

West Seattle Elementary School Parent Involvement Policy

Part I. GENERAL EXPECTATIONS

West Seattle Elementary agrees to implement the following statutory requirements:

- Consistent with section 1118, West Seattle Elementary will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- West Seattle Elementary will notify parents of the policy in an understandable and uniform format and to the local community and update it periodically to meet the changing needs of parents and the school.
- In carrying out the Title 1, Part A, parental involvement requirements, to the extent practicable, West Seattle Elementary will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents 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 language parents understand.
- If the school-wide program plan for Title 1, 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 (school district).
- West Seattle Elementary will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the school.
- West Seattle Elementary will build its own and the parents' 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.
- West Seattle Elementary will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- West Seattle Elementary 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 students' 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 SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. West Seattle Elementary will take the following actions to involve parents in the Joint development of its school parental involvement plan under section 1116 of the ESEA:
 - Inform parents and guardians of their rights in a school-wide Title 1 program as part of the school's Open House event in September 2013 and through parent /school newsletter articles.
 - Solicit parent and guardian input to the plan through opportunities at the PTA meetings in September, the Open house event, informal conversations throughout the year, and active membership and participation on the school's Building Leadership Team.
2. West Seattle Elementary will take the following actions to involve parents in the Process of school's review and improvement under section 1116 of the ESEA:
 - Solicit active membership and participation of parents and guardians on the school's Building Leadership Team (BLT).
 - Solicit informal feedback during home visits with parents and guardians of all the school's students.
3. West Seattle Elementary will hold an annual meeting to inform parents of the School's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A. programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend by:
 - Notifying parents and guardians through the school's bi-weekly newsletter and fliers sent home prior to the events.
 - Translating portions of the above newsletter and fliers into Spanish, the primary language represented in the school.
 - Sending notification of these meetings via the School Messenger system in English, Spanish and Vietnamese, ensuring that parents and guardians of students learning English as a second language to ensure they received and understood the invitation to the meeting(s).
4. West Seattle Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes 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 providing the above information during the September 2013 Open House event at each grade level:
 - Verbally and in writing, informing parents and guardians of students receiving interventions provided through Title I funds of their child's involvement in the intervention(s), how and when the interventions(s) are provided and by whom, which materials are used for the intervention(s) and how progress is monitored.
 - Providing parents and guardians with students' progress data at the end of each trimester and any time requested in-between formal progress reporting periods.
5. West Seattle Elementary will, at the request of parents, provide opportunities for regular meetings for 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:
 - Contacting the parent or guardian to schedule an appointment as soon as possible in the parent's location of choice;
 - Soliciting the parent or guardian's input about their children's education and progress, and implementing parent and guardian suggestions when the suggestions fit with best practices, are in the student's best interests, and can be reasonably implemented in a school-wide program. When suggestions are not deemed in the child's best interests or reasonable by the school, school personnel will explain how and why the suggestions are not reasonable and seek a solution that is acceptable to parents/guardians and school staff.
6. 8. West Seattle Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this section:
 - the state's academic content standards,

- the state’s student academic achievement standards,
- the state and local academic assessments including alternate assessments

How to work with educators: West Seattle Elementary will present the above topics during school-wide events, such as monthly Parent Booster Club meetings, Open House, Math Night and Literacy Night.

In addition, the school will provide the above information during November Parent-Teacher conferences.

7. West Seattle Elementary will, partially with the assistance of its parents, educate its teachers and 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:
 - Working with parent leaders, trained through the Family Partnerships Program and Readiness to Learn Program, to educate staff on how to better listen to and value families’ contributions to their children’s educations.
 - Bring in outside speakers and/or become involved in book studies regarding culturally-responsive education.
 - Developing partnerships between school and community-based early childhood care providers and preschools.
8. West Seattle Elementary 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, and, to the extent practicable, in a language the parents can understand:
 - by translating school newsletters, fliers, and notices into Spanish and Vietnamese, the primary languages other than English represented in the school, as is reasonable.
 - by calling parents and guardians for a verbal communication, when needed (for example, as the school is aware parents or guardians do not read English or their home language or when a particular student has generated concern and the school feels an individual phone call is warranted to ensure the child’s family is notified of programs and events).
 - by informally meeting with and talking about programs, meetings, and activities when interacting with parents and guardians in the hallways before and after school.
 - through the use of the School Messenger System and translating those messages into the primary languages of the parents/guardians we serve.

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

West Seattle Elementary will include additional events and trainings, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement in the following ways (these are examples of discretionary activities listed under section 1118 (e) of the ESEA):

- Providing reasonable support associated with parental involvement activities, including child care, to enable parents to participate in school-related meetings and training sessions.
- Training parents to enhance the involvement of other parents through the assistance of Parent Leaders, as supported by Readiness to Learn.
- Arranging school meetings at a variety of times or conducting in-home conferences between teachers 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
- Working to ensure parents/guardians participate in School Intervention Team meetings when called for individual children by notifying parents/guardians by mail and phone, translating notifications and ensuring that an interpreter is available during the meetings, and arranging for transportation and child care during meetings, as appropriate.

- Request parent/guardian support of every child reading at home for at least 20 minutes every day. Parents will be invited to trainings on how to support children in reading and forms for tracking the 30 minutes per day.
- Provide support for families in need, and whose children did not demonstrate proficiency on state-identified assessments, through the school's Family Support Worker.

PART IV. ADOPTION

This School Parental Involvement Policy will be revised jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the agendas of the September 2013 Open House agenda and Parent /Teacher Booster Club meeting minutes, including this text in the Parent newsletter and providing parents the opportunity to give input throughout the month of September in informal ways.

This policy, and any revisions necessary, will be adopted by West Seattle Elementary in October 2013 and will be in effect for the period of October 2013 – September 2014. This policy will be placed on a prominent wall upon entrance into the WSE building, as well as on our web page.

(Signature /date of Principal) (Signature / date of Parent/guardian)

(Signature /date of Parent/Guardian) (Signature / date of Parent/Guardian)