



**West Lowndes Elementary School**  
*Parental Involvement Policy*  
2018 – 2019

In support of strengthening student academic achievement, West Lowndes Elementary receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The West Lowndes Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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 ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.

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- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) 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) Other activities are carried out, such as those described in Section 1116 of the ESSA

### **Statement of Purpose**

West Lowndes Elementary School teachers and staff are committed to providing a quality educational program that will challenge all students to attain their greatest potential. We believe that when the school and parents work together, children will succeed in school and throughout life. Parents play an extremely important role as a child's first teacher. Also, support for their children and for the school is critical to the success of the children and the school. West Lowndes Elementary School believes in the importance of good communication between the home and the school in building a successful learning environment for all students. It is our desire to provide multiple opportunities for parents, students, and school staff to establish strong, meaningful, and lasting connections.

### **Developing the Policy**

West Lowndes Elementary School has developed with parents and distributed to parents, the West Lowndes Elementary School Parent and Family Engagement Policy that the school and parents agreed upon. Parents have been notified about the school Parent and Family Engagement Policy in a user friendly and uniform format. West Lowndes Elementary School has provided full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. In addition, the policy has been distributed to parents in their native language. West Lowndes Elementary School will annually update the *Parent and Family Engagement Policy* to meet the changing needs of the parents and the school.

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The *Parent and Family Engagement Policy* is distributed to parents through the following methods:

- *Open House Meetings*
- *School/District websites*
- *Title I Annual Spring Planning Meetings*
- *PTO meetings*
- *Title I Parent Meetings*
- *Parent Workshops*
- *Other special school events*
- *School Office*
- *Sent home at the beginning of the school year*
- *Available upon request*

### **Title I Annual Parent Meeting**

West Lowndes Elementary School will convene an *Annual Title I Parent Meeting* at the beginning of each school year in order to inform parents about the Title I program, Parent and Family Engagement Policy, school curriculum and assessments, federal guidelines, and parents' right-to-know.

West Lowndes Elementary School will hold a flexible number of meetings at varying times in order to accommodate parents' schedules.

West Lowndes Elementary School will involve parents in an organized, ongoing and timely way, in the planning, review, the improvement of the Parent and Family Engagement Policy, and the joint development of the Title I Schoolwide program plan. Parents are encouraged to make suggestions concerning parent programs. If necessary, the school will submit comments/concerns to the district regarding the Title I Schoolwide plan if it is unsatisfactory to parents.

### **COMMUNICATIONS**

West Lowndes Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable

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and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

West Lowndes Elementary School will provide this information to parents through the following methods:

- *Title I Parent Meetings*
- *School Messenger*
- *Schoology*
- *Remind Texts*
- *Newsletters*
- *Class Dojo*
- *School Website*
- *Emails*
- *Telephone Calls*
- *PTO Meetings*

### **School-Parent Compacts**

West Lowndes Elementary School has jointly developed with and distributed to parents, a school-parent compact that outlines how parents, teachers, principals, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership for student success. The *School-Parent Compact* addresses the following items as well as any items added by parents and students:

- *The school's responsibility to provide high-quality curriculum and instruction*
- *The parent's responsibility to support their child's learning*
- *The partnership needed for children to achieve the state's high academic standards*

The *School-Parent Compact* is distributed to each student at the beginning of the school year and is discussed with parents at open house and Title I parent meetings throughout the year. The school-parent compact is updated yearly.

### **Coordination of Services**

The designation of a *Parent Coordinator* on the West Lowndes Elementary School campus is a way to help coordinate parents and parental involvement programs. The parent coordinator serves as a liaison between the school and the parent. The parent coordinator helps to organize regular parent meetings and other programs and events where parents are invited to come out and meet with teachers and administrators concerning their child's progress in the school. These meetings are set aside as a time to build and help maintain parent relationships with the school and the teachers. The *Parent Coordinator* will also use the *Successful Innovations (SI)* curriculum to help

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build success. At least four (4) parent workshops will be held throughout the school year. The *SI* curriculum focuses on building and maintaining relationships, equipping parents to effectively support their child's education, and strategic family engagement. It is easily tailored to all stages of parenting for diverse populations and varied settings. The topics discussed at the workshops cover a wide range of relevant topics and are selected based on parent interests, as well as, social, family, and academic needs. The *Parent Coordinator* also discusses other issues such as homework help methods, time management strategies, and organizational skills. In addition, these workshops help build parent's capacity to help other children when they serve as parent volunteers at our school. *Parent Coordinators* throughout the district meet at least four (4) times a year to help maintain the parental involvement programs at each school.

