

**SHARON DAWES ELEMENTARY
2015-2016 PARENT INVOLVEMENT POLICY**

PART I: GENERAL EXPECTATIONS

Sharon Dawes Elementary agrees to implement the following requirements:

- Consistent with section 1118, the school will ensure that the required school level parental involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school-parent compact consistent with section 118(d) of the ESEA.
- The school 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 a language parents understand.
- If the schoolwide 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 school district.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent involvement activities. 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 parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.
- 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.*

**PART II: DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS**

The following components (Section 1118(a)(2), ESEA) includes a description of actions/activities which satisfy statutory requirements:

1. Sharon Dawes Elementary will take the following actions to involve parents in the joint development of its parent involvement policy under section 1118 of the ESEA:

Parent representatives are members of the school's Local School Improvement Committee (LSIC) and actively participate in the development/revision of the Parent Involvement Policy. As required all parents annually receive a copy of the parent involvement policy. In addition, a copy of the Parent Involvement Policy is posted on the school website.

2. Sharon Dawes Elementary will take the following actions to involve parents in the process of planning, joint development of the program, review and improvement of the Title I program:

Parents are appropriately represented on the school's LSIC. A role of the LSIC is to review school programs and practices for continuous improvement purposes. Specifically, parents are provided an opportunity for input regarding the planning of programs and the overall operations of the school. Major decisions made by the LSIC are communicated to the staff and parents via e-mail and the school newsletter.

3. Sharon Dawes Elementary will hold an annual meeting to inform parents of the school's participation in the Title I, Part A program and to explain the program's requirements and the right of parents to be involved. In addition, parents will be provided with 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.

Sharon Dawes Elementary hosts a "Meet the Teacher Night" prior to the first day of school. This session provides students and parents with an opportunity to meet the teacher(s) and learn classroom expectations. At the first PTO meeting/Open House, all teachers conduct a classroom orientation and the Title I teachers provide an orientation of the Title I schoolwide program. As required, the following information is shared with parents: Reading/ELA and mathematics WV Next Generation Standards, Other Subject Area Content Standards and Objectives, curriculum and programs utilized, assessment information (formative assessments and summative - Smarter Balanced assessment) and proficiency expectations.

4. Sharon Dawes Elementary will, at the request of parents provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.

Regularly scheduled meetings (e.g., LSIC, PTO) provide parents an opportunity to offer suggestions and participate in school-based decision-making. In addition, parent involvement activities are offered several times throughout the year as an avenue to build positive relationships with staff and to help parents with more effectively assist their children with academics. The principal and teachers are available during scheduled parent/teacher conferences, by appointment and via phone/e-mail.

5. Sharon Dawes Elementary will provide each parent an individual student report regarding the performance of their child on the State assessment in at least reading/language arts and mathematics.

All students receive an individual student State assessment report and an assessment letter from the State superintendent. This data and the letter are sent from the WVDE within the first couple of months of each school year and are distributed promptly to parents.

6. Sharon Dawes Elementary will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for 4 or more consecutive weeks by a non-highly qualified teacher (Section 200.56 of the Title I regulations, 67 Fed. Reg. 71710, December 2002).

If applicable, a prompt letter of notification informing parents that their child has been assigned or has been taught for 4 or more consecutive weeks by a non-highly qualified teacher will be distributed to all parents.

7. Sharon Dawes Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the following actions: 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, Part A; how to monitor their child's progress; and how to work with educators.

The initial PTO/Open House meeting provides an opportunity for teachers to provide parents with information including grade level Next Generation (reading/mathematics) and content standards and objectives (all other subjects), strategies for monitoring their child's progress reports/report cards and the requirements of the Title I program. Further, the staff provides information on how parents can work and communicate more effectively with their child's teacher through conferences, phone calls, e-mails, memos/notes, and using student agenda books. Parent involvement workshops are provided throughout the school year to help parents to assist their children with academics, monitoring student progress and how to work effectively with educators. Parents are also provided information pertaining to preparing for the Smarter Balanced State assessment and with understanding assessment data.

8. Sharon Dawes Elementary will provide materials and training to assist parents to work with their children in the areas of improving student achievement, child development, child rearing and additional topics parents may request.

The School Leadership Team analyzes student achievement data and Title I parent surveys to determine specific parental involvement activities. Parent Involvement topics are selected based on student and parent need. Parent involvement reading and mathematics workshops are provided throughout the school year to help parents to assist their children with academic improvement.

9. Sharon Dawes Elementary will 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.

An annual training is provided to educate all staff members to work effectively and to build positive relationships with parents. In addition, professional development is provided to train appropriate staff members to successfully conduct parent/teacher conferences. In addition, PD is provided to encourage effective communication with parents in writing such as on report cards, progress reports, behavior slips, newsletters and other written forms of communication.

10. Sharon Dawes Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, private and 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.

Head Start Roundup is held annually in the spring for the purpose of providing informational and academic packets of materials the parents of each participating household. Head Start students entering kindergarten along and their parent(s) are invited to participate in Head Start Move Day. Kindergarten

students entering first grade along and their parent(s) are also invited to participate in Kindergarten Move Up Day. The Head Start teacher works closely with kindergarten teachers to provide information regarding those students entering kindergarten the following fall. During the "Bring Your Parent to School Day" teachers will plan and conduct demonstration lessons that communicate to parents the essential components of effective reading. These classroom lessons will incorporate phonemic awareness (if applicable), phonics, vocabulary instruction, comprehension and practice in fluency. We have a pre-school parent assistant and parent volunteers that work with the students.

11. Sharon Dawes Elementary will ensure 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.

All information pertaining to academics and school activities are provided to parents is presented in an understandable and uniform format. Alternate formats will be provided at parent request.

PART III: ADOPTION

This Parent Involvement Policy has been developed jointly with, and agreed upon with parents of children participating in the Title I, Part A Program.

The policy was adopted by Sharon Dawes Elementary on the ____ day of _____, 20____. This Parent Involvement Policy will be in effect for the 2015-2016 school year. Sharon Dawes Elementary will distribute this policy to parents on or before _____, 20____.

(Principal Signature)

(LSIC Parent Representative Signature)

(Date)