital in the development and continued success of children. Dixie Magnet Elementary School believes that parent involvement helps to strengthen the connection between home and school. An annual meeting will be held to inform parents of all services available to families including the Title I Program, to explain the requirements of the program and their right to be involved. The School Council, in conjunction with the Title I teacher, will strive to build strong parent involvement in several ways.

## **DEFINITION OF PARENT**

The legal definition of a “parent” is a parent, stepparent, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

For the purposes of this policy we will use the term “parent” to encompass all diverse family situations.

## **COMMITMENTS**

We commit to:

1. Sharing clear information about each student’s progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Making representative parents and community members full partners in our decision-making.
4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities, and parents of migratory children.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life.
6. Establishing rapport between school and home.
7. Creating a school climate and atmosphere that invites parental participation.
8. Encouraging greater communication between school and home.

We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

## **SCHOOL-PARENT COMPACT**

Our students, parents, families, and extended families, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents, and the students:

## **SCHOOL RESPONSIBILITIES**

Dixie Magnet Elementary will:

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky's academic standards.
2. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
3. Assign homework in accordance with our Homework Policy.
4. Provide parents with frequent reports on their child's progress.
5. Hold at least two parent-teacher conferences, one in the fall and one in the spring, to discuss the individual student's achievement. Opportunities, where appropriate, will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
8. Support an active Parent Teacher Association or Organization.
9. Provide parents opportunities including but not limited to:
  - Observing their child's classroom activities.
  - Tutoring.
    - Assisting with classroom activities that require more than one adult.
    - Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
    - Serving on one of our decision-making committees.
    - Joining our parent teacher organization and participating in its efforts to strengthen our school.
    - Volunteering along with other concerned members of our community in other areas as needed.
10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource/Youth Service Center will share responsibility for student achievement by:

- Surveying families at least once every other year to learn what services and activities would most help them support their children as learners.
- Offering a well-planned, well-publicized menu of activities and programs to meet those needs.

Efforts will be made, during Open House and parent conferences, to assist parents in understanding Dixie's Parent Involvement Policy, the School-Parent Learning Compact, school curriculum student assessment results, and school performing results. Parent conferences and meetings will be held at different times during the day to accommodate all schedules. Parents will be invited to attend an Advisory Council Meeting in the fall and spring to help plan, review,

and improve the school's Title I program. This includes reviewing the Parent Involvement Policy and the School-Parent compact.

Dixie's faculty and staff will establish open lines of communication between the school and home that may include but are not limited to: written correspondence (newsletters, memos, and notes home, email); a minimum of two parent-teacher conferences each year, four progress reports; telephone calls; and parent surveys.

Parents will be invited to meet the staff, learn about programs, ask questions, give input and receive feedback by participating in school functions including, but not limited to: Open House, Family nights, parent-teacher conferences; PTA meetings and activities; training sessions; and SBDM elections and meetings. Child-care and transportation information will be shared, as needed through Title I and the Family Resource Center.

### **PARENT RESPONSIBILITIES**

Parents are asked to:

1. Monitor attendance.
2. Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.
3. Make sure homework is completed.
4. Assist their child with time management.
5. Participate, as appropriate, in decisions relating to their child's education.
6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.
7. To the extent possible, volunteer, serve on the school council or a committee, attend School Based Decision Making Council meetings, and comment on draft policies and plans as they are made available.
8. Participate in at least two scheduled parent/teacher conferences per year.
9. Send in notes within two days of student absence.
10. Provide time and a space for homework.

Parents will be encouraged to do the following:

- To join PTA
- To attend school sponsored family activities
- To participate in volunteering opportunities (contact teacher/PTA for specific opportunities)
- To offer their ideas and suggestions through scheduled conferences with school staff and/or SBDM members
- To serve on standing committees including Curriculum and Instruction; Students, Parent, Faculty Support; Technology and Instructional Materials; and Consolidated Planning and Budget.

In the interest of the overall educational experience for all students, parents are to schedule classroom visits, observations, and volunteer opportunities in advance with the teacher and/or principal.

Efforts will be made to accommodate parents with disabilities and to provide information in the language used at home.

\*Please note that for the safety and protection of our students, volunteers in the school must comply with Fayette County's background check policy. Visitors must also sign in upon arrival to the school and wear a visitors badge while on the premise.

### **STUDENT RESPONSIBILITIES**

With support from parents, students are asked to:

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.
4. Complete and turn in all assigned homework.
5. Give parents or the adult who is responsible for them, all notices and information received from the school.

Our School-Parent compact is attached. This is reviewed and revised as needed annually by the SBDM Council.

### **VISITOR SCREENING AND CONFIDENTIALITY POLICY**

Fayette County Public Schools is required to protect all personally identifiable data, information and records collected, used or kept by the school district about a student. In an effort to ensure student privacy in compliance with the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Act (IDEA), the following procedures will be followed at Dixie Magnet Elementary School:

- Signs directing all visitors to the office are posted on all doors leading into the school building.
- All visitors must sign in at the office and receive a visitor's badge.
- By signing in, all visitors are agreeing to the confidentiality statement.
- Visits to classrooms shall not disrupt instruction; discussions concerning a child's progress with the teacher must be scheduled.
- All classroom volunteers, visitors and observations should be scheduled in advanced.
- Lunch visits to the cafeteria require the visitor to sign in at the office.
- All visitors must sign out when leaving the building.
- Any visitor without a badge on will be directed to the office to sign in before proceeding to the classroom.

### **POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 11/5/02

Date Reviewed or Revised: 6/5/14

Date Reviewed or Revised: 4/11/16