



ICEF Public Schools

"The mission of ICEF Public Schools is to prepare all students to attend and compete at the top 100 colleges and universities in the nation."

PARENT-STUDENT HANDBOOK 2014-2015

SECTION VII: PARENT POLICIES AND PROCEDURES

Parent Involvement Policy

Parent involvement is a key factor in student's academic performance. For this reason, parents are expected to be active participants in their child's education venture by communicating with teachers and monitoring their child's academic progression. Parents are also encouraged to visit school sites, as this helps bring the school community closer and increases the responsiveness of school administration. Every ICEF School employs a Parent Liaison, who will work with parents to coordinate parent involvement activities, facilitate meetings and offer parent volunteer opportunities. The Parent Liaison will also serve as an intermediary between the school and families and act as an advocate for parent concerns.

ICEF Public Schools provides many opportunities for parent and family involvement, including but not limited to:

1. Parent/Family Volunteering
2. Parent-Teacher Conference
3. Parent Information Meeting
4. Parent Grade Level Meetings
5. Parent Classroom Observations
6. School Site Council
7. Cadres
8. LCAP Surveys

**For more information on Parent Information Meeting and School Site Council, please refer to Exhibit E.*

Parent/Family Volunteering Requirements

To encourage parent and family involvement in student education, we ask ALL parents/guardians to complete 40 hours (per family) of volunteer hours before the end of each academic year. Volunteer hours can be completed by parents, guardians, and family member over the age of 18. Depending on the type of volunteer service being done, school may require volunteers to complete a Volunteer Release Form and provide proof of recent (no older than 3 years) negative Tuberculosis reading before completing any volunteer service.

Example of ongoing volunteer services offered at school sites (may vary by school):

- a) Attending school sponsored trainings and parent leadership group (Must sign-in)
- b) Morning supervisions (7:30-8:30am)
- c) Lunch supervision and clean-up,
- d) Afterschool supervision
- e) Assisting Parent Liaison in preparing for Parent meetings
- f) Special Events Coordination
- g) Serving as Chaperon in School Sanctioned Field Trip (no more than 20 hours)

*****Other special arrangements can be made with Parent Liaison to ensure that all families have the volunteer opportunities. All volunteer services must be approved by Parent Liaison before service hours are completed.***

To get credit for volunteer time, parents/guardians must (1) notify and get approval from Parent Liaison of service to be completed, (2) Sign-in sheet, and (3) have Parent Liaison/authorized staff verify and approve completed volunteer hours. Volunteer hours must be logged the same day service is completed. Each family will have their own volunteer sign-in sheet, which is maintained in the Volunteer Log Notebook found in the main office. Please consult with the parent liaison or office manager if you are unclear as to when and where to log your hours. Please print clearly and complete all entries in the volunteer log so hours can be credited properly. Illegible and incomplete information will not be counted.

The school maintains a report of the recorded volunteer hours. Parents/Guardians can request a report of their completed hours to the Parent Liaison. Upon distribution of the report, you have one week to appeal the official record. After one week, the record will stand. Volunteer hours are recorded per family - it is not necessary to

indicate the same volunteer time for each child. The Parent Liaison will periodically notify families of completed volunteer status throughout the school year. It is advisable that you maintain a record of your volunteer hours

Parent-Teacher Conferences

School wide parent-teacher conferences are held once a year and are an essential part of communication between teachers and parents. Each conference lasts approximately 15 minutes. Conferences are one avenue in which the parent and school community can partner to ensure the success of the student. It is a critical part of the assessment process, where parents and teachers have the opportunity to discuss the academic, social, and emotional growth patterns of the student. Parent conferences also serve as an opportunity to identify student's areas of strengths and weaknesses.

Parent-Teacher Meetings

Parents are encouraged to schedule as many parent meeting with their student's teachers as deemed necessary to ensure the academic success of the student. Teachers and administrators will be happy to listen and address any parent concerns. To schedule a meeting with a teacher or administrator, please contact the main office, leave your name, number, and the name of the person who you wish to meet with. The office manager, will then contact you to determine your reason for wanting to meet. If Office Manager will contact parent and set an appointment. Please note that parents/guardians will not be seen without an official appointment. Meetings may also be scheduled with School Director, as deemed necessary by school Administrators.

Parent Information Meeting

The Parent Liaison and key parent leaders will hold monthly Parent Information Meetings (PIMs) to inform parents on a variety of school issues. PIMs also serve as a platform for parents to voice concerns regarding operation or education issues. The Parent Liaison will seek active parent participation in meeting and will work with parents to devise strategies to involve parents in school programs.

Grade Level Meetings

Grade Level Meetings are held to communicate information pertaining to the individual grades. Meetings will be held in conjunction with the Parent Meeting. The Grade Level chairperson is responsible for confirming and submitting an agenda to the Parent Liaison one week prior to the Parent Meetings. These meetings are facilitated by parents with the assistance of school administrators and teachers. The objective of these meetings is to provide parents with grade specific information and collaboratively plan student-centered activities. The officers for grade level are (1) Grade Level Chair, (2) Treasurer, (3) Secretary, and (4) Field Trip Coordinator. The officers are elected by each grade level parents on an annual basis.

Parent Classroom Observations

Parent involvement is highly encouraged in all ICEF schools. One way that parents can become involved in their child's school is by conducting a classroom observation. A classroom observation can be a planned or unplanned classroom visitation of no more than 20 minutes that allows parents to observe their child in their learning environment. If a parent would like to observe for longer periods of the school day, they must first make an appointment with the office manager and obtain approval from the School Director. Unless proof of a court order that restricts contact with the student has been provided to the school's office, both custodial and non-custodial parents have rights to visit their child's school. It is very important that parents adhere to the following regulations when conducting a classroom observation:

1. Parents must first report to the school's main office before proceeding to student's classroom.
2. Other family members/visitors will not be allowed to accompany parents in the classroom observations. Please make childcare arrangements ahead of time, as small children are not allowed in the classroom observation.
3. Parents must ensure cell phone are turned off or put in silent mode before entering any classroom.
4. Parents must enter and leave the classroom quietly.
5. Parents cannot speak with the teacher or students during class time.
6. Parents cannot stay longer than the allotted 20 minutes without director's permission.