



Carrie Downie Elementary School
1201 Delaware Street, New Castle, DE 19720

Nneka M. Jones
Principal
(302) 323-2926
FAX (302) 323-2929

nmjones@colonial.k12.de.us
www.colonial.k12.de.us

Carrie Downie Elementary School Parental Involvement Policy

2009-2010

At Carrie Downie Elementary School we are committed to working together to provide the best education for children. We encourage and need your input in making our school the best it can be through constant review of our policy. Thank you for your involvement in your child's education. We look forward to a successful year. If you have any questions, please call our school at 323-2926.

Statement of Purpose:

The faculty of our school is committed to providing a quality education for all students and recognize the essential role of parents and the value of their input. We believe a partnership must exist and strive to promote communication and participation of parents in the education of children.

- Carrie Downie provides a variety of opportunities for parents to be involved in activities supporting our school.
- We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home.
- We will provide materials that can successfully be used at home to reinforce the academic success of children.
- It is our goal to provide an atmosphere where parents are able to express their views and to assist in problem solving.
- We want parents to understand that we view them as joint policy and decision makers and plan to emphasize their roles as advocates for their children.

The following list of services and activities to promote parental involvement and provide additional support for student learning was determined through school and parent input:

1. School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- Each teacher will send home a folder containing student papers and work samples each week.
- Teachers will keep parents continually updated on an individual basis to communicate about their child's progress via the Home Access Center on the Colonial website, www.colonial.k12.de.us
- Carrie Downie has a website to house classroom web sites for each teacher. Parents can access their child's grades using a PIN number they receive at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. The school web address is <http://www.e2t2c2.net/carriedownie/>
- The school will provide to parents reports/report cards every six weeks with information regarding their child's academic progress.
- The school will send brochures home with students, post notices in school and provide information about parent workshops and meetings. The school will distribute a monthly newsletter to parents that will give tips to parents about reading together.
- The school will use the student handbook, school web site, signs at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request. The first Title I meeting will be held during the first marking period.
- All parents are invited to participate on the district's Parent Action Committee to provide feedback about the parent involvement process at Title I schools, update documents, and disseminate information, as required by law. Dates will be advertised in advance of these meetings.

2. The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff and parent capacity to engage in these types of efforts. These meetings will include:

- parent-training sessions to help parents understand how to enhance their child's education.
- family reading nights that provide an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.

- teacher conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
- school will engage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - (1) Library assistant
 - (2) Mentor
 - (3) Teacher assistant
 - (4) Special parent lunches
 - (5) Book fair helpers
 - (6) Award's day presentations
 - (10) Field day volunteers
 - (11) Family reading nights
 - (12) Parent education workshops
 - (13) Orientation presentations
 - (14) Open house
 - (15) Parent-school organization
 - (16) Red Ribbon week
 - (17) Chorus/Band concerts

3. The school will provide information to parents about volunteer opportunities.

- The school will provide opportunities for parents and community members to support the instructional program through such programs as mentoring.
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
- The school will work with *George Read, Gunning Bedford and McCullough Middle Schools* to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities.

4. The school will work with parents to create a School-Parent-Student Compact.

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improved student academic achievement and the

means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards.

- All stakeholders will sign the compact.
- Compacts will be filed and maintained by the school annually.

5. The school will provide an opportunity for parents to engage in decision-making processes regarding the school's Title I, Part A program.

- The school will involve parents on school improvement planning committees.
- The school will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will engage parents in decisions about the allocation of its Title I, Part A funds for parental involvement.

6. The school will design an area as a resource center for parents.

- Parents will be encouraged to view the Title I Plan located in the office.
- Provide a list of web sites with programs, resources, events, and training to increase parent involvement in the educational process of their children.

7. The school will engage parents in an evaluation of parental involvement efforts.

- The school will engage parents in the annual evaluation of the Title I, Part A program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment by teachers, parents, and school staff.
- The Parent Input Committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted.
- While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the:
 - (1) growth in numbers of parents participating in workshops and meetings;
 - (2) specific needs of parents;
 - (3) effectiveness of specific strategies; and
 - (4) engagement of parents in activities to support student academic growth.

Provide outreach for parents of limited English proficiency (LEP) students so they can be involved in their child's education.

Strategies

- Provide, whenever practical, pertinent school information in the parents' native language.