

Title I/LAP Building Parent Involvement Policy Hedden Elementary School 2009-2010

A. Policy Involvement

- **Convene an annual meeting to inform parents of their right to be involved and explain the Title I/LAP programs.**
 - Open house is available before the beginning of the school and in September. All parents are invited. All specially designed programs are described to parents at that time.
 - All teaching staff conducts student led parent conferences in the fall and spring. Parents are encouraged to attend through newsletters, telephone calls and flyers.
 - Title I/LAP will have a separate Open House and invite all parents of students in program. This meeting will include: curriculum information, handouts with tips for parents, ways for parents to help their child with math or reading, web page and links for parent and student use, materials and manipulatives for math and reading, the Parent Involvement Policy will be available for review and changes.
 - Program information will be available at Family Game Night. We have a table set up for parents of Title I/LAP students.
 - Parent meetings include information on the Title I/LAP building programs, program descriptions, EALRs, GLEs, program materials, assessments, progress reports and/or assessment information guidelines.
 - Program materials are available for parent review at open house, at conferences, and as desired during the year.
 - Other _____
- **Offer a flexible number of meetings, such as meetings in the morning or evening.**
 - Parents are able to schedule a time for student led conferences at a time that is convenient for them.

- Title I/LAP staff is available before school opens if parents wish to discuss programs.
 - Parents may schedule a separate time to meet with the Title I/LAP teachers to review specially designed programs.
 - Other _____
- **Involve parents in an organized, ongoing and timely way in the planning, review and improvement of programs including the school parental involvement policy.**
- Parents have the opportunity to review and revise the program and the parental involvement policy on a regular basis through our Site Base Team.
 - A survey will be sent home to parents in the spring. The outcome of the survey is taken into consideration for Title I/LAP program design and implementation.
 - Title I/LAP staff will respond to parent inquiries, requests, and suggestions in a timely manner. Responses may be by phone, in person, by letter, or by email.
 - Parents will have the opportunity to review and revise the program and the parent involvement policy through the building program plan team.
 - Other _____
- **Communicate with the families of participating children (whenever possible, in the language used in the home).**
- When a student is identified as needing Title I/LAP services, the parent is notified by mail with information about program and services before services begin.
 - Parents are invited to attend child study team meetings as necessary to participate in decisions about the best way to help their child succeed.
 - Title I/LAP staff make every attempt to meet with as many parents as possible during fall and spring conferences.

- Translators are utilized as necessary during conferences, child study team meetings, family literacy nights, and game nights.
- Title I/LAP staff share Student Learning Plans (SLP) with parents at Fall and Spring conferences. If parents do not attend, at least 2 attempts are made to reschedule, then the SLP is mailed home. The final SLP is mailed home at the end of the school year.
- The SLP includes information about student growth, progress and expected levels of achievement.
- Updates and telephone calls or emails may be made as necessary.
- Other _____

B. Shared Responsibilities for high student academic achievement

- **The school shall jointly develop with parents a school parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement.**
 - A draft of the parent compact is prepared by the Title I/LAP staff.
 - Students review the compact in small groups and are encouraged to make suggestions and changes.
 - Parents are presented with the compact at conference time and are encouraged to make additions or changes at any time.
 - If a student is entered into the program after conferences, a copy of the compact is mailed along with the program entry letter.
 - Other _____

C. Building capacity for involvement

- **Staff shall provide assistance to parents of students served to: understand academic content standards and State student academic achievement standards, assessments, how to monitor a child's progress and work with educators to improve the achievement of their children**

- Brochures and pamphlets are given to parents during conferences which explain the CBM and Dibels testing, scoring, and results.
 - Information about State standards, EALRS, GLE's, state assessments, are available for parents at open house and conferences. SIP (school improvement plan) is available on the school website.
 - Student Learning Plans and assessment information.
 - A description and explanation of assessments utilized.
 - The proficiency levels students are expected to achieve at each grade reporting period.
 - Other _____
- **Provide assistance to parents in helping their children to improve academic achievement (in home language, to extent possible)**
- Newsletters
 - Family activity and education classes offered within the district
 - Educational materials sent home
 - Class and workshop opportunities offered through the community/area
 - Newsletter articles geared toward assisting parents in their children's educational progress and goals
 - Monthly family math challenge
 - Literacy homework calendars
 - Leveled take home books
 - Science fair
 - School and teacher designed web pages
 - Other _____
- **Educate teachers, pupil services personnel, principals and other staff members on the value and utility of contributions of parents and ways to build ties between schools and home.**
- Teachers are provided workshop opportunities and classes, to learn about the value of ways to encourage parents to become an active part of their child's education. Information is shared at grade level meetings and on staff development training days.
 - Classes offered through the Pierce County School Consortium held in the Fife School District.

- Meetings as necessary with the district Title I/LAP program director to update staff about any state regulations.
 - Other _____

- **Support other activities and services that may include parent resource center, community outreach and literacy training.**
 - Parents are invited to two family game nights puts on by Title I/LAP staff and offered for the entire elementary student body. These games are specifically geared to help parents help their child with math and reading skills.
 - Family Resource Center
 - Other _____

- **Provide such other reasonable support for parental involvement activities under this as parents may request.**
 - _____

- **Develop roles for community organizations and businesses in parent involvement activities.**
 - The local PTA or Chamber of Commerce offers grant opportunities for staff. Funds are provided to all staff for materials that directly benefit student participation in the programs.
 - Links with local libraries
 - Local businesses provide incentives for the school-wide *Read and Lead* home reading program.
 - Guest speakers may be invited to read or talk to parents and/or students on special occasions.
 - PTA actively supports Family Game Nights.
 - Other _____

D. Accessibility

- **The district shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, whenever possible including providing information and school reports in a format and language such parents can understand.**
 - Translators are utilized during conferences, Child Study Team meetings, and other meetings whenever possible.
 - Flyers, parent letters, and survey are translated whenever possible using Transact or similar programs.
 - Students under the McKinney Vento act are given access to services whenever needed.
 - The school is assessable to people with disabilities.
 - Students with disabilities may qualify for additional accommodations with a 504 plan.
 - Other _____

Parent/Guardian Signatures:

I have reviewed and/or edited this Parent Involvement Policy for the Title I/LAP Program

Name _____ Signature _____

Date _____ Phone Number _____

Name _____ Signature _____

Date _____ Phone Number _____

Name _____ Signature _____

Date _____ Phone Number _____

Name _____ Signature _____

Date _____ Phone Number _____