Parent Involvement Policy
Moffett Elementary School

The Parent Involvement Policy of Moffett Elementary School closely follows the program laid out in the Lennox School District's Local Improvement Plan. Moffett has an expressed philosophy of reaching out to parents and the community. This effort includes language appropriate programs and the provision of comprehensive services to meet family needs (medical, mental, and emotional). Parents are nurtured both as teachers and as leaders. This development of parents as teachers and leaders requires extensive learning opportunities and preparation so they are able to meaningfully participate in planning, implementing, and evaluating the school's educational and support programs and activities.

The comprehensive parent involvement policy seeks to create greater capacity for parent involvement at all levels through the development of a plan aligned with Joyce Esptein's (1992) six levels of shared responsibilities for children's learning and development.

Type 1: Basic Obligations of Families.
In supporting families in providing for children's health and safety, Moffett Elementary School takes many steps to ensure that children are prepared for school. The school helps families develop the knowledge and skills they need to understand their children at each grade level. Adult education classes provide parents with the opportunity for self-improvement and capacity building for future family empowerment. Positive home conditions support learning. Parent Center programs support numerous opportunities for participation of all parents, especially parents of English Learners, by providing classes such as *English classes, Math classes* and parenting skills. The parent volunteer committee coordinates parent volunteer meetings. Parents make up the Parent Volunteer committee. Through the Parent Volunteer committee, parents educate our staff on how to reach out to other parents and the community.

Type 2: Basic Obligations of School.
Moffett School is responsible for communicating effectively with families in both English and Spanish. Communication includes notices, phone calls, home visits, report cards, back to school night, open house, and conferences, among others. Teachers meet with parents during report cards conferences, back to school night and open house to inform and to assist them on understanding content standards, curriculum, assessments, and expected proficiency levels for students' achievement. Teachers also assist parents on how to monitor their child's progress. In addition, school parent compact letter is presented to parents at report card conferences, where the parent, student, and teacher sign the letter after reading their responsibilities. The school strengthens the school/home partnership by encouraging two-way communication with all of our parents that is facilitated by the school site. Parents are part of the School Site Council (SSC) as members and attendees. During the SSC meetings parents participate, plan, review, and are informed of their rights and improvements of Title I programs in our school. Our SSC meetings are held seven times a school year.

Type 3: Parent Involvement at School
Moffett parents and other volunteers assist teachers, administrators, and students in supporting the academic program. Moffett Elementary School maximizes the participation of volunteers and families. The school site supports extensive parent involvement through organized volunteer activities. Parents are surveyed to determine if their needs are being meet through Parent Center programs. Every parent is expected to be involved in the school to the maximum degree to which they are able. (Civility policy: AR1315.5)

Type 4: Parent Involvement in Learning Activities at Home.
Moffett teachers actively recruit and guide parents to monitor and assist their own children at home. Parent classes focus on assisting families to understand how to help their children by providing specific information on academics and other skills. This is accomplished through regularly scheduled orientation meetings and trainings throughout the year, and ongoing parent workshops that focus on specific curriculum areas such as reading, writing, math, technology and others.

Type 5: Parent Involvement in Decision-Making, Governance and Advocacy.
Parents and other community members serve in participatory roles on Advisory Councils, Title I programs, School Site Council, and other committees. Parents also may become activists in independent advocacy groups in the community. The district assists by training parents to be leaders and representatives in decision-making areas and by meaningfully including parents as true, not token, contributors to school-level decisions. Parents are trained to train other parents on how to assist their child with literacy at home.

Type 6: Collaboration with Community Organizations.
Moffett School establishes partnerships with agencies, businesses, universities, and other groups to share responsibility for children's education and future success. The school assists families with information on community resources that can help strengthen home conditions and assist children's learning and development. A pre-school to kindergarten *and 5th grade to middle school* meeting during the school year will take place to assist with the transition from pre-school to kindergarten *and from 5th grade to the middle school* for both students and parents.

In addition to the comprehensive plan based on Esptein's six levels of shared responsibilities, the Parent Involvement Policy enhances Type 4 parent involvement with the parent school compacts that clearly delineate the responsibilities of the family and the school in supporting high levels of student achievement.