



*Westview  
Elementary School*

## ***Westview Title I Parent Involvement Policy***

Westview Elementary intends to follow the parental policy guidelines in accordance with No Child Left Behind Act of 2001 as listed below. Westview Elementary School will distribute this policy to parents of students participating in the Title I program and be updated periodically.

- Convene an annual meeting – annual parent information will be held each year in the month of August. Such meeting will include an overview of Parents Right to Know, Home/School compact, current programs, and partnerships. (See Appendix)
- Explain the requirements and the rights of the parents to be involved – copy of the Parents Right to Know will be included in the program packet and be reviewed during the meeting. A question and answer session will follow in addition to a survey distributed requesting additional feedback.
- Offer a flexible schedule of meetings – meetings and parent development opportunities will be offered both before, during, and after school.
- Involve parents in an organized, ongoing, and timely way to plan, review, and improve programs – Parents will be invited to parent committee meetings in the spring to review Home/School compact, discuss programs, offer suggestions, and make recommendations for following year.
- Parents will be provided information regarding their students' academic progress and participation the Title One program in a timely manner, through the following:
  - PowerSchool, to which every parent will have access. Through this portal, parents can access students' grades, lunch menus, notes for parents, and teacher comments at any time via the Internet.
  - A monthly newsletter.
  - Annual Title One meetings – held in November and in April.
  - Title One information and an opportunity for feedback, posted in June on the corporation website.
  - Reading Connection – monthly publications sent to all parents in promoting learning to read and mastery of reading skills.

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- Family Reading Nights – held in the Fall and Spring, to promote reading and to support literacy throughout community families.
- Parent/Teacher Conferences.
- Parents will be provided a description and explanation of curriculum to be used: Specifically, K-1 teachers will be using Rigby, Literacy by Design as a reading curriculum.
- Students will have three benchmark assessments during the school year. In addition, teachers will progress monitor each student based on individual academic needs. K-1 students will participate in NWEA for reading and math. Students falling below benchmark will be progress monitored bi-weekly. Students meeting benchmark will be progress monitored monthly.
- Parents will be given benchmark expectations for their students.
- Westview Elementary School provides Home Connect documents to all parents. The Home Connect provides information to parents regarding their children’s Literacy and Math levels as a result of NWEA assessments, as well as strategies for improving literacy and math skills.
- Parents will be given opportunities to attend meetings throughout the year to discuss possible programs and to offer suggestions. Parents will be part of Title I, program, and textbook adoption, and School Improvement Plan committees. Parents will also be given opportunities to participate in case conferences and parent-teacher conferences.
- Parent involvement activities will be offered at Westview Elementary School. The content of these activities will be based upon the needs of parents and school improvement goals. Material is also provided home through newsletters and teachers make request to parents to be actively involved and available to help in the classrooms.
- Westview works with local organizations and churches to host Kids Hope in our school. Mentors are partnered with at risk students.
- Westview Elementary School uses staff meetings, email correspondence, grade-level meetings, and teacher professional development to share information and educate staff on how to build ties between home and school.
- If the school wide plan under section 1114(b)(2) 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 LEA.
- Parents will be provided monthly “Reading Connection” newsletters, which can be used to build literacy proficiency within students.
- Westview Elementary School will hold two events – one in the Fall and again in the Spring – to highlight reading and literacy. At these events, parents and caretakers will be provided tips and strategies to promote reading within the home. These events will also provide opportunities for families to read and discuss a variety of children’s literature.

Westview Elementary School helps build the schools' and parents' capacity for strong parental involvement by providing parents with:

