DUNCAN RUSSELL COMMUNITY DAY SCHOOL

TITLE I PARENTAL INVOLVEMENT PLAN

2025-2026

Challenging and Preparing Our Students – We believe that a partnership must exist between our parents and our school. We promote positive communication between the school and our students' homes. Parents are welcomed at Duncan Russell Community Day School and invited to participate through a variety of experiences. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home. Materials for home use are provided to reinforce the academic success for students.

It is our goal to provide an atmosphere where parents can 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 role as advocates. The following is a list of services and activities to promote parental involvement and provide additional support for student learning:

1. **School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instructions.**
    - Each student and parent must attend an intake/orientation appointment on campus with the academic counselor and administrator.
    - The school has a website that will keep parents up to date on all school events and activities. Additionally, parents can access their child's grades through the Aeries Parent Portal. Parents may use e-mail to communicate with members of the school staff.
    - Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
    - Parent notified when their student is marked absent.
    - The school will provide parents with report cards every quarter.
    - The school will use the student handbook, school website, and parent orientation meetings about the School Wide Title I Plan (School Plan) as well as provide a copy upon request.

2. **The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parental involvement and build staff capacity to engage in these types of efforts.**
    - These meetings will include parent-training sessions, known as Alternative Education Parent Workshop) to help parents understand how to enhance their child's education (literacy nights, parenting workshops, etc.).
    - The meetings will be held at various times during the day or evening, in person, and virtually to better accommodate parents.
    - Outside speakers will provide parents with more information concerning ways to make their child's academic and social life more successful.
    - The school will hold an orientation for parents to inform them about the school's participation in the Title I programs and to encourage parents to be involved with reviewing and revising of the School's Title I Plan (i.e., ELAC, Bilingual Parent Nights, School Site Council, etc.).
    - Teachers will hold 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 (parent conferences). 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.
    - The school will offer parents a special workshop each year to provide an explanation of the use of TUSD and state adopted curriculum, statewide assessment systems, standards, and other accountability measures.
    - The school will engage parents in the following types of roles and activities to increase their involvement and support for student learning.
        i. Parent education workshops
        ii. Meet the principal
        iii. Open house
        iv. Quarterly Awards
        v. Red Ribbon week
        vi. End of Year Field Day volunteers
        vii. Back to School Night
        viii. Assemblies (presenters)

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 presenters during school-wide assemblies.
    - The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer effort during orientation of parents (Back to School Night). Teachers/administration 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 to put them at ease and make the experience pleasant and successful.

4. **The school will work with parents to create a School-Parent-Student Compact.**
    - School staff, parents, and students have a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improved student academic achievement and how 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.

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. 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 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 provide a parent resource center for parents.**
    - Parents may check out materials, use the computer to check grades, and visit educational websites. Parents will be encouraged to view the Title I Plan. All suggestions from parental or student input are addressed by the

administration. Parents can access the Title I Plan during the hours of 7:30a-4:30p or at a pre-arranged scheduled time that is convenient for the parent.

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 the LCAP survey filled out by teachers, parents, and school staff. The School Site Council 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.

8. **When is the policy reviewed?**
    - The Parent Involvement Policy is reviewed annually (in October/November) at the beginning of the school year with the School Site Council and ELAC committee.
    - Via school messenger to all parents that the plan is posted on our website.