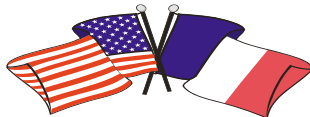


School-Level Parental Involvement Policy

School Year 2009-2010



Audubon Charter School

Janice A. Dupuy Principal

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Family Involvement Contact Person

November, 2009

Date of Approval

Posted on School's Website

Method of Distribution

May, 2010

Planned Date of Evaluation

Mission Statement

Our mission at Audubon Charter School is to provide a developmentally appropriate learning environment in which high academic standards, a comprehensive arts education, and the celebration of individuality and diversity enable each child to achieve his or her potential as a learner, a person and a contributing member of society.

Belief Statements

Audubon Charter School is dedicated to the development of creative, constructive and disciplined learners. This objective is achieved through uniquely innovative educational programs. Each program, Montessori and French encapsulates those best practices established in educational research, such as conceptualization through hands-on learning and academic study through a foreign language. The additional assets of our school environment – those of an arts based instructional focus, multi-culturalism, an effective literacy component, developmental strategies in the teaching of mathematics, a diverse student body, an arts-oriented after school program and a collaborative effort in school leadership combine to provide a rich learning environment for our students. Measurement of test data shows a steady progression of growth over time and is testimony to the effectiveness of our methodology. We have developed a cohesive entity fashioned from our instructional integrity, guidance of the governance board and the Audubon Parent Teacher Organization (PTO). We can thereby assure the continued strong growth of student achievement at Audubon.

Introduction

Established in 1981, Audubon quickly became an outstanding school within our community. Demand led to two-week campouts in order to gain admission. This resulted in a very strong partnership between parents and the faculty. The school became the vision of four teachers who met while attending Montessori certification classes at Tulane University. Two of the four teachers petitioned the Orleans Parish School Board for support of this concept and Howard Montessori School was created. This highly unique inception from the bottom-up guaranteed the success of the school - as the teachers took ownership and responsibility for its ultimate success. In 1986, a French component opened within the school that has been extremely effective for a new cadre of students. The French government took note, and in 1990, Audubon became an official French School in an historical agreement between the French Government and the State of Louisiana. In 2002, the French government designated our school as a center for effective strategies in the teaching of a foreign language. We are proud of Audubon and envision even greater possibilities for our school and, thereby, for our community, as the newly chartered Audubon Charter School.

In May 2006, the Orleans Parish School Board granted Audubon Charter School an additional building, which is located at 719 S. Carrollton Avenue, now known as the "Carrollton Campus." Our new campus currently houses the Montessori grades 4th-8th and the French School grades 3rd-7th. Audubon's main campus is still located at 428 Broadway St. in Uptown New Orleans, walking distance from Audubon Park, Audubon Zoo, Tulane and Loyola Universities. This campus currently houses the French school, grades Pre-K- 2nd as well as Montessori grades Pre-K - 3.

1. When will our school hold annual meetings? The meetings are to be at convenient times and for the purpose of keeping parents informed about our school's participation in Title I. The meetings shall include information about their right to be involved in school planning as well as their child's education process.
 - A. **Open House – September 10, 2009 (Carrollton Campus)
September 15, 2009 (Broadway Campus)**
 - B. **PTO Meetings- 2nd Tuesday of each Month**
 - C. **Report Card Conferences – 1st, 2nd, & 3rd Quarter**
2. How will we involve parents in organized, ongoing ways in planning, review and improvement of Title I programs?
 - A. **Information is presented to parents at Open House. Parents serve on the School Improvement Plan Team and the Parental Involvement Policy Team.**
 - B. **Montessori Curriculum parent meetings are held 3 times a year. French School Parent meetings are held three times a year .**

