

# **Paw Paw Elementary School, Parent, and Family Engagement Policy/Plan and Procedures**

**School Year: 2017-2018**

Paw Paw Elementary School is committed to the goal of providing quality education for every child. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Paw Paw Elementary School, parents, and family work together to promote high achievement by our children. Neither parents, family, nor Paw Paw Elementary School do the job alone. Parents play an extremely important role as their children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Paw Paw 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. Paw Paw Elementary School intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

## **PART I SCHOOL, PARENT, AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS**

- A. Paw Paw Elementary School will jointly develop/revise the School, Parent, and Family Engagement Policy/Plan and Procedures with parents and distribute it to parents of participating children and make available the School, Parent and Family Engagement Policy/Plan Procedures to the local community. This will be done by:
  - The School-Parent Compact and School, Parent, Family Engagement Policy will be reviewed, revised and adopted for the current school year at the annual Title I meeting.
  - The Local School Improvement Council (LSIC) will present school policies, procedures, and improvements to the Board of Education (BOE) annually.
  - The principal will invite parents to participate in Strategic Planning.
- B. Convene an annual meeting, at a time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
  - An annual meeting will be held at the beginning of each school year.
- C. Offer flexible meetings, such as meetings in the morning or evening.
  - Paw Paw Elementary School shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
    - Providing a means of daily communication between home and school (such as assignment book or take-home folder).
    - Communicating directly with parents in the most convenient format to discuss needs and practicality of any suggestions.
    - Set-up a formal Student Assistance Team (SAT) meeting if necessary.
- D. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.

- Paw Paw School's Title I staff, principals, teachers and parents will form a Parent Advisory Council (PAC).
- The PAC will evaluate and revise the School, Parent, and Family Engagement Policy/Plan and Procedures annually as needed.
- The PAC will review School-Parent Compacts annually.
- The Local School Improvement Council (LSIC) will present school policies, procedures, and improvements to the Board of Education (BOE) annually.
- The principal will invite parents to participate in Strategic Planning.

E. Provide parents of participating children—

1. Timely information about programs under this part.
2. 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.
3. 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.

- Paw Paw Elementary School will address Section E, Items 1-3 by providing the following:
  - Informational handouts, workshops and/or presentations will be given to explain the above mentioned items.
  - Individual meetings can be scheduled with parents and school personnel if further explanation is needed.
  - At the beginning of each school year, every student will receive a school calendar that includes information on grade level and school expectations, state standards, schedules, and Title I, Part A programs.
  - Information will be sent home with each student three times a year explaining the benchmark assessments taken, the scores earned, the expected proficiency level and any actions taken based on those scores.
  - Distribution of the Student Report page from the West Virginia State Assessment and individually discussing the results with the parents at a parent teacher conference or by scheduling an individual meeting.

F. If schoolwide 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.

- Paw Paw Elementary School will accept comments from parents at any time during the school year if parents feel the Parent and Family Engagement Policy is not satisfactory.

## **Part II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level Parent and Family Engagement Policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

- Paw Paw Elementary School will conduct a parent/teacher conference 3 times a year, during which parents, teachers, and students can discuss the compact as needed and how it relates to their child's achievement.

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

- Paw Paw Elementary School will provide report cards every 9 weeks. Benchmark assessments will be sent home with Title I participating students at the beginning of year, middle of year, and end of year.

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

- Paw Paw Elementary School staff will schedule individualized meetings as needed.
- Paw Paw Elementary School sends home a volunteer form at the beginning of each school year giving parents to opportunity to indicate their areas of interest to volunteer at school on an as needed basis.

-Ensuring regular two-way meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

- Paw Paw Elementary School will provide a means of daily communication between home and school (such as assignment book or take-home folder).
- Paw Paw Elementary School will communicate directly with parents in the most convenient format to discuss needs and practicality of any suggestions.

## **BUILDING CAPACITY FOR PARENTS AND STAFF-REQUIREMENTS FOR ENGAGEMENT**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and district **must**:

1) Assist parents in understanding the challenging State Academic Standards, how to monitor their child's progress, and work with educators.

- At the beginning of each school year, every student will receive a school calendar that includes information on grade level and school expectations, state standards, schedules, and Title I, Part A programs.
- Information will be sent home with each student three times a year explaining the benchmark assessments taken, the scores earned, the expected proficiency level and any actions taken based on those scores.

2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).

- Paw Paw Elementary School will provide information to parents about websites that may be useful tools in helping them work with their children.

- Paw Paw Elementary School will hold grade-level pot-luck dinners in which fluid, mutual learning is encouraged between home and school. Topics will vary based on age appropriateness and parent interest
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
- Paw Paw Elementary School shall, 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:
- 4) Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
- Paw Paw Elementary School shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics parents may request.
  - A Parent Resource Center is available daily for parents to check out materials for home use.
  - Workshops and trainings will be held throughout the school year promoting healthy lifestyles and educational success.
  - Newsletters and notices of school events/programs and trainings will be sent to all local preschool classrooms.
  - Kindergarten Step-Up Day, to include a readiness workshop for parents, will be held annually.
  - The school Parent Resource Center will be made available during regular school hours.
- 5) 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 the parents can understand.
- All Title I Forms will be distributed via the classroom teacher in a paper format.
  - All Title I Forms will also be posted on the school web-site, in the Parent Resource Center located in the school cafeteria, and at the front entrance of the Elementary School. A website link to these forms will be provided in the Elementary Handbook.
  - Upon request, all Title I Forms will be re-created in an alternative format.

### **Part III ACCESSIBILITY REQUIREMENTS**

In carrying out the parent and family engagement requirements for this part, local education agencies and school, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- Upon request, all Title I Forms will be re-created in an alternative format.

**Part IV ADOPTION**

This Paw Paw Elementary School Parent and Family Engagement Policy/Procedures has been developed/revised jointly with, and agreed upon with, parents of children participating in the Title I program as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures was developed/revised by Paw Paw Elementary School on November 13, 2017 and will be in effect for the 2017-2018 school year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before December 15<sup>th</sup>, 2017.

Melinda Vasek Principal

Signature of Title I Authorized Representative

12-14-17

Date