

# Ness Elementary Parent Involvement Policy and Procedures

2016/17

Ness Elementary is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Ness Elementary and home work together to promote high achievement by our children. Neither home nor Ness Elementary can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Ness Elementary recognizes that some students may need the extra assistance available through the Title I/LAP program to reach the state's high academic standards. Ness Elementary intends to include parents in all aspects of the school's Title I/LAP programs. The goal is a school-home partnership that will help all students to succeed.

## PART I-SCHOOL PARENTAL INVOLVEMENT POLICY **REQUIRED** COMPONENTS

- A. Ness Elementary will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to parents of participating children and make available the parent involvement policy/procedures to the local community. See **Appendix A** for a schedule of this year's activities.
- Our parents/guardians of our Title I-served, classroom teachers and our school principal are invited to review and jointly revise the Title I Parent Involvement Plan. Additional meetings will be scheduled as needed.
  - If any parent or staff member who wished to participate in this process and is unable to attend, a draft of the Title I Parent Involvement Plan will be sent home for review. If needed, a phone conference will be arranged.
  - Upon approved completion of the Title I Parent Involvement Plan, it will be presented and reviews with parents at the annual Title I Parent Orientation Meeting.
  - A final copy will be available in the Title I notebook and on our school website for the local community to view.
- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
- Annual Title I/LAP Parent Orientation Meetings are provided in the fall of each new school year. Additional meetings are scheduled as needed.
  - The purpose of these meetings is to share information about the Title I/LAP Programs.
  - Learning activities and information regarding Title I/LAP Programs are provided.

- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, childcare, or home visits, as such services related to parental involvement.
- Title I/LAP events are offered throughout the year at varied times and dates. If any parent is unable to attend these events information can be sent home. If needed, a phone conference will be arranged.
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school-wide under Section 1114, and the process of the school review and improvement under Section 1116.
- Parents of Title I/LAP students are invited to participate in our annual review and revision for our Targeted Assistance Plan and Parent Involvement Plan.
  - All parents of Title I/LAP-served students are invited to our annual Title I Parent Orientation meeting where these documents are shared. Copies of these documents are also available to all parents of Title I/LAP students.
  - All parents are also invited to participate in the annual review and revision of our School Improvement Plan. Please contact our School Principal.
- E. Provide parents of participating children:
- a. Timely information about Title I/LAP programs.
  - b. 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.
  - c. 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 practically possible.
    - Multiple assessment measures are used to determine Title I/LAP eligibility. DIBELS Next (Dynamic Indicators of Basic Early Literacy Skills) screener is administered three times a year, along with DRA (Developmental Reading) diagnostic assessment, and MAP (Measure of Academic Progress) benchmark assessment is to determine eligibility for Title I/LAP services.
    - Easy CBM benchmark assessment is administered three times a year to determine eligibility for Title I Math services in first grade.
    - The Title I/LAP Intervention Specialists also administer assessments throughout the year to gain farther information and to monitor academic progress. For example, Easy CBM, CCSS required fluency probes, and CORE Phonics Survey.

- Research based Math Connects and Reading Street are utilized as our school's curriculum. Evidence based interventions are skill based and focus on conceptual understanding and required fluencies for math. LAP Interventions are based on the 5 essential components of reading: phonemic awareness, phonics, fluency, vocabulary and comprehension.
- Title I/LAP instruction is provided in a small group of students; 1: 3 or 1: 4 for 30 minutes 4 times per week. The size of each group and instruction is based on students' needs.
- Instruction may be provided as either an in-class or pull-out model depending upon what is best for the students.
- Instruction is in addition to the classroom instruction and supplements the classroom core curriculum.
- Title I/LAP Intervention Teachers are highly-qualified and trained professionals who provide accelerated, high-quality intervention using evidence based strategies, methods and materials.
- Parents are encouraged to give suggestions and to participate in decisions relating to the education of their children at any time throughout the year by calling, emailing or scheduling a meeting.
- Email, notes and calls home will be made regarding your child's progress, learning and/or program information as needed.

## PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

### School-Parent Compact

As a component of the school-level parental involvement policy, Ness Elementary shall jointly develop with parents for all children served under Title I Part A/LAP, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This school-parent compact is in effect during the **2016-2017** school year.

### School Responsibilities

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to make growth toward, meet, and even go beyond the state's student academic achievement standards as follows: 1. provide a comprehensive, balanced literacy program, 2. provide comprehensive standards-based mathematics, 3. Provide targeted assessment for literacy and mathematics to monitor progress for each student, and 4. ensure research –based materials and strategies are being used for each subject area.

2. Hold parent-teacher conferences and discuss the individual child's achievement. Specifically, those conferences will be held in the fall and winter corresponding with trimester report cards.
3. Provide parents with reports on their children's progress toward achievement levels. Specifically, the school will provide report cards every trimester and progress reports.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents during scheduled parent-teacher conference days or when requested by parents.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, by volunteering during special curriculum-related activities.
6. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
7. Involve parents in the joint development of any targeted assisted program plan, in an organized, ongoing, and timely way.
8. Hold meetings to inform parents of the school's participation in Title I, Part A/LAP programs, and to explain the Title I, Part A/LAP program requirements, and the right of parents to be involved in Title I, Part A/LAP programs. The school will convene the meetings at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A/LAP programs (participating students), and will encourage them to attend.
9. Provide information to parent of participating student in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
10. Provide to parents of participating children information in a timely manner about Title I/LAP 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.
11. On 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 possibly.
12. Provide to each parent an individual student report about the performance of their child on the Smarter Balance Assessment in reading and math.

### **Parent Responsibilities**

We, as parents, will support our child's learning in the following ways:

- See that my child is punctual and attends school every day.
- Monitoring the amount of screen time children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in the decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.

- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Participating in Title I/LAP events and giving feedback in the form of surveys and attending advisory groups if possible.

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and make growth towards and beyond the State’s learning standards. Specifically, we will:

- Do our homework every day and ask for help when needed.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult responsible for my welfare, all notices and information received by me from school every day.
- I will be at school on time every day.

### **BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement. Ness Elementary and West Valley School District:

- a. Shall provide assistance to the parents of children served by the school or district, as appropriate, in understanding such topics as the state’s academic content standards and state student academic achievement standards. State and district assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children.
- b. Shall provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
- c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- d. Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the 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.

- e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.
- f. Shall provide such other reasonable support for parental involvement activities under this part as parents may request.
- g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

### PART III-ACCESSIBILITY REQUIREMENTS

Ness Elementary School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language they can understand.

**Appendix A:**

Schedule of Title I/LAP involvement events and Parent Conferences

- November 8<sup>th</sup>-10<sup>th</sup>, 2016 Individual Student Conferences
- November 17<sup>th</sup>, 2016 Family Field Trip to the public Library
- March 8<sup>th</sup>-10<sup>th</sup>, 2017 Individual Student Conferences