

## **Fairview Elementary School Parental Involvement Policy**

The staff of Fairview Elementary School believes that collaboration between families and schools is one of the most important components of the education of its students. Parent involvement is a critical part of effective schooling.

Research has shown that student achievement and conduct improves when parents and schools work together. There are many benefits when parents are involved in their child's education, including but not limited to:

- Higher grades and test scores
- Improved attitudes and behavior
- Improved school attendance
- More homework completed
- Greater likelihood of graduation from high school

### **I General Expectations**

Fairview Elementary School agrees to implement the following statutory requirements:

- Jointly develop with parents and distribute to parents of participating children, a School Parental Involvement Policy that the school and parents agree to uphold.
- Notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- Make the School Parental Involvement Policy available to the local community.
- Periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- Adopt the school's School-Parent Compact as a component of its School Parental Involvement Policy.
- Agree to 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, 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; and*
- b) that parents are encouraged to be actively involved in their child's education at school; and*
- 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; and*
- d) the carrying out of other activities, such as those described in section 118 of the Elementary Secondary Education Act (ESEA).*

### **II Implementing the School Parental Involvement Policy**

1. Fairview Elementary School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy:
  - In the fall, school will distribute the School Parental Involvement Policy to the parents and staff for input; and
  - The School Site Council (SSC) and English Language Advisory Committee (ELAC) will review parent and staff input and comments regarding the School Parent Involvement Policy; and
  - SSC will draft a revised School Parental Involvement Policy, in an understandable format, which will be presented to the School Board to be passed.
2. After the School Board's approval of the Parental Involvement Policy the teachers will distribute it at Parent Conferences. Copies will be available for the community in the office. A copy will be posted on the Fairview website.
3. In the spring ELAC and SSC with parent and staff input, will review and update, the District Policy, the School Parental Involvement Policy and School/Parent Compact to meet the changing needs of parents and school.

4. Fairview Elementary School will hold annual meetings in the fall at times that are convenient for the parent community to present the following information:
  - a. The school's participation in Title I; and
  - b. The services provided to children participating in the Title I program which includes reading, language and math intervention groups; and
  - c. Written notes in English and Spanish and other languages, if required, will be sent home inviting all parents to attend. The letter will notify families of the right of parents to be actively involved in supporting their children's academic achievement.
  
5. Fairview Elementary School will hold a number of Title I meetings at varying times to accommodate parents' schedules.
  - A scheduled annual Title I meeting will be held at Back to School Night.
    1. Morning and afternoon meetings will be held to reach those parents unable to come in the evening.
  
6. Fairview Elementary School will provide information about Title I programs to parents in a timely manner.
  - Fairview Elementary School provides information about state assessment results (CAASPP report), the proficiency levels students are expected to meet, and the status of the school's Annual Proficiency Index (API) and Adequate Yearly Progress (AYP). The above information is provided to our local newspapers for the public to view and reports are sent to parents in the mail.
  - All teachers of Title I students discuss the Title I program at parent/teacher conferences after the 1<sup>st</sup> trimester.
  
7. Fairview Elementary School will provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
  - At parent/teacher conferences all teachers provide parents with information regarding their child's progress. At this time an explanation of the curriculum is given along with the benchmarks the children are expected to attain.
  
8. Fairview Elementary School will provide parents, if requested, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
  
9. Any written parent comments regarding the Parent Policy will be submitted to the Assistant Superintendent.
  
10. Fairview Elementary School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand. All information sent home to parents is done in a format that is easily read and understood by parents. Translation of parent materials and parent meetings is provided when possible or upon request. Should a parent have a disability that requires a special format the school will make it available.

### III Shared responsibilities for high student academic achievement

1. To ensure effective and active involvement of parents and to support a partnership among the school, parents, and community that will improve student achievement, the school will host the following events. The parents and community are notified of the date and time of these events by one or several of the following: articles in the local newspapers, written invitations sent via Classroom News Letters, School News Letters and District News Letters and the marquis display in front of the school.
  - a. **Back to School Night** - All parents are invited to attend a meeting in their child's classroom to hear their child's teacher discuss the grade level curriculum, standards and expectations. The teacher will also explain how their child will be assessed to measure their progress and inform parents how they can become involved in their child's education such as: volunteering in the classroom, school events, field trips, monitoring their child's homework, and communicating concerns to the teacher.
  - b. **School Site Council (SSC)** - Once a month a notice is posted inviting parents and the community to

