

Rockbrook Elementary **Title I Parent Involvement Policy 2019-2020**

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- 1) Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- 2) Ensuring that your child completes all homework assignments and special projects and comes to school on time each day prepared, rested, and ready to learn.
- 3) Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- 4) Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- 6) Monitoring your child's academic progress and contacting teachers as needed.
- 7) Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will return your call or meet with you during his or her conference period or before or after school.
- 8) Becoming a school volunteer.
- 9) Participating in PTA.
- 10) Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- 11) Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.

Campus Volunteer Procedures

Volunteers are an important part of the campus. Volunteers provide service and support for both students and teachers. Each campus is committed to the partnership between parents and the school community.

The campus principal is directly responsible for campus volunteers. The campus principal will assess the need for volunteer services and will determine the schedule and assignments for volunteers at his/her school.

- All campus volunteers must complete a criminal background check and successfully pass the background check before volunteering on any Lewisville ISD campus. **Volunteer applications are submitted through the VOLY system and will remain active for 3 school years. A volunteer must reapply every 3 years in order to be considered for volunteer approval. VOLY can be accessed at <https://Lewisvilleisd.VOLY.org>.**
- Volunteers may be assigned in the same classroom as his/her child. However, this type of assignment must be approved by both the campus principal and the classroom teacher.
- Campus volunteer activities include the following: material preparation, assisting on field trips, and assistance for classroom and/or campus celebrations/special events.
- Volunteer activities/assignments may **not include** duties which compromise the privacy of student academic records, student data, or information regarding services to students. Additionally, volunteer activities which take

place in the main office may not include any activity where student or parent information is compromised. The Family Rights and Privacy Act (FERPA) requires procedures that protect the privacy of students' educational records, services to a student, and parent/family information. No pictures should be taken of students other than your own child while attending school activities.

- If any concerns arise regarding volunteers, the principal will make the final determination as to whether the volunteer assignment continues or whether the volunteer assignment on campus is limited.

Parents/community members who wish to volunteer should not be confused with a request to visit a classroom for observation purposes. If a parent requests a visit to the classroom to observe his/her child, this observation must be pre-approved by both the principal and the teacher since visitors in the classroom are disruptive to many students. The classroom visit should be limited to no more than 45 minutes and to one observation per semester per teacher.

Parent-Teacher Conferences

Rockbrook Elementary encourages continuous communication between teacher and parent. A child's educational future is based upon teacher and parent working together. It is always a good educational practice for parents and teacher to conference in regard to progress and lack of progress of a child.

Parents are encouraged to schedule conferences. Parents are urged to meet with the teacher during the conference period in regard to the progress of their child. Parents must sign in at the office when arriving at school and must wear a visitor's badge.

When parents feel it advisable to contact teachers personally, they are encouraged to leave their telephone numbers in the school office or voice mail so that the teacher may return the call later. Personal conferences are welcome if a telephone conversation does not prove adequate. Parents may also communicate with their child's teacher via e-mail. Parents/guardians are requested to contact the school when failing grades appear on the student's report card.