



# SMYRNA SCHOOL DISTRICT

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## Parent/Guardian Involvement Guidelines

Elementary / Intermediate Schools

**2024-25**

The Smyrna School District is committed to helping teachers, students, and parents/guardians work 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 guidelines. 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 District Office at 302-653-8585.

### **Statement of Purpose**

In the Smyrna School District, our faculty is committed to providing a quality education for all students and recognizes the essential role of parents/guardians and the value of their input. We believe a partnership must exist and we strive to promote communication and participation of parents/guardians in the education of their children.

- Our schools provide a variety of opportunities for parents/guardians to be involved in supporting academic and non-academic activities.
- We believe that teachers have a responsibility to provide guidance for parents/guardians to nurture their child's formal instruction at home.
- We will provide materials and strategies that can successfully be used at home to reinforce the academic success of children.
- It is our goal to provide an atmosphere where parents/guardians are able to express their views and to assist in problem solving.
- We want parents/guardians to understand that we view them as joint decision-makers and respect their roles as advocates for their children.

The Smyrna School District requires each K-6 school to promote parent/guardian involvement and provide additional support for student learning, consistent with the Every Student Succeeds Act (ESSA). The following list of services and activities has been developed with school and parent input, and will be reviewed annually.

### **1. The Smyrna School District will coordinate, assist, and support schools in implementing effective parent involvement activities to improve student academic achievement and school performance.**

- Information related to school and parent/guardian programs, meetings, and other activities will be made available to the parents/guardians of participating children in an understandable and uniform format and provided in a language the parents/guardians can understand.
- Completed student classwork will be sent home on a regular basis.
- Parents/guardians will be updated on an individual basis about their child's progress. Parents/guardians of students in grades K-6 can access their child's grades through *Campus Parent* using credentials that the school district provides. Instructions on how to access Campus Parent are available through the school main office. This access can be gained through the Family Resources section of the district website at [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us).

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws. Inquiries should be directed to the District Superintendent.

- A website will be available for each elementary school that houses classroom web pages for each teacher and/or teachers will share access to their Google Classroom.. Parents/guardians may use email to communicate with members of the school staff.
- Notices will be posted in each school to provide information about parent workshops and meetings.
- Student handbooks, school websites, informational fliers, and parent/student events will be organized to increase awareness of the School-wide Title I Plan. The first Title I meeting will be held at the beginning of each school year.
- All parents/guardians are invited to provide feedback about the parent involvement process, update documents, and disseminate information, as required by law. Dates will be advertised in advance of these meetings and can be found on each school's monthly calendar.

**2. The Smyrna School District will build the schools' and parents/guardians' capacity for strong parental involvement including:**

- Holding orientation meetings, held at the beginning of each school year, to assist parents/guardians of the children being served in understanding state standards, district and school assessments, and how to monitor a child's progress and work with educators to improve the academic achievement of their children
- Providing materials and training to help parents/guardians work with their children to improve their children's achievement
- To the extent feasible and appropriate, coordinating and integrating parent involvement programs and activities with Head Start, the Early Childhood Program, and private preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in the education of their children
- Ensuring that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating children in a format and in a language the parents/guardians can understand
- Holding an annual community event, I Love the Smyrna School District Day, to showcase the district's current initiatives and programs and celebrate student achievements
- Holding family reading and math nights that provide an opportunity for parents/guardians and their children to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement
- Offering individual parent-teacher conferences, where parents/guardians will be given a summary of their child's progress and an explanation of the interventions that staff members are using to assist the child in reaching achievement goals. Parents/ guardians will be asked to engage in discussion of how they can support these efforts. Parents/guardians will also be given suggestions for coordinating school-home efforts and explanations of coursework and grading procedures
- Encouraging parents/guardians to participate in the following roles and activities to increase their involvement and support for student learning:
  - ☐ Library Assistant
  - ☐ Mentor
  - ☐ Classroom Volunteer
  - ☐ Book Fair Helpers
  - ☐ Awards Day Presentations
  - ☐ Field Day Volunteers
  - ☐ Family Reading and Math Nights
  - ☐ Parent Education Workshops
  - ☐ Open House
  - ☐ Parent-School Organizations

- 3. Smyrna School District will work with each of its schools to create a School-Parent-Student Compact:**
  - This compact will outline how parents/guardians, staff, and students share the responsibility for improved student academic achievement and the means by which the Smyrna School District and parents/guardians will build and develop a partnership to help children achieve the state's high academic standards
  - All schools will post the compact on their school webpage
  - Parents/guardians may print the compact out or hard copies will be made available at each school, upon request
  
- 4. Smyrna School District elementary teachers will work with John Bassett Moore Intermediate School and Clayton Intermediate School to ensure a smooth transition from one school to the next, and will raise parent awareness of the new school's procedures and related activities.**
  - Elementary teachers will communicate with teachers at JBM and CIS to ensure proper student placement using various individual student data
  - A tour of the intermediate school at the end of school and a New Student Orientation in August will be offered to students going into our intermediate schools.
  
- 5. The Smyrna School District will provide a Parents/guardians Right to Know document.**
  - Parents/guardians will be notified of their rights to request information regarding the qualifications of all teachers and paraprofessionals.
  - This document will be included on the district website (Board Policies) in an understandable format at the start of each school year. A printed copy will be provided upon request.
  
- 6. The Smyrna School District will conduct, with parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served under this part, including: identifying barriers to greater participation by parents/guardians, designing strategies for more effective parent involvement, and revising parent involvement policy/procedures as necessary:**
  - Parents/guardians will be invited, at the beginning of the school year, to an orientation about the Title I program and its requirements.
  - Parents/guardians will be invited to participate in the annual evaluation of the Title I program's parental involvement efforts.
  - Parents/guardians will be involved in making decisions about parent involvement at each school.
  - A list of resources will be available on each school's web page to increase parent involvement in the educational development of their children.
  - A committee consisting of teachers, administrators, and parents/guardians will determine the effectiveness of the parental involvement plan and make any changes.
  - During the annual evaluation process, these stakeholders will identify barriers to participation. Once these barriers have been identified, the district will implement strategies to lessen or eliminate those barriers and help increase parent involvement.
  
- 7. The Smyrna School District will engage parents/guardians in the joint development of the Title I program, consolidated application, and the process of school review and improvement:**
  - Parents/guardians will be invited to provide input on school improvement planning committees
  - Information will also be collected on:
    - i. Number of parents/guardians participating in workshops and meetings.

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- ii. Specific needs of parents/guardians.
- iii. Effectiveness of specific strategies.
- iv. Parent's perceived benefit of participation in activities

**8. The Smyrna School District will educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of contributions of parents/guardians, and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent programs, and build ties between parents/guardians and the school:**

- The Community Outreach Coordinator will participate in monthly community dinners, with a focus each month on ways the families can effectively work with the school district.
- Administrators from the Office of Curriculum and Instruction will provide training to school teams and to aspiring educational leaders that focuses on understanding the rights of parents/guardians and on how to effectively have all parents/guardians feel a part of the school teams.

**9. Each school will provide outreach for parents/guardians of Multilingual Learner (MLL) students so that they can be involved in their child's education. This effort will include:**

- Providing pertinent school information, such as lunch forms and test scores, in the parents/guardians' native language.
- Sending home picture books to students, in their native language for parents/guardians, detailing the importance of reading to children in their first language.
- Provide translation services for parent-teacher conferences and other school-based meetings (Individualized Education Plan, Section 504, etc.)
- Hosting MLL Family Information nights, similar to building reading and math information nights
- Providing access to information about MLL education through the district website at [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us).