

# Gates Elementary

## Title 1 School-Wide Parent Involvement Policy

### **Vision**

*In partnership with parents and our community, Gates Elementary will create a dynamic learning environment in which students will build a solid foundation as lifelong learners and responsible citizens.*

### **Part 1: Policy Involvement**

*Ensuring effective involvement of parents and supporting a partnership among the school, parents, and the community to improve student academic achievement is a goal for Gates Elementary School. In order to meet this goal, the following components have been implemented in our School-Wide Title I program:*

#### **Convene an annual meeting: 1118 (c) (1)**

Gates Elementary School will:

- *Hold a fall Title 1 Meeting for all parents - The purpose of the meeting will be to share the School-Wide Plan, review the School Parent Involvement Policy, and to explain our Title 1 program and how parents can be involved to help their child be successful.*
- *Parents will be notified of the meeting before school starts in the building welcome back newsletter, through U.S. mail, at the Fall Open House, and again in the weekly Gates Notes & News.*
- *Hold a Spring Title I Meeting for all parents at flexible times (morning and evening) to review the Title 1 program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent school compact and parent involvement policy.*

#### **Offer flexible meeting times & varied activities designed to support and encourage the involvement of parents: 1118 (c) (2)**

Gates Elementary School will ensure the involvement of all parents by offering the following activities:

- *Curriculum Nights (childcare provided)*
- *Parent Workshops (childcare provided)*
- *Parent Conferences*
- *PTO Activities*
- *Flexible day and evening meeting times*
- *Contact with counselor*

- *Classroom, fieldtrip, and field day volunteers*
- *Home visits*
- *Transportation (provided as needed)*

**Involve parents in planning, reviewing, and improving the School-Wide Title 1 program, including the School and District Parent Involvement Policy: 1118 (c) (3)**

Gates Elementary School will ensure the involvement of parents in planning and reviewing the School-Wide Title 1 program by:

- *Parents will be invited to become members of the School Improvement Team. In late March a school improvement sub-committee, which includes parents, will be formed to rewrite/update the program design. This committee will use information gathered during grade level data days and the School Data Analysis Diagnostic. The updated program will be brought to staff and parents for final approval.*
- *After staff and parent approval of the program design, a time line will be developed for the start of each new school year which identifies starting dates for implementation of the school wide reform model. The timeline will identify dates for CA-60 review, Title 1/Curriculum Night, testing of new students, start dates for paraprofessional staff and implementation of the intervention/enrichment schedule. In addition, school improvement parent members will help to facilitate our Fall/Spring Title 1 meetings and provide School Improvement updates at monthly PTO meetings.*
- *The implemented reform model will be reviewed during the current school year and updated annually. Parents on the School Improvement Team will participate in school improvement meetings where the program data is reviewed and updated. All parents will complete a School-wide Title 1 evaluation survey to be used in updating the School-wide Plan.*
- *Reviewing the School-Parent Compact created in collaboration with staff and parents at the Open House in the fall.*
- *Posting the School-Parent Compact and Parent Involvement Policy in a visible location for parents to review during the Open House in the fall.*
- *Placing a suggestion box under the School-Parent Compact and Parent Involvement Policy for parents to make suggestions during the Open House in the fall.*
- *School-Parent Compact suggestions will be reviewed and the compact updated after the School-Wide Title I meeting held in conjunction with the Curriculum Nights in the fall. Multiple sessions will be provided for parents.*
- *Reviewing and distributing Staff-Student-Parent Compacts during the November parent-teacher conferences.*
- *Asking parents attending the Title I meeting in the spring to complete a survey evaluating the student interventions and parent involvement activities.*
- *Reviewing and revising the School-Parent Compact and Parent Involvement Policy to incorporate suggestions based on the parent survey results collected in the spring.*
- *Placing a suggestion box in a visible location for continued communication between parents and school throughout the school year.*

- *Placing School Improvement as a monthly PTO action item for updating stakeholders on activities, reviewing suggestions and comments, and acting on, as appropriate, suggestions made by stakeholders.*
- *Holding a Title 1 meeting at the end of each school year, at flexible times (morning and evening), to review the Title 1 program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program in both a written and verbal format. These suggestions will be used to revise the School-Parent Compact and parent involvement policy.*
- *Expanding all avenues of communication with parents (school newsletter, classroom newsletters, daily home folders, agendas, District publications and website) to increase parent involvement in the School-Wide Title 1 program*