### **Building Capacity of Parents**

West Lowndes Elementary will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress
  - How to work with educators to improve the achievement of their child

In order to ensure effective involvement of parents and to support a partnership among West Lowndes Elementary School, parents, and the community, the school does the following:

- a. Assist parents in understanding academic content standards, the current school curriculum, assessments, and how to monitor and improve the achievement of their children.

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- b. Provide training opportunities for parents, faculty, and staff to improve student achievement:
- *Professional development for faculty and staff*
  - *Parent workshops for parents/guardians*
  - *Parent Coordinators at each school serve as a liaison between the school and the parents*
- c. Provide parents with opportunities that explain state academic and achievement standards, state and local assessments, and student progress:
- *Parent/Teacher Conferences*
  - *Title I Parent Meetings*
  - *Title I Annual Spring Planning Meetings*
  - *District and School Level Report Cards*
- d. Implement the following key strategies to increase meaningful parental involvement to help improve student learning:
- *Open House meetings where parents are invited to come to the school to meet with teachers and administrators concerning their child's progress*
  - *Scheduled parent meetings throughout the year to help maintain parent relationships with teachers and administrators*
  - *Encourage parental and family engagement through volunteer opportunities with PTO, Parent Advisory Committee, and other ways to show the parents that they are welcomed and needed at the school*
  - *Allow parent to access their child's attendance and grades online by using Schoology via the district's website*
  - *Invite parents to participate in the Awards Ceremony to help celebrate academic success of students*
  - *Provide other regular events that showcase student learning and talent, and invite parents to participate*
- e. West Lowndes Elementary will take the following actions to 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 parent and family engagement is spent by :
- *The 1% parent engagement will be discussed during Spring Planning Meetings. Parents will be given the opportunity to provide suggestions and feedback.*
- f. West Lowndes Elementary will conduct parent meetings on the following dates: (dates are subject to change)
1. September 10, 2018
  2. February 11, 2019
  3. April 15, 2019

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## **BUILDING CAPACITY OF SCHOOL STAFF**

West Lowndes Elementary will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, 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 by:

- Conduct trainings to teach the staff how to communicate with the parents
- Provide the staff with online resources that they can use when communicating with parents

West Lowndes Elementary will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Conducting hands-on workshops
- Providing parents with materials to help the students

## **Parents' Right to Know**

The *Parents' Right-to-Know* letter is included in the student registration packet and given to all parents of incoming students at the beginning of the year and anytime a new student enrolls at the school.

West Lowndes Elementary School provides parents with information about their right to know the qualifications of their child's teacher. This notice is sent to parents each year along with information regarding any person who does not meet the highly qualified criteria required by *Every Student Succeeds Act*. When a student is being taught by a teacher who is not highly effective, a notification letter is sent home to the parents of those students. When a substitute teacher has been in a classroom for more than four consecutive weeks and is not highly qualified, a notification letter is sent home to the parents of those students.

## **Shared Responsibilities for High Student Academic Achievement**

- A. In order to ensure effective parent and family engagement and to support a healthy partnership among the school, parents, and the community, West Lowndes Elementary School will conduct the following activities:
- *Send informative letters home to parents*
  - *Hold helpful meetings to discuss student progress and strategies for improvement*

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- *Provide parent workshops four (4) times a year to help motivate parents for success*
- B. West Lowndes Elementary School will provide assistance to parents of children served by the Title I school program in understanding topics such as:
- *The state and district's academic achievement standards*
  - *The state and district's academic assessments including alternate assessments*
  - *Title I requirements*
  - *Curriculum / How to monitor their child's progress*
  - *How to work with the school and teachers to ensure student success*

## **Evaluation**

West Lowndes Elementary School works with the school's Title I parents to evaluate the effectiveness of the parental and family engagement program. Needs assessment surveys, parent feedback from meetings, and other resources are used to determine the needs of the school and/or to revise the *Parent and Family Engagement Policy* and program in order to meet the changing needs of the parents and students. The *Parent and Family Engagement Policy* is reviewed throughout the year at Title I parent meetings and other parent events. All revisions are voted on by the parents and are communicated to the parents in a timely manner. The *Parent and Family Engagement Policy* is revised on a yearly basis. Also, if the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit any parent comments on the plan when the school submits the plan to the district.

## **Accessibility**

West Lowndes Elementary School, to the extent practical, shall provide full opportunities for the participation of parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such that parents can understand.

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