- C. PTO Meetings- Information sessions presented and facilitated by Parent Advocate, Administrators, Curriculum Directors, and Parents**
3. How will we offer meetings and trainings to help parents work with their children to improve their children's school achievement?
- A. Process in place for parents to schedule parent/teacher /student conferences.**
- B. SAT (Student Assistance Team) meetings held twice monthly at each campus and scheduled as needed.**
- C. Montessori Parent Curriculum meetings held 3 times a year.**
- D. French School Parent meetings are held three times a year .**
4. How will we provide parents with our school performance profiles and assessment results including interpretation of the results.
- A. School Report cards will be distributed to all families and interpretation presented at the PTO meeting.**
- B. Student assessment results are sent home to parents and interpretation presented by Test Coordinator and/or classroom teacher.**
- C. French School Board meetings are held three times a year.**
5. How will we provide parents with a description of the curriculum and the forms of assessment used to measure student progress?
- A. Parents are provided with curriculum descriptions in the Student/Parent handbook and distributed at parent orientation meetings held in August. The handbook is also available on the school's website.**
- B. Teachers are required to send home and/or distribute at Open House a course syllabus outlining the requirements and expectations for the school year.**
- C. Mid-Quarter progress reports are sent home each quarter.**
- D. "Watch Me Work" (parents observe students working within the classroom environment) events are held in the Fall and Spring.**
- E. Parents receive copies of assessment results (LEAP, iLEAP, Performance Series, DIBELS, etc.)**

6. How will we develop a home-school compact that involves the student, teacher, and parent?
 - A. A committee will be created (Parent Advocate, Administrator, Parent, Curriculum Directors, Student) to create the compact.**
 - B. The compact will be distributed to all stakeholders to sign and return.**
 - C. The Parent Advocate will collect the compacts.**
 - D. Implementation will be monitored by the Parent Advocate with input from all stakeholders and revisions made as needed.**

7. Do we hold parent conferences regularly? Yes, NCLB mandates this in elementary grades.
 - A. Parent conferences (report card) are scheduled at the end of the 1st, 2nd, and 3rd quarter of the school year.**
 - B. Conference request forms are available for parents to schedule conferences throughout the school year as needed.**
 - C. SAT conferences are scheduled monthly at each campus and as needed. Parent Advocate makes appointment calls.**

8. How can we provide assistance to parents in interpreting and understanding the new State Content Standards and benchmarks, the Louisiana Accountability System, and State and local assessments?
 - A. Parents are provided information on locating information concerning the above information at the LA Department of Education website.**
 - B. An overview is presented at Open House in each homeroom and parents are provided an opportunity to ask questions.**

9. What will our method be to report frequently to parents about their child's progress?
 - A. Mid-Quarter progress reports**
 - B. Teacher contacts (via telephone, notes, etc.) to parents as needed**
 - C. School's Email system**
 - D. Power School for Parents**

10. How will we provide opportunities for parents to volunteer at school?

Each family is encouraged to volunteer 25 hours per school year:

- A. Chaperoning field trips**
- B. Assisting in classrooms with special projects**
- C. Volunteering at school activities**

*** *A room parent is assigned to each homeroom to coordinate volunteers.***

- 11. How will we develop appropriate roles for community-based organizations?
 - A. Needs of our school are identified and community-based organizations contacted to assist with fulfilling those needs. (Tutoring at the Carrollton campus: students from Tulane University)**
 - B. Informational brochures are distributed to the community businesses inviting participation in school activities/events.**
- 12. How can we coordinate and integrate Family Involvement activities with the Pre-K program?
 - A. Pre-K parent orientation sessions are held at the beginning of the school year.**
 - B. Pre-K parent curriculum meetings are held during the school year.**
 - C. Watch me work night is held Fall/Spring**
- 13. How can we ensure, to the extent possible, the information related to school and parent programs are sent to the home of children in an understandable language and format?
 - A. Information is sent home via the “Rarebird” newsletter and on our school’s website.**
 - B. Some information is distributed in French to accommodate our French School parents.**
- 14. Describe how parents are involved in the decisions regarding how reserved funds are allotted for parental involvement activities.
 - A. Parent education materials are purchased based on the needs identified by parents at curriculum meetings.**
 - B. Parents are provided with *training opportunities, when available* and are allowed to choose which to attend based on funds.**



The following persons participated in the development of the
Audubon Charter School Parent involvement Policy
for the 2009-2010 School Year.



Parents:

Tracy Williams

Robin Stead

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Teachers:

Van Tran

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Administrators:

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Dawn M. Collins

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Other School Staff:

Stephanie Larkins

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District Personnel:

Signatures