**Provide timely information about the School-Wide Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)**

Gates Elementary School will provide timely information through:

- *Annual Title 1 meetings in the fall and at the end of the school year (multi-sessions available)*
- *Open House/Curriculum Night (Childcare provided)*
- *Parent Conferences (November/Mid-winter/Spring/additional conferences upon parent request)*
- *School, Classroom, and District Newsletters*
- *Progress Reports and Report Cards*
- *District Web Site - Policy and Compact available on website*
- *Parent Workshops (childcare provided)*
- *Home Visits*
- *Daily Take Home Folders*
- *Agendas for third and fourth graders*
- *Telephone Calls/E-mail correspondence*
- *Parent-Student Handbook*
- *ParentVue via Synergy*

**Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision making process and utilize their suggestions for improvement. Revise the School-Wide plan to meet students and parent need and share revisions with LEA: 1118 (c) (4) (C) & 1118 (c) (5)**

- *Parents will be invited to become members of the School Improvement Team. In late March a school improvement sub-committee, which includes parents, will be formed to rewrite/update the program design. This committee will use information gathered during*

*grade level data days and the School Data Analysis Diagnostic. The updated program will be brought to staff and parents for final approval.*

- *After staff and parent approval of the program design, a time line will be developed for the start of each new school year which identifies starting dates form implementation of the school wide reform model. The timeline will identify dates for CA-60 review, Title 1/Curriculum Night, testing of new students, start dates for paraprofessional staff and implementation of the intervention/enrichment schedule. In addition school improvement parent members will help to facilitate our Fall/Spring Title 1 meetings and provide School Improvement updates at monthly PTO meetings.*
- *The implemented reform model will be reviewed during the current school year and updated annually. Parents on the School Improvement Team will participate in school improvement meetings where the program data is reviewed and updated. All parents will complete a School-wide Title 1 evaluation survey to be used in updating the School-wide Plan.*
- *Parent Suggestion Box located in a visible location where parents can provide suggestions for improvement and comments regarding the School-Wide Title 1 program*
- *Include School-Wide Title 1 as a monthly agenda item at PTO. Go through Parent Suggestion Box at monthly PTO meetings to discuss both suggestions/positive notes.*
- *Utilize parent feedback to revise and update our School-Wide Title 1 program to meet the needs of all parents and students.*
- *Conduct a Parent Survey at Annual Title I Meetings (fall and end of the year) for all parents at flexible times to review the Title 1 program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent involvement policy when appropriate.*
- *Parent conferences (November/Mid-Winter/Spring/additional conferences upon parent request)*
- *Telephone Calls/E-mail correspondence between parents, teachers and school*

## **Part II: Share Responsibilities for High Student Academic Achievement**

**Develop jointly with parents and teachers a School/Parent/Student compact. The compact will outline ways in which parents, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed during fall parent teacher conferences: 1118 (d) (1) & 1118 (d) (2) (A)**

Gates Elementary School will develop a School/Student/Parent compact:

- *The School/Student/Parent compact is developed by the parents and staff and reviewed annually. Revisions are made based on the Spring Parent Survey result and additional suggestions provided by parents.*

- *The compact is reviewed with, and given to, all parents at the November Parent-Teacher Conference. Teachers discuss how the compact relates to the success of each individual child. This ensures a strong home/school connection and allows all stakeholders to have a voice.*

**Provide frequent reports to parents on their children's progress: 1118 (d) (2) (B)**

Gates Elementary School will provide to parents:

- *Report Cards (November, January, April and June)*
- *Progress reports available on an as-needed basis*
- *Parent Teacher Conference (November, Mid-Winter, Spring and additional conferences available upon request)*
- *Student Take Home Folders*
- *Agenda Books (3<sup>rd</sup> and 4<sup>th</sup> grade)*
- *Phone calls, emails, and/or daily contact notes as needed*
- *ParentVue via Synergy*

**Provide opportunities for parent involvement activities requested by parent: 1118 (2) (C)**

*Gates Elementary School has an open door policy for parents with both administration and staff. In addition, parents are encouraged to participate in the following activities:*

- *PTO (Parent Teacher Organization)*
- *Classroom Volunteer*
- *Chaperone for field trips*
- *Pick the One Book Day (formerly known as RIF)*
- *Classroom observations as requested by parents*
- *Field Day*
- *Family Fun Nights*
- *Classroom Celebrations*
- *School Fundraisers*
- *Parent Workshops*
- *One School, One Book Reading Program*
- *Summer Reading Challenge*
- *Crim Mileage Club*
- *Watch D.O.G.S.*

