



Duncan Chapel Elementary

210 Duncan Chapel Road * Greenville, SC * 29617 * 864/355-2700 * fax 864/355-2769

2016-2017 SCHOOL PARENT & FAMILY ENGAGEMENT POLICY

- A. Duncan Chapel will involve parents in the joint development of the Title I plan, Parent & Family Engagement Policy, School-Parent-Student Compact and process of school review and improvement through the following:
- We will provide parents' access to the Duncan Chapel Parent & Family Engagement Policy by October 31.
 - We will solicit parental input and feedback for revisions or improvement to the Duncan Chapel Parent & Family Engagement Policy and School-Parent-Student Compact.
 - We will conduct an annual "What is Title I?" meeting to inform all stakeholders of the schoolwide Title I plan, the planning process, Title I law, parents rights, and all parent involvement policies.
- B. Duncan Chapel will provide coordination, technical assistance, and other support necessary in planning and implementing effective parent & family engagement activities, to improve student academic achievement and school performance through the following:
- We will coordinate with district and community resources to implement effective parent & family engagement opportunities.
 - We will inform Hispanic families of the on-site bilingual Parent Involvement Coordinator present to assist parents. School-wide communications will be sent home in Spanish.
 - We will provide district required mid-term progress reports and quarterly report cards to inform parents of the academic success of their children.
 - We will solicit 100% attendance for parent-teacher conferences the first quarter of school. All parents will be encouraged to attend third quarter conferences and to schedule others as needed or requested.
 - Parents will receive feedback on all major student assessments and standardized test results.
- C. Duncan Chapel will build the school's and parent's capacity for strong parent & family engagement through the following:
- We will solicit parents to volunteer in the classrooms and in other school activities and to participate in decisions about the school and school programs.
 - Students and parents will be encouraged to review homework daily, Monday through Thursday. Communication folders will be sent home weekly to inform parents of student progress, instructional objectives, current skills of study, school news, upcoming events, and deadlines for projects.
 - We will schedule requested parent visits, parent-teacher conferences, and observations of classroom activities.
- D. Duncan Chapel will coordinate and integrate Title I parent & family engagement strategies with other programs.
- We will provide materials and training to help promote effective parent & family engagement.
 - We will work with the PTA, School Improvement Council (SIC), community agencies and businesses to increase parent participation in the school processes.
 - We will work with district officials to implement special district programs such as Adult Education, parenting classes, early childhood development programs and other Family Literacy programs.
 - We will afford numerous opportunities for school/community participation in parent trainings in literacy, academic and curriculum standards, and parenting skills.

- E. Duncan Chapel will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the Parent & Family Engagement Policy in improving the academic quality of the school, including identifying barriers to greater participation by parents in school related activities, including volunteering in the classroom (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); use the findings of such evaluation to design strategies for more effective parent & family engagement; and revise, if necessary, the parent & family engagement policies described. Procedures will include the following:
- We will work closely with the district Title I office to see that the school involves parents in the development of the parent & family engagement policy.
 - We will provide opportunities for the participation of parents of limited English proficiency, parents with disabilities, and parents of migratory children. We will provide school information and reports in easy to understand language.
- F. Duncan Chapel will involve parents in the activities of the school and forward all information to parents related to school and parent programs, meetings, and other activities in a format and, to the extent practicable, in a language the parents can understand.
- We will provide social work services for students and parents to assist with the home-school connection.
 - We will inform parents of all school and parents programs, meetings and activities, and keep records of attendance and involvement.
 - Parents will be invited to visit the school to attend all parent programs offered.
 - We will solicit parents as volunteers or to serve on committees for input into decisions about the school and school programs.
 - Parents will be informed through various communications about the school's programs and their children's academic progress.
- G. Duncan Chapel will make accommodations to support parent & family engagement at the district and school levels through the following:
- Arrange school and parent meetings at a variety of times or conduct in-home conferences between teachers or other educators who work directly with participating children in order to maximize parent & family engagement and participation.
 - Encourage parent & family engagement by paying reasonable and necessary expenses, if necessary, associated with transportation and childcare costs to enable participation in school-related meetings and training sessions.
 - Provide training of parents, if needed, to train other parents to enhance the involvement.
 - Participate in district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported by the law.
 - Provide other reasonable support for parent & family engagement activities under this section as parents may request.
 - Provide full opportunity for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I law, section 1111, in an easy to read format, and to the extent practicable, in a language that parents understand.
 - The Staff of Duncan Chapel responds to all written or oral parent concerns, problems, recommendations, or communications related to the Title I school program within 24 hours or by the next school day, whichever comes first.