

# **Stevens Elementary School**

## **Parent Involvement Policy and Procedures**

### **2019-2020 school year**

Stevens Elementary School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Stevens School and families work together to promote high achievement by our children. Neither home nor Stevens School can do the job alone.

Stevens Elementary School recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Stevens intends to include parents in all aspects of the school's Title I program. The goal is school-home partnerships that will help all students too succeed.

#### **PART I—SCHOOL PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS**

- A. Stevens Elementary School will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to parents of participating children and make available the parent involvement policy/procedures to the local community.

Involvement:

- **Each month one grade level sponsors the PTO meeting/inviting all their parents**
- **Communication/newsletters/web page/describing the learning for the week**
- **We will strive to provide regular family events**
- **Family Service worker's office is resource center for parents**
- **Home visits/as many as time allows from counselor, family service worker and principal**
- **Updated calendar of events sent home throughout the year**
- **Personal postcards from principal and teachers**
- **PBIS**
- **Counselor and family service worker contact families for support**
- **PTO develop family celebration events**
- **Assemblies to showcase students**
- **Review teacher parent compact at October conference**
- **Explain "Title School" at September/October/November PTO meeting**
- **Monthly parent bulletin board/calendar**
- **Homework notebooks go home daily or weekly in each grade level with parent information**
- **Variety of on-line helps for students and parents on district website**

- **Main foyer tv update on events, showcase students**
  - **Main foyer calendar**
- B. Stevens Elementary School will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. This meeting will inform parents of their school's participation and explain the requirements of this part of the Title I plan, and the right of the parents to be involved.
- **PTO meeting in November to review and gain suggestions and then meet to disperse updated plan.**
  - **October/November meeting to explain Title 1 and what that means for their children.**
  - **Information will also be shared at the first teacher-parent-student conference in October, providing times in the morning, afternoon and evening so all parents have a chance to attend. Teachers also offer home visits for these conferences.**
- C. Offer a variety of meetings.
- **Activities provided for children while waiting**
  - **The principal, family service worker and counselor provide home visits**
  - **Various teachers provide before and after school phone conferences.**
- D. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, school-wide under Section 1114, and the process of the school review and improvement under Section 1116.
- **Parents are provided a copy of our plan at the first PTO meeting after it is created (September)**
  - **Parents are also provided with our school report card by the webpage and at September meeting.**
  - **At scheduled PTO meetings, the principal shares what has been happening at our school, showing overall data and interventions being used, providing a variety of reports on our school improvement plan.**
  - **Newsletters are sent home monthly.**
- E. Stevens Elementary School provides parents of participating children:
- a. **Timely information is shared at our first open house day at the beginning of school as well as throughout the year through, newsletter, PTO meetings and parent/teacher conferences and our webpage.**
  - b. **A description and explanation of the curriculum in use at the school (state standards), the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet are also shared with parent during the October conference time.**
  - c. **If requested by parents, 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**

**practically possible are arranged according to the convenience of parents and are then conducted.**

- F. If the school wