

West Glades School Parent Involvement Policy 2009-2010

Part I: General Expectations

(Note: each school in its School Parental Involvement Policy must establish the school's expectations for parental involvement. (*Section 1118(b), ESEA*)

West Glades School agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to 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.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL FAMILY INVOLVEMENT POLICY COMPONENTS

1. West Glades School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school-wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

- Development of plan with teachers, parents and community members at a SAC meeting
- Availability of a synopsis of the plan in both English and Spanish.
- Copy of plan in the office for public perusal.
- Copies of the plan in the office for distribution to interested parties.
- Overview of plan at PTO meeting and Title One Parent Involvement meeting.
- Press release announcing the approved Parent Involvement and School Improvement Plans' availability at the school.

2. West Glades School will take the following actions to distribute to parents of participating children and the local community, the School Family Involvement Policy:

- Copy of plan in office public perusal.
- Copies of the plan in the office for distribution to interested parties.
- Overview of plan at PTO meeting and Title One Parent Involvement meeting.
- Press release announcing the approved Parent Involvement and School Improvement Plans' availability at the school.

3. West Glades School will update periodically its School Family Involvement Policy to meet the changing needs of parents and the school:

- Annually at a School Advisory Council meeting.

4. West Glades School will convene an annual meeting to inform parents of the following:

- Their child's school participates in Title I.
- The requirements of Title I.
- Their rights to be involved.

(list of rights could include Parent Notices in Table B of the Title I, Part A

Parental Involvement Non-Regulatory Guidance, April 23, 2004 (page 45), a copy of Section 1118; a copy of the school's school-parent compact along with the template from Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, April 23, 2004; a copy of the District's District-wide parental involvement policy and a copy of the school's parental involvement policy), and notification of their school's participation in Title I:

- An annual parent meeting will be held.
- A morning meeting will also be offered, at parent request, to parents who cannot attend in the evening.
- Backpack notes will be sent home, ConnectEd reminder calls made.

5. West Glades School will hold a flexible number of meetings at varying times, and provide translation, transportation, child care, and/or home visits, paid for with Title I funding, as long as these services relate to parental involvement. Meetings/ workshops will be held at various times in the day and will include:

- Childcare if necessary or requested.
- Coordination with participants' schedules when requested.
- A variety of topics related to helping children succeed in school.

6. West Glades School will provide timely information about Title I programs to parents of participating children through:

- Back to school night parent meetings.
- Backpack notes.

7. West Glades School will provide, to parents of participating children, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet by distribution of:

- DIBELS/FORF reports three times a year.
- STAR reading and math reports.
- Information available in the parent student handbook.
- Interim reports.
- Report Cards.
- Information disseminated by teachers at parent conferences, phone contact and notes home.
- Information provided to parents at Back to School Night.
- Information disseminated at parent meetings.
- Distribution of informational pamphlets.

8. West Glades School will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:

- On an individual student level, parents may request a meeting or parent conference at any time they have concerns regarding their child's education.

- Parents are invited and urged to attend staffings and IEP meetings for their child.
- Parents are encouraged to provide respond to and provide suggestions on the annual parent survey.
- Parents are also invited to be a part of and/or attend several governance committees listed below:
 - School Advisory Council (SAC).
 - Parent Teacher Organization (PTO).
 - Other committees such as those concerned with safety and reading initiatives.

9. West Glades School will submit to the District any parent comments if the school-wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Using the Uniform Complaint Procedure:

- a) Parent meets with the person who has the complaint lodged against him/her.
- b) Principal, parent, and person who is subject to complaint meet.
- c) Parent writes a letter to the superintendent regarding the complaints.

PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT

ACADEMIC ACHIEVEMENT

1. West Glades School will build the school's and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- Annual West Glades School Reading Night, planned by the media specialist, and a committee of teachers.
- Monthly distribution of a reading newsletter to Kindergarten through second grade, providing tips to parents on helping their children learn at home.
- Provision of teachers' e-mail addresses and school phone number extensions (voice mail available) to make communication accessible.
- Provision of other backpack note communication explaining upcoming assessments or enclosed assessment reports.

2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:

- Compact is signed upon enrollment and is referred to at parent conferences and home visits

3. The School will, with the assistance of its District, provide assistance to parents of children served by the school in understanding topics such as the following:

- 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 Title I.
- The District's Student Progression Plan
- How to monitor their child's progress.
- How to work with educators.

by undertaking the actions described in this paragraph:

Parents will receive a handout on the academic standards. They will also be discussed at Back to School Night and in parent conferences. Parent meetings and workshops will be held throughout the school year at address the above topics.

4. The School will, with the assistance of its District, 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, by:

- providing a Parent Resource room at the school.
- providing information in the form of newsletters and backpack notes of websites and other non-electronic and electronic resources that parents can use to help their children.

5. The school will, with the assistance of its district and 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:

- Equity training provided by the district
- Selected workshops

6. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Redland Christian Migrant Association (RCMA), Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and 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 an awareness and invitation to use the parent resource center on campus
- Holding a kindergarten registration meeting to assist provide information about the school and what children should know when they enter kindergarten.

7. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the 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:

- ConnectEd phone calls are made in English and Spanish according to the home language.
- Backpack notes and assessment reports are sent home in English and Spanish according to the home language.
- The marquee sign advertises parent involvement events.

PART IV. DISCRETIONARY SCHOOL FAMILY INVOLVEMENT POLICY COMPONENTS

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

- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation, translation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART V. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council sign in sheet and minutes.

This policy was adopted by the West Glades School Advisory Council on Tuesday, May 12, 2009 and will be in effect for the period of one year. The school will announce the availability of this policy to all parents of participating Title I, Part A children on or before October 31, 2009. It will be made available to the local community on or before November 1, 2009.

West Glades School's notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in a language the parents can understand.



(Signature of Authorized Official)

05/12/09

(Date)