

Lewis & Clark Elementary School
Title IA: School Level Parent Involvement Policy 2011-12

1. Lewis & Clark Elementary will take the following actions to involve parents in the joint development of its parental involvement plan:
 - Include parent representation during the development or review of the plan. Parents will be asked to participate in the fall, at the first Title I/ELL parent meeting and in newsletter.
 - Hold meetings during family nights so that parents may attend. Title teachers, ELL Cluster Teachers, and administrators will be present at each family night.
 - The Parent Involvement Policy draft will be shared with the Lewis & Clark Site Council for feedback.

2. Lewis & Clark Elementary will take the following actions to involve parents in the process of school review and improvement:
 - Parents on the Site Council will be involved in reviewing and updating the Title I Plan.
 - Parents on the building Site Council will be involved in the development of the School Improvement Plan.
 - Parents, who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, are migratory, or are of any racial, cultural or ethnic minority background, will be actively recruited as committee/council members.

3. Lewis & Clark Elementary will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - Pay reasonable and necessary expenses, within the means of the parent involvement budget, for parent involvement activities, including child care costs, to enable parents to participate in school-related meetings and training sessions.
 - Work closely with the district office Communications Secretary
 - Adopt a model for approaches to improve parent involvement at the school level (see #8).

4. Lewis & Clark Elementary will coordinate and integrate effective parental involvement strategies and program.
 - Programs offered at this school include: *Family Technology Night, Family Writing Night, Family Math Night, and Family Reading Night.*
 - Coordinate written materials to parents regarding these programs in English and Spanish.
 - Coordinate parent involvement activities with ELL, Title I Reading and the Regular Education Program.
 - Facilitate meetings of staff, for the purposes of planning fall, winter and spring parent involvement activities.

5. Lewis & Clark Elementary will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school's/district's educational program. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, are migratory, or are of any racial or ethnic minority background). The school/district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (with the involvement of parents) its parental involvement policies.

- Survey parents once a year through a bilingual (Spanish/English) questionnaire, once before the end of the year.
- The Parent Involvement Policy will be included in startup materials describing Lewis & Clark's Title I/ELL programs, opportunities for parent involvement, the parent-teacher-student compact, and a calendar of family night activities. The materials will be provided in Spanish and English and will include a response portion to sign and return which serves as an invitation to participate. Included in the series of planned family night activities will be time to help parents understand and voice ideas and opinions regarding the Title I/ELL programs through guided small group discussions.

6. Lewis & Clark Elementary will build the school's, district's and parent's capacity for strong parental involvement. This will ensure effective involvement of parents and support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities described below:

The St. Helens School District and Lewis & Clark Elementary will provide assistance to parents in understanding topics such as:

- Oregon's academic content standards
- Oregon's student academic achievement standards
- Oregon and local academic assessments including alternate assessments
- The requirements of applicable federal Title programs.
- How to monitor their child's progress, and
- How to work with educators

The activities to assist parents include:

- Parent information night describing/demonstrating OAKS
- Parent presentations describing Title I and ELL program requirements.
- Monthly Title I/ ELL Newsletter *Helping Children Learn* in English and Spanish
- Family Nights may include Technology and navigation of the District and LC websites, Writing, Reading, & Math. The role of Title I in each area will be discussed at each family night.
- Activities will be planned in the evening as most families are available to participate. Food, take-home books, and parent-child reading information will be provided.

7. Lewis & Clark Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by including the following:

- Title I/ELL information nights no later than September 30. We will present information regarding the No Child Left Behind (NCLB) Act, the Parent-Teacher-Student Compact, Lewis & Clark's Parent Involvement Policy and a description of the Title I and ELL programs at Lewis & Clark Elementary School.
- Classroom Teachers and bilingual staff members will be encouraged to participate as planners and facilitators for Family Nights to help parents understand that the school programs form a team with them to help their children learn.

8. Lewis & Clark Elementary School and the St. Helens School District will, with the assistance of its parents, 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, by:

- Inviting ELL staff from NWRESD to provide a short in-service for building staff members on how best to serve and communicate with our Hispanic population.

- ELL teacher and Title I Reading and Math teachers will be receiving training to help us better connect with hard to reach/underrepresented parents.
9. Lewis & Clark Elementary School will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the 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:
- Provide translated copies, in Spanish and English, of printed materials, i.e., school Newsletters, Title I Brochure, Family Night flyers, School/District Handbook, and Progress Reports.
 - Parent Involvement Poster or literature rack to be placed in the main hallway of the school to provide parents with information of upcoming Title I Events and Family Nights.
 - When necessary, staff members will conduct in-home conferences or telephone conferences between teachers or other educators who work directly with participating children to maximize parent involvement.

ADOPTION OF THE PARENTAL INVOLVEMENT POLICY

This Parental Involvement Policy has been developed jointly with, and agreed on by parents of children of Lewis & Clark Elementary School. The Title I Advisory Committee met on February 7, 2011 and March 7, 2011 for the purpose of editing, revising, and rewriting the Parental Involvement Policy.

This policy was adopted by Lewis & Clark Elementary on March 7, 2011. The school will distribute this policy to all parents on or before October 1 each year.