

Southwest Elementary Parent Involvement Policy

Southwest Elementary will give parents multiple opportunities to be informed about and involved in the Title I programming.

- Southwest Elementary will hold an annual parent meeting by October 1st. Families will be notified through the newsletter, school messenger, and a flyer encouraging attendance and explaining the parent's right to be informed and involved.
- The meeting will involve a detailed description of the core math and reading curriculum as well as a description of the Title I curriculum and programming used at Southwest. It will also include a description of assessments used to measure student progress (Aimsweb) and the benchmarks students are expected to meet on each assessment.
- Parents will be asked to complete a survey that will help provide the Southwest staff with feedback on the wants and needs of Title I parents. This feedback will be used when planning future Title I parent/family events.
- Parents will have opportunities to meet with Title I staff and learn about programming at Back to School Night and Parent Teacher Conferences in addition to scheduled Title I parent events.
- Parents will be informed via letter when their student qualifies to enter an intervention group. This information will include assessment data showing the need for the intervention, the intervention name/group, and an explanation of the frequency of the intervention and how the student's growth will be progress monitored.

Southwest Elementary personnel will communicate regularly and in a timely manner regarding student achievement and progress.

- The standards, assessments, and opportunities for training will be discussed at a fall PTO meeting.
- All Southwest Elementary students will be in charge of keeping a data notebook and tracking their own data relative to attendance, behavior, math, and reading.
- All students will be universally screened three times a year in math and reading using Aimsweb. Parents will be notified of their student's progress after each assessment period.
- Students placed in interventions will be progress monitored using Aimsweb. Progress monitoring reports will be sent home quarterly with student report cards.

- When students do not make adequate progress with intervention services, parents will be notified and the Student Assistance Team in the building will work with the parent to determine the next steps for supporting the student.
- Through parent teacher conferences following the end of the first grading period, every parent, student, and teacher at Southwest will complete a School-Parent compact. Teachers or parents will initial by the student's name on a class roster as each compact is signed to serve as a record of the signing of the compact. This compact will provide a springboard at parent conferences to discuss individual student achievement, explain the report cards which will provide regular reports of student progress, assist parents in understanding the state standards and how progress on standards will be monitored, and offer parents opportunities for materials and/or training to help them work with their students at home.
- Title 1 personnel will be available to meet with any parent during parent-teacher conferences who is interested in ideas and materials that can be used to support their child at home and work on any skills with which their child is struggling.
- The parent teacher conferences, notices of meetings, parent involvement policy and compact, and any materials provided to Title 1 parents will be translated into a language the parents can understand whenever needed.
- Teachers will provide parents with their school email and phone number, and instructions for accessing class websites through classroom newsletters, parent packets, data folders, or other parent information sent home early and/or regularly. Teachers' Email address and phone number will also be available on the website.
- When needed, conferences will be held by home visit or phone call to accommodate parent's needs.

Parents will be given multiple opportunities to be involved and informed in their student's educational experience at Southwest Elementary.

- All parents will be invited to participate in the following: Back to School Night, Title I Information Night, end of first nine-week parent-teacher conferences, PTO, various PTO activities, family math/literacy night, and an IREAD/ISTEP informational meeting each school year.
- Parents will receive communication on school events through a weekly newsletter from the school and, where applicable, reminders sent through our automated voicemail system.

- Parents will receive communication of their student's academic progress through standards based report cards sent home at the end of each nine-week grading period.
- Assessment results will be shared through parent reports in parent friendly language (ISTEP, AIMSWEB, IREAD and Acuity), their student's data folder, and in parent-teacher conferences.
- Parents will have access to teachers through email and voicemail at school.
- Parent involvement will continue to be facilitated by certified teachers that will plan and implement family nights, parent workshops and keep documentation of parent activities.
- Activities will center on strategies for parents to be involved in their child's education and provide support at home and will be offered at flexible times to accommodate differences in family schedules.

Southwest Elementary personnel will receive training in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as partners, implement and coordinate parent programs, and build ties between parents and the school.

- Training will be provided at a staff meeting during the first grading period that will emphasize the importance of parent partnerships, and provide suggestions, explanations and, when applicable, materials needed to foster parent teacher partnerships and increase parent teacher communication.
- Teachers will share strategies that they have found successful and submit questions, concerns and difficulties that they have had in the past. This feedback will be used to provide teachers with further support as needed.
- Southwest Elementary personnel will attend meetings and training provided by the LEA.

Southwest Elementary recognizes that transitions of any kind are difficult and will provide required support for parents and families during transitions.

- Southwest Elementary will hold a kindergarten registration in April where parents will receive materials about working with their students at home.
- An all school registration will be held in the summer within three weeks of the start of school where parents will receive materials about school and parent involvement.
- All students entering school from preschool or a new school at any time who have an IEP will have a transition meeting with parents, the special education teacher, the principal and other relevant school personnel to discuss the student's program at Southwest and any needs the student might have.

- IEP transition conferences also will be held for any student with and IEP moving from Southwest to the middle school in the spring.
- Fifth grade transition activities such as a GMS visit in the spring and sixth grade orientation in the summer offer the parents of all students an opportunity to participate in the transition from elementary to middle school and learn how to help their student with this important transition.
- An open house for kindergarten students and parents will be held the evening prior to the first day of school at which parents will receive important information about parent involvement, kindergarten rules and procedures, and assistance with helping their kindergartener at home.

This Parent Involvement Policy will be evaluated annually. In addition, parent feedback will be collected on an ongoing basis throughout the year to assist with any changes that are needed to this policy and/or any programming offered.

- Parent participation on Quality Council, PTO meetings, surveys and other parent feedback will allow us to evaluate and amend the plan as needed.
- Data will be kept on attendance, agendas, and surveys for all parent meetings as well as any feedback given by parents regarding the Title 1 programming through any other avenue.
- Each year in the spring, Quality Council will review this policy and the School-Parent compact along with all parent involvement data gathered so far during the school year. Any changes agreed upon by the Quality Council will be made, and the policy will be presented at a PTO meeting also in the spring for feedback.
- All requests for parental involvement activities on an individual or school wide basis will be supported to the best of our ability to do so.

Date revised: _____

Signature of Title 1 Representative: _____