

District: Covington Independent School District
School: Glenn O. Swing Elementary

PARENT AND FAMILY ENGAGEMENT POLICY

Mission Statement

It is the mission of Glenn O. Swing Elementary to provide students with opportunities that promote high levels of achievement and building a community that inspires students to give back and love learning.

Policy Statement

School's responsibility:

- Encourage parents to volunteer at school.
- Make available 1 parent teacher conference dates per school year.
- Make teacher school email addresses available to parents. Communicate with parents through email in a timely manner.
- Be consistent using school planner on a daily basis.
- Offer parent engagement activities after school hours.
- Send home all appropriate correspondence regarding school activities once per week.
- Administrators and teachers will provide phone calls home using One Call system to notify parents of school activities and other important announcements.
- Provide a time for Open House and conferences for parents to visit.
- Keep lines of communication open between schools and families- written and use of technology
- Provide a warm accepting climate.

Parent's responsibility:

- Communicate and respond to teacher's correspondence by both email and planner.
- Parents will make email available to teachers.
- Parents will update their phone numbers as needed with our front office
- Realizing the need to limit disruptions, parents will visit their child's class at a mutually agreed upon time.
- Parents will complete all necessary training and paperwork for volunteering in child's classroom. (FRC will provide the training/paperwork.)
- Talk with child about school day and what they are learning.

Student's responsibility:

- Make sure that all school correspondence is given to parents. (Such as report cards, notes from teachers, family events, etc.)
- Discuss with parents about their school day.

Date Adopted: February 15, 2018

SBDM Council Members

	Chair
	Vice Chair
	Parent Member
	Teacher member
	Teacher member
	Parent Member

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