

*West Side Elementary School*  
*Parental Involvement Policy*  
*2017-2018*

The faculty, staff, and parents of **West Side Elementary School** believe that it is a team effort to prepare children to achieve their maximum emotional, social, and academic growth and to prepare our children to become lifelong learners and contributing members of a changing society.

Parental involvement activities, **with regard to policy development at West Side Elementary School**, will include the following:

- Administration of a Parent Needs Survey in the spring of each year which will provide input as to the effectiveness of the school-wide program, especially the Parental Involvement Policy.

Data gathered from the surveys will be analyzed and compiled along with other data from the comprehensive needs assessment to determine the overall effectiveness of the Schoolwide Title I Program.

- Inclusion of parents in the annual revision of the Parental Involvement Policy.
- Inclusion of parents in the annual revision of the Student/Parent/School Compact.
- Inclusion of parents in the annual revision of the Schoolwide Title I Program.

The Schoolwide Title I Planning Committee is comprised of administrators, district staff, Title I staff, parents, teachers, and community members. This committee plays a fundamental role in the development/revision of the Schoolwide Title I Program which includes the Parental Involvement Policy.

- Inclusion of parents in information and decision-making through open round-table discussions at PTO meetings.
- Provision to parents and community members of the Schoolwide Title I Program which includes the Parental Involvement Policy. This policy will be maintained in the principal's office and on the school's and district's webpage.
- Informing parents in the document of the Schoolwide Title I Program and at the annual meeting that they may give input if they disagree with any of the content found in the Schoolwide Title I Program policy.

**Parental involvement policy procedures at West Side Elementary School** will include the following:

- Parents will be notified of annual meetings concerning the Schoolwide Title I Policy which includes the Parental Involvement Policy. These meetings are held at two different times of the day.
- Parents are notified of the annual Title I Schoolwide Meeting, and the Schoolwide Title I Policy will be discussed at the annual Title I Schoolwide Meeting.
- Needs Assessments and surveys are completed. (Parents are notified that a Comprehensive Needs Assessment Survey is available through which they may voice their opinions.)
- Data from these surveys as well as data from the comprehensive needs assessment are compiled and analyzed in order to determine the overall effectiveness of the Schoolwide Title I Policy which includes the Parental Involvement Policy.

Concerning the **Annual Title I Parent Meeting, West Side Elementary School** will implement the following:

- Arrange an annual meeting to inform parents about the Title I Schoolwide Program, Title I requirements and offerings.

An annual meeting will be held at the beginning of each school year in which parents will be informed of Title I and the Title I Schoolwide Program.

- Involve parents in the policy review and improvement of the Title I Schoolwide Program.
- Provide parents information about programs, curriculum, assessment, and achievement expectations.
- Information may be provided to parents through monthly school calendars, newsletters, school website, telephone calls, student handbooks, parent-teacher conferences, PTO meetings, and the Picayune Item.

To ensure effective **involvement of parents** and to support a partnership among **West Side Elementary School**, parents, and community members that enhances student academic achievement we:

- Shall provide professional development opportunities to improve student achievement for faculty and staff
- Shall maintain parental involvement resources at the school and the Picayune School District Parenting Center.
- Shall coordinate and provide educational services to ELL students and parents
- Shall educate faculty and staff through in-service opportunities of the importance of working with parents as equal partners to build ties between parents and school
- Shall provide parents with opportunities to discuss student progress through **parent-teacher conferences, Annual Title I Parent Meeting, Parent Orientation Nights, parent surveys through SurveyMonkey** conducted by the principal, teachers, district counselor, and/or district social worker to explain the following:
  - ❖ State Assessment Student Profile Reports
  - ❖ State School Report Card
  - ❖ State Academic Achievement Standards
  - ❖ State Curriculum
  - ❖ State and District Assessments/Universal Screeners
  - ❖ Student Progress Reports
  - ❖ Student Report Cards
- Shall coordinate and integrate parent involvement programs/activities including but not limited to the following:
  - ❖ Meet the Teacher Night
  - ❖ Resources to check out
  - ❖ Feedback and Suggestions through SurveyMonkey
  - ❖ Regular PTO meetings
  - ❖ Parent-School Compact
  - ❖ Tutoring for Exceptional Education Students
  - ❖ Science Fair
  - ❖ Reading Fair
  - ❖ TST Meetings
  - ❖ Individual Reading Plans
  - ❖ Read-at-Home Plans
  - ❖ Parent Contact as per Literacy-Based Promotion Act revisions
  - ❖ Grandparents/Veterans Day Program
  - ❖ Field Trip Chaperones
  - ❖ Family Math/Science/Technology Night
  - ❖ Book Fairs
  - ❖ Open Invitation to Visit and Have Lunch with Your Child on Fridays
  - ❖ Field Day Workers/Volunteers
  - ❖ Title I Annual Parent Meeting
  - ❖ Community Planning and Title I Planning Committee
  - ❖ Parent Orientation Nights
  - ❖ Parent Conferences
  - ❖ Memos/Newsletters sent home
  - ❖ PTO Newsletters (9 times per year)
  - ❖ Phone calls, email, notes home, and, school calendar
  - ❖ Assembly meetings for awards
- Shall work with local businesses and community agencies to develop partnerships with student and school recognition programs
- May provide certain documentation to families in Spanish

- May involve parents in the development of training to improve instruction
- May conduct workshops/seminars to train parents on parent involvement
- May conduct meetings at a variety of times to maximize opportunities for parents to participate in school-related activities
- May provide reasonable support for parental involvement activities under this section as parents may request and as available funding allows
- May pay reasonable and necessary expenses associated with local parental involvement activities for school-related sessions as funding allows
- May train and support parents to enhance the involvement of other parents

Concerning **shared responsibilities for high student achievement and performance**, **West Side Elementary School** shall:

- Involve parents in the annual development/revision of a **Parent-School Compact**
- Outline in the compact how administrators, school faculty, parents, and students will share responsibility for improved student achievement
- Denote the means by which the school and parents will build a partnership to help students achieve the state's high academic standards
- Provide (as practical) compacts in the languages that parents can understand
- Provide compacts to parents at registration for review and for signing
- Provide compacts to students for discussion with teachers for understanding and signing
- Provide compacts to teachers for signing
- Provide a copy of the compact to parents at home and keep a copy of the compact on file at school to be used during parent-teacher or student-teacher conferences
- Involve parents in the decision about how to spend the 1% parental involvement funds

**Picayune School District**, to the extent practical, will provide educational services to students identified as delinquent, disabled, ESL (English as a Second Language), homeless and unaccompanied, migrant, and neglected. Information will be provided in a readable format and assistance will be provided for understanding the needs and academic progress of the student.

**West Side Elementary School** will provide parents with documentation concerning the following:

- ❖ meetings
- ❖ program development
- ❖ planning
- ❖ the continued education of their child
- ❖ the qualifications of their child's teacher as required by NCLB
- ❖ when their child is taught by any person who is not highly qualified as required by NCLB, or
- ❖ when a substitute is not highly qualified and is employed for more than four consecutive weeks

This **School Parental Involvement Policy** has been developed jointly with, and agreed on with, parents of children participating in Title I programs and the Title I Planning/Community Planning Team.

This policy was adopted and/or revised by **West Side Elementary School** for the 2017-2018 school year.