

# West Park Place Elementary School



## Title I School Parental Involvement Policy

***NOTE:** In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118 of the Elementary and Secondary Education Act (ESEA) ( parental involvement policy).*

### **PART I. GENERAL EXPECTATIONS**

The **West Park Place Elementary School** agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. (**See Enclosure**)
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

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- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

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### **PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. **West Park Place Elementary School** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - Providing each parent with a copy of the district Parent Involvement Policy
  - Providing each parent with a signed copy of the school/parent compact to review and sign with their student
  - Teachers and administrators will regularly attend/participate in PTA meetings
  - Collaborating with parents around planning and implementing our Positive Behavior Support program
  - Encourage parent participation on the School Improvement Team
  - Providing opportunities for parents to meet with teachers and administrators about student progress
  
2. **West Park Place Elementary School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Collaborating with parents on school events and programs including curriculum nights, fitness night and multicultural night
  - Providing opportunities for parents to participate on and chair school committees
  - Providing opportunities for parents to participate on the development and implementation of the school improvement plan
  
3. **West Park Place Elementary School** will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - Communicating with parents via the Parent Link messaging system
  - Attending PTA meetings and sharing Title I information
  - Sending home annual meeting reminder flyers
  - Scheduling the annual meeting at a time and day that are convenient for parents
  
4. **West Park Place Elementary School** will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - Providing each parent a copy of the elementary school report card handbook
  - Scheduling and facilitating an open house in which parents will receive grade level specific curriculum and assessment information
  - Hosting curriculum nights that focus on specific content areas that will also provide hands on learning opportunities for parents
  
5. **West Park Place Elementary School** will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

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- Holding regular parent/teacher conferences at various times of the day to discuss student progress
  - Providing opportunities for parent/administrator conferences to discuss student progress
  - Maintaining open communication with parents around school related matters
6. **West Park Place Elementary School** will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
- Providing parents with written reports explaining DIBELS and DCAS assessment results
  - Sharing curriculum assessment information with parents during parent conferences
7. **West Park Place Elementary School** will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
- Parents will receive written correspondence from the school any time a student is taught by someone who is not highly qualified for 4 or more consecutive weeks
8. **West Park Place Elementary School** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
- the state's academic content standards,
  - the state's student academic achievement standards,
  - the state and local academic assessments including alternate assessments,
  - the requirements of Part A,
  - how to monitor their child's progress, and
  - how to work with educators:
9. **West Park Place Elementary School** will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
10. **West Park Place Elementary School** will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Maintaining open communication with parents by way of newsletters, emails and conferences
  - Encouraging parent engagement in classrooms, through PTA and school events
  - Providing opportunities for parent ideas to be heard and considered
  - Providing parents with information they need in order to make informed decisions for their child
  - Encouraging active involvement in the PTA
11. **West Park Place Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Providing with information related to parent resource centers
  - Hosting curriculum nights and other informational forums
  - Offering workshops focused on parental involvement

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12. **West Park Place Elementary School** will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Accessing language translation services through the district
  - Collaborating with the local university for written language translation support
  - Providing information to parents in easy to understand format
  - Providing information orally in circumstances in which parent literacy issues exist

### **PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;