- Information on Indiana College and Career Readiness Standards from the IDOE website and publications will be shared with parents.
- Information on academic assessments used to measure student progress and proficiency levels that students are expected to meet. (NWEA and Brigance) These assessments are also discussed at the annual Title I meeting. NWEA reports will be sent home that show reading and performance levels. These reports will indicate whether a student is performing below, at, or above grade level. These reports will include information on how to read the reports and suggestions to help the student achieve academic success. The Brigance Skills Inventory is primarily utilized at Preschool roundup (orientation) sessions to help identify the basic skills levels of incoming students.
- Provide access to information through PowerSchool, links on the parent portal of the district/school website.
- Westview Elementary School will provide information at Open House, the Title I annual meeting, individual parent/teacher conferences, newsletters, teacher emails and contact information, and invitations to events.
- Westview Elementary School, alongside its parents, will educate its teachers, student 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, and in how to implement and coordinate parent programs and build ties between parents and schools.
- Westview Elementary School will ensure that information related to the school and parent programs, meetings, and other activities that encourage and support parents to more fully participate in the education of their children as in language that parents understand. This will include providing materials and training to help parents work with their children to improve their academic achievement (e.g., literacy training, technology use).
- Westview Elementary School will hold two "Family Reading Nights" per school year.
- Parents will be provided opportunities to provide feedback to the school about programs and services such as curriculum committees, parent-teacher organizations, and school improvement teams.
- Parents will be provided links on the website to resources and games, take-home activities provided by teachers, and through the parent portal on PowerSchool.
- A commitment by the Westview Elementary staff to communicate with parents. Teachers provide newsletters, student progress and reading reports to keep parents updated on student progress. Teachers are rated on parent communication as part of their evaluation.
- Westview Elementary School holds scheduled parent/teacher conferences in November. These provide opportunities for parent and teacher collaboration regarding the academic, social, and emotional progress of students.

- A shared expectation that parents can request academic, emotional, and social support for the improvement of student achievement. This includes but is not limited to request for conference with teacher and/or principal.
- Westview Elementary School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parent of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- Provide other reasonable support for parental involvement activities as parents may request.

Coordinating and integrating, as appropriate, parent involvement with Head Start, Even Start, Parents as Teacher Programs, and public preschool programs

- There are four orientation sessions held in March for students wanting to attend preschool. Entering students participate in Brigance Age-Level testing for placement screening. Preschool students and families participate in Family Fridays that occur four times a year.
- Any child that receives early intervening services through First Steps is referred to the Office of Exceptional Education by their 30 month of age. A transition meeting is held with the parent, First Steps Coordinator, and the Director of Exceptional Education to review the child's progress and inform the parent of their rights. It is the obligation of the Local Education Agency, Mississinewa Community Schools, to have evaluated, Case Conferenced, and offered Special Education Services to the family prior to the child's third birthday if the child is found eligible for the areas of disability according to Article VII. Services vary dependent on the child's needs and goals along with what the family prefers and can include Special Needs Preschool (half-day), Full Day Preschool, or walk-in services that are included in the child's Individual Education Plan.
- Once a child that is preschool age (3-5) is found eligible for Special Education services and signed permission is granted by the family, the Office of Exceptional Education will invite the family to trainings and case conferences. The family is always contacted via phone or email to schedule case conferences, and notices are also mailed home to families. Various training and information meetings occur throughout the year including Autism Parent Support Group Meetings and Family Fun Nights. This information is shared with families via newsletters that are handed out by their child's Teacher of Record, mailed home, advertised within the building and in the community.

Ensuring, to the extent possible, that information sent home is in a language and form parents can understand.

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Developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle, and high schools.

- Westview Elementary School currently works with the following community-based organizations and businesses to encourage partnerships: Department of Child Services, Grant County Probation, Kids Hope, Gas City Fire Department, Gas City Library, Brookhaven Church, Family Services, We Care, Life Center Counseling, Township Trustees-Well.

#### **RESPOND TO ANY PARENT SUGGESTION AS SOON AS PRACTICALLY POSSIBLE**

Building level and Central Office Administration handle parent suggestions, concerns, request for information from parents, and any other reasonable support for parental involvement activities, as parents may request. Documentation of request, concern, or suggestions will be kept on file at Central Office along with the resolution.

Any comments indicating parent's dissatisfaction with the school Title I program must be collected and submitted along with the Title I application for Grant to the Indiana Division of Compensatory Education.

#### **SCHOOL-PARENT COMPACT**

Westview Elementary School provides each parent a school-parent compact that outlines what each party is to do to support student achievement are given to each family. Signed copies are kept on file in the school office.