- attend Fairview Elementary School’s SSC meetings. The Council welcomes visitors and input.
- c. **Parent Conferences** - Teachers meet with parents to review their child’s social and academic progress in school at the end of the 1<sup>st</sup> trimester. At this time, the teacher informs parents, if applicable, about their child’s involvement in Resource Program, English Language Learners (ELL), Speech, After School Program and Student Study Team.
  - d. **ELAC Meetings** - Parents are invited to attend meetings posted at the school throughout the year.
  - e. **Open House** - In the spring all family members are invited to visit their child’s classroom in the evening. Community members are also invited. Students give their families a tour of their classroom and work is displayed for parents, grandparents and friends to view. The children enjoy “showing off” their hard work to their family and friends.
  - f. **Family Math Night** - Annual evening event, held in the early spring, inviting parents and students to participate in challenging math games and train parents on using Everyday Math games online as a resource for their children using our math curriculum.
  - g. **Curriculum Training** - Fairview Elementary School adopted a new math curriculum in 2015-16, Go Math. At Back to School night information will be sent out regarding parent resources and how to access them. On Math Night, we will help parents navigate online resources and explain how these resources can be used at home. We adopted a new English Language Arts program, Benchmark Advance. As we become more familiar with this program’s resources, we will make sure to share and explain to parents how to access and utilize them as well. These events will be communicated to parents through the newsletter, auto-dialer, and school marquee.
  - h. **Other Events** - Fairview Elementary School will invite parents to participate in various events and assemblies during school and evening hours such as our Western Night Carnival, Perfect Attendance Assemblies, STAR testing awards assembly, Science Night, Latino Family Literacy, Spring Fiesta, and the 4<sup>th</sup> grade Missions presentations.
2. The staff of Fairview Elementary School and parents will work to develop a school/student/parent compact that explains the roles and responsibility that each party shares to improve the academic performance of students.
    - The compact will be included in the Parent Handbook.
    - A copy of the compact will be sent out at the beginning of the school year to solicit feedback from parents and staff for possible modifications to the compact.
    - After reviewing feedback received, the Fairview Elementary School Site Council (SSC) will finalize and submit the compact for school board approval.
    - The compact will describe the **staff’s pledge** which includes:
      - Providing instruction in state student academic achievement standards in a positive, safe learning environment
      - Having high expectations while addressing individual needs
      - Respectfully collaborating with families and colleagues
      - Communicating class work expectations
    - The compact will describe the **student’s pledge** which involves coming to school on time ready to learn, unless ill. Engage in reading at home, completing homework on time, being a responsible student and a cooperative learner.
    - The compact will describe the **parent’s pledge** which includes supporting their child’s learning by ensuring their child has good attendance, receives adequate sleep and healthy diet, completes homework, and generally communicates to their child the importance of education and to the best of their ability participates in decisions involving in their child’s education.
    - It is asked that all parties sign the compact, although signatures are not required. The compact will be reviewed with parents at parent/ teacher conferences, orientation meetings and Back to School Night.
      - Any comments or concerns about the compact brought to the teacher’s attention will be noted and submitted to the SSC, via the school Principal
  3. The school will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics such as the following, 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 Title I;
    - how to monitor their child’s progress; and

- how to work with educators.

District Will:	Site Level Will:
<ul style="list-style-type: none"> <li>• Provide hand-outs for parents with overview of state content standards with specific grade level standards</li> <li>• Send letters home for STAR assessments that include student reports</li> <li>• Invite parents to attend SSC meetings for Q/A support</li> <li>• Provide SSC/ELAC training of roles and responsibilities including budget, governance and compliance</li> <li>• Support site staff and parent attendance at state parent involvement training</li> </ul>	<ul style="list-style-type: none"> <li>• Hold parent conferences that include multiple measures results</li> <li>• Send home newsletters with information on state standards and grade level expectations</li> <li>• Provide information about STAR assessments</li> <li>• Invite parents to attend monthly SSC meetings</li> <li>• Provide information in writing and during meetings about requirements of Title I</li> <li>• Keep parents informed of student’s progress</li> </ul>

4. The school will, with the assistance of its district, 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:

District	Site Level
<ul style="list-style-type: none"> <li>• Providing hand-outs that describes how parents can work with school staff to assist their students to complete homework successfully</li> <li>• Assisting with Migrant Education parent involvement program</li> <li>• Providing District English Language Advisory Committee (DELAC) training for parents</li> </ul>	<ul style="list-style-type: none"> <li>• Sending home school and class newsletters with information about current curriculum being taught in class, upcoming events, helpful parenting tips concerning helping with class work and homework and other general information relating to academic achievement</li> <li>• Holding parent conferences that include suggestions on how to help students at home.</li> <li>• Maintaining school site homepage on the District website and regularly updated information on Facebook.</li> </ul>

5. The school will, with the assistance of its district and 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:

District	Site Level
<ul style="list-style-type: none"> <li>• Sending to staff DELAC minutes that include parent suggestions on communication issues</li> <li>• Supporting site staff and parent attendance at state parent involvement training.</li> </ul>	<ul style="list-style-type: none"> <li>• Sending to staff ELAC minutes that include parent suggestions on communication issues</li> </ul>

6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language that the parents can understand (in the parent’s primary language).
- To promote, build and develop a partnership with parents to help their children achieve the state’s academic achievement standards, Fairview Elementary School will provide parents with information in English, Spanish and other languages to the extent possible.
  - Communications regarding school events, parent programs, meetings, workshops, and other activities may be sent via:
    - Classroom Newsletter
    - School Newsletter
    - District Newsletter
    - Marquee display in front of school.
    - Auto-dialer phone system

- Optional Facebook communication
- Email link through Fairview website

#### **PART IV ADOPTION**

This policy was adopted by Fairview Elementary School on February 14, 2017 and will be in effect for the 2017-2018 school year. The school will distribute this policy to all parents of participating Title I children at the beginning of the school year. It will also be available:

- 1 In the office throughout the school year
- 2 At the Title 1 Parent Meeting at Back to School Night
- 3 At the first ELAC meeting of the school year

Fairview Elementary School's notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in the parent's primary language.

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**School Site Council President**

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**Date**

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**Board Approval Date**