### Part III: Building Capacity for Involvement

#### Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e) (2)

To ensure that parents are informed about academic standards and assessments, Gates Elementary School will provide the following:

- *Parent Conferences (November, Mid-winter, Spring, and additional conferences available upon request)*
- *Parent copy of Grade Level Common Core State Standards provided at Curriculum Night in the fall*
- *Local assessment information (DIBELS Next, district writing assessment, DRA2, StarMath and district common assessments) shared with parents at conferences.*
- *M-Step results provided via U.S. mail to third and fourth grade parents*
- *Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need. Information will be shared with parents when appropriate.*
- *Literacy Specialist, Challenge Coordinator and other support services will be available at conferences to provide information and answer questions about assessments*
- *Fall Curriculum Night: Staff share grade-level expectations and provide all parents with examples of at home activities to help their child reach their highest potential.*

#### Provide materials and training to parents: 1118 (e) (2)

Gates Elementary School offers training and materials to parents through the following events and activities:

- *Open House/Curriculum Night (childcare provided)*
- *Annual Title I Meetings - multi-session/times*
- *Parent-teacher conferences (November, Mid-winter, Spring, and as needed or requested)*
- *Parent Workshops (childcare provided)*
- *Providing lists of community resources to individual parents and assistance in accessing these resources, as needed*
- *Summer Reading Program*
- *Weekly School Newsletters/Classroom Newsletters/District Publications*
- *"DTV" - District cable television program offering segments that educate parents on ways to help their child be successful in all areas of the curriculum*
- *District Website Parent Tab - provides parents with materials and resources to help their child achieve success*
- *Family Math Night*

**Educate teachers, Title 1 staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e) (3)**

- *Gates Elementary School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will attend workshops and implement new ideas for effective parent communication. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact. The district will inservice teachers on how to utilize district website to post classroom newsletters and add materials and resources to the Parent Tab.*

**Coordinate parent involvement activities with other programs: 1118 (e) (4)**

Gates Elementary School will work to coordinate programs to ensure success for all:

- *School-Parent Compact and Parent Involvement Policy - provided and discussed with all parents*
- *Parent Volunteers/Watch D.O.G.S.*
- *School wide family fun nights*
- *PTO*
- *Hahn Visit: Fourth Graders and their parents invited to Hahn Intermediate to tour the building they will attend in the fall (June)*
- *Family Math Night*
- *One School, One Book*

**Inform parents of school and parent programs in a timely and practical format in a language they can understand: 1118 (e) (5)**

To ensure that all parents are informed in a timely and user-friendly manner, Gates Elementary will provide:

- *Student Take Home Folders*
- *Agenda Books (third and fourth graders)*
- *School Newsletter/Classroom Newsletters/District Publications written in a language parents can understand (some are also accessible online)*
- *Full opportunities for the participation of parents with Limited English Proficiency (LEP), parents with disabilities, and parents of migratory children will be provided. Information and school reports will be provided in a format, and to the extent practical, in a language parents understand.*
- *Interpreters will be provided for parents who request them*

- *Language Lines Translation Services and translators for parent meetings will be made available as requested*
- *Printed material and individual student academic assessment results can be translated through the Genesee Intermediate School District*

**Provide support for parental involvement at their request: 1118 (e) (14)**

Gates Elementary School will make every effort to support our parents and make sure their needs are met:

- *Make every effort to accommodate parent requests to ensure that individual students and parents needs are met in order to foster greater parent involvement*

**Part IV: Accessibility**

**Parent involvement activities accessible to all parents, including those with disabilities and parents who use English as their 2<sup>nd</sup> language: 1118 (f)**

Gates Elementary School will provide:

- *Flexible meeting times*
- *Handicapped Accessible Facilities*
- *Home Visits*
- *Phone Conferences (Bilingual interpreter, as needed, through GISD for all parent contacts)*
- *School Newsletter/Classroom Newsletters/District Publications written in a language parents can understand*
- *Interpreters will be provided for parents who request them*
- *Language Lines Translation Services and translators for parent meetings are available*
- *Printed material and individual student academic assessment results can be translated through the Genesee Intermediate School District*
- *Collaboration with community agencies; i.e., Community Mental Health*
- *Transportation Assistance (as requested or needed)*