

Washington Elementary Parental Involvement Policy

Washington School

Pana, IL

2016-2017

Part I. GENERAL EXPECTATIONS

Washington Elementary School agrees to implement the following statutory requirements:

- Consistent with Section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the Elementary and Secondary Education Act (ESEA), and each include, as a component, a school–parent compact consistent with section 1118(d) of the ESEA. (See Enclosure)

Note: For more information on the Elementary and Secondary Education Act, please visit this website.

<http://www.k12.wa.us/ESEA/>

- Schools will notify parents of the policy in an understandable and uniform format. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of children that often move from one school to another, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format. Alternative formats will also be available upon request.
- If the school–wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (Pana Unit #8).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school will build its own and the parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–

(A) That parents play an integral role in assisting their child’s learning;

(B) That parents are encouraged to be actively involved in their child’s education at school;

(C) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) The carrying out of other activities, such as those described in section 1118 of the ESEA.

Part II. DESCRIPTION OF HOW WASHINGTON ELEMENTARY SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Washington Elementary School** will take the following actions to involve parents in the joint development of the school Parental Involvement Policy.
 - Each year parents as well as teachers and administration on the School-Wide Leadership Team will make suggestions for revisions to the plan for the current year.
 - An Annual School-Wide meeting will be held to give parents an opportunity to make suggestions/comments regarding family engagement.
2. **Washington Elementary School** will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA.
 - Internal Review Process
 - Periodic Surveys to parents
 - Use results of surveys and internal review to help form the Washington Elementary School Improvement Plan.
3. **Washington Elementary School** will hold an annual meeting to inform parents of the school’s participation in the Title One, Part A programs, and to explain the Title I Part A requirements and the right of parents to be involved in the Title I, Part A programs. The school will convene the meeting at a time convenient for parents so that as many parents as possible are able to attend. The school will invite all parents of children participating in the Title I, Part A programs to this meeting, and will encourage them to attend by:
 - Hosting a School-Wide informational meeting/event by October where parents/guardians hear about the Title One Part A programs.
 - Invitational flyers
 - Educational Handouts
 - Refreshments

4. **Washington Elementary School** will provide parents of participating children information in a timely manner about Title I, Part A programs that include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
 - Showing a Power Point that explains the above-mentioned topics at the School-Wide meeting.
 - Providing the Parent Compact, School-Wide title One Plan, Parental Involvement Policy, and Program PPT on the School District's webpage (www.panaschools.com)
 - Having Title One Teachers provide Benchmark/Progress Monitoring reports to parents during the Fall/Spring Parent/Teacher Conferences as well as participate in the conferences themselves when schedules allow.
5. **Washington Elementary School** will, at the request of parents, provide opportunities for regular meetings for parents to 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:
 - Encouraging parents to communicate often and /or schedule meetings with teachers regarding their child's needs.
 - Offering Parent/Teacher Conferences in fall and spring as well as other meeting times upon parent request.
 - Communicating with parents through phone calls and e-mails when needed
 - Providing parents with opportunities to make suggestions/comments on surveys at least twice a year.
 - Reflecting with the School-Wide Leadership Team Members the results of surveys.
 - Using survey results to direct programming for parents.
6. **Washington Elementary School** will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
 - Providing parents with their child's AIMSWeb assessment results (Reading and Math)
7. **Washington Elementary School** will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
 - See Appendix A (attached)

8. **Washington Elementary School** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph–

- the state’s academic content standards,
- the state’s student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child’s progress, and
- how to work with educators:
 - AIMSWeb Reports
 - Brochures/educational resources (including web links) provided at family events.
 - Newsletters sent home at least 4 times per year.
 - Pana District Unit Website (www.panaschoolscom) Resources
 - Pana Unit 8 School–Wide documents
 - PCUSD School Success Parent Involvement Ideas (tips, parent guides, videos)
 - Illinois State Board of Education, Lumen Parent Portal, PBIS
 - Pana Schools Facebook Page

9. **Washington 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:

- Hosting parent meetings/events
- Providing pamphlets to parents regarding school issues (located on tables outside of school office).
- Offer technology resources (web links, apps to download) to parents in handouts and /or newsletters.
- Offer technology support (mini–lessons) during family engagement events.
- Hosting other events which encourage growth in social and academic areas.

10. **Washington Elementary School** 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:

- Asking parents/guardians to fill out surveys including a comments/suggestions section.
- By reflecting on survey results with the School–Wide Leadership Team to target professional development to achieve improvement in the specified area.
- Encourage communication between parents and staff by providing resources to them which include Washington School staff contact information.
- Provide mentoring on a regular basis for individual students through the SMART Buddy Program. Community members (adults) meet for a ½ hour once a week with their “buddy” throughout the student’s years in the Pana School District.

11. **Washington Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Sharing resources with the P.R.E.P. and Early Childhood programs which are housed in Washington School.
- P.R.E.P and Early Childhood are included in school-wide activities and programs.
- Data from screening is shared with the staff from various pre-school programs when appropriate.
- P.R.E.P., Early Childhood and Head-Start teachers are invited to participate in School Improvement Activities.
- Orientation Programs are held for pre-school children prior to entering kindergarten.

12. **Washington 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 parents of participating children in an understandable and uniform format, including alternative formats upon request:

- RSVP slips with the event invitational flyers asking if parents will participate when appropriate.
- Reminders (verbal or written) to families who have not responded when appropriate.
- Monthly Activity calendars
- Pana School Web site

Part III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonable available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including child care costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers and/or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

Part IV. ADOPTION

This Washington Elementary School Parental Involvement Policy has been developed jointly with, and agreed on with, parent(s) of children participating in Title I, Part A programs, as evidenced by the Washington Elementary School Wide Leadership Team.

This policy was adopted by Washington Elementary School, and the Pana Community Unit School District #8 Board of Education, and will be in effect for the 2016–2017 school year. The school will distribute this policy to all parents of participating Title I, Part A children by placing it on the school web site or providing copies upon .

Washington Elementary School–Wide Leadership Team

Cheri Wysong	
Rebecca Mahnke	
Cindy Denning	
Erica LaMarche	
Lindsey Kerby	
Jenny Lehn	
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Parent Notification Regarding “Highly Qualified” Status of Teacher

Dear Parent:

The federal No Child Left Behind Act of 2001 (NCLB) requires all schools to notify parents or guardians after a class has been taught for four consecutive weeks by a teacher who is not considered “highly qualified” for that subject area. While there are a variety of ways in which a teacher can demonstrate that he or she is “highly qualified” in a given subject, the requirement is considerably more difficult to meet for a teacher who is responsible for teaching core subject areas. Special education teachers and bilingual education teachers in particular are affected by this requirement.

The purpose of this letter is to notify you as required that _____ is not currently considered “highly qualified” under NCLB in the subject of _____ being taught to your son or daughter.

Please be assured that this does not mean this teacher is not qualified for this assignment.

_____ does meet the Illinois requirements for this position. Given his/her professional experience and local reputation, we believe that your child is receiving a high-quality education in his/her class.

If you have any concerns regarding this information, you have a right as a parent to review the qualifications of your child’s teachers. Please contact me at 562-1500 if you have any questions.

Sincerely,

Dr. David Lett, Superintendent

Pana C.U.S.D. #8