

Chimacum Elementary School

Title I Parent Involvement

Policy and Procedures

2019-20

Chimacum Elementary School is committed to the goal of providing quality education for every child in this school. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Chimacum Elementary School and families work together to promote high achievement for our children. Neither home nor Chimacum Elementary School 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 our students' success.

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

PART I-SCHOOL PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS

- A. Chimacum Elementary School will jointly develop and revise the school parental involvement policy and procedures with parents. We will distribute it to parents of participating children and make the parent involvement policy and procedures available to the local community.
 - ✓ Invite parents of participating students to our annual Title I program planning meeting.
 - ✓ Take notes on suggested revisions and included those suggestions in our parent involvement policy and procedures document.
 - ✓ Distribute the revised parent involvement policy and procedures at parent/teacher conferences.

- B. Chimacum Elementary School will 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 participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
 - ✓ Hold annual Title I Information and program planning meetings.

- C. Chimacum Elementary School will offer flexible meeting times, such as meetings in the morning or evening, and may provide transportation, child care, or home visits, with funds provided under this part, as such services relate to parental involvement.
 - ✓ Schedule some meetings right after school and some later in the evening.

- D. Chimacum Elementary School will involve parents, in an organized, ongoing way, in the planning, review, and improvement of the school Title I plan under Section 1112, and the process of review and improvement under Section 1116.

- ✓ Invite parents of participating students to our annual Title I planning and review meeting.
 - ✓ Review the existing plan, discuss and record input to improve our Title I plan and parent involvement policy.
- E. Chimaicum Elementary School will provide parents of participating children with
- a. Timely information about 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.
 - ✓ Host parent events that involve and inform families about our school program such as Back to School Night in the fall, parent-teacher conferences, robotic's fair, and end of year BBQ.
 - ✓ Share information at conferences about programs at our school, curriculum in use, and the types of assessments we use to measure student progress. Distribute brochures describing proficiency levels students are expected to meet at each grade level.
 - ✓ Post information on our school website.
 - ✓ Invite comments and suggestions for improvement.
 - ✓ Provide contact information for District and school administrators, teachers, and program coordinators online as well as on parent handouts.
 - ✓ Respond to any parent who expresses a concern about their child's education as soon as possible by the educator best able to address the concern.
- F. If the Title I program plan 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 district.
- ✓ The Title I Coordinator will document parent suggestions regarding the plan, and use parent input to modify the plan to improve our program.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement policy, Chimaicum Elementary School will jointly develop with parents of children served, a school-parent compact that outlines how parents, the school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in the fall during which the compact shall be discussed as the compact relates to the individual child's achievement.

-Provide frequent reports to parents on their child's progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- ✓ Parents are regularly invited to volunteer and are welcome to observe their children in our school.
- ✓ Review our School-Family Partnership Agreement at our annual program review meeting and revise it using input from parents.
- ✓ Discuss School-Family Partnership Agreements at fall conferences.
- ✓ Send report cards home twice during the school year- January and June.
- ✓ Send home mid-term progress reports two times per year, in November and March.
- ✓ Provide parents with paraprofessional contact information to facilitate ongoing communications with Title I staff regarding student progress.

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, Chimacum Elementary School and Chimacum School District

- a. Will 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.
 - ✓ Distribute brochures published by PTSA and The Council of Great City Schools, describing student academic achievement standards and expected levels of proficiency to parents of participating students at fall conferences and at our annual Title I Information Meeting.
- b. Will 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.
 - ✓ Classroom teachers will inform parents how to access information about our reading curriculum, Journeys, online access, Bridges Math, Dreambox Math, and BrainPOP to help support their children's reading at home.
 - ✓ Distribute resources designed to help to parents work with their children to improve their children's achievement, particularly by including literacy activities in their plans for the summer at our spring Title I Parent Meeting.
- 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, public preschool and other programs, and conduct other activities 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 other reasonable support for parental involvement activities that 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.
- h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- j. May train parents to enhance the involvement of other parents.
- k. May arrange school meetings at a variety of times, or phone conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
- l. May adopt and implement model approaches to improving parental involvement.
- m. May develop appropriate roles for community-based organizations and businesses in parent involvement activities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements districts and schools, to the extent practicable, 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, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

- ✓ Access interpreter services from OESD 114 as needed.
- ✓ Translate parent information for our families with limited English proficiency.

PART IV-ADOPTION

This Chimacum Elementary School Parent Involvement Policy and Procedures document has been developed and revised jointly with, and agreed upon with, parents of children participating in our Title I program, as evidenced by meeting minutes.

The Parent Involvement Policy and Procedures were developed and revised by Chimacum Elementary & Chimacum Primary Annual Title 1 night on June 5th, and will be in effect for the period of the 2018-19 school year. The school will distribute these Parent Involvement Policy/Procedures to all parents of participating Title I children and make it available to the community by linking on the school's website and paper copies are available at each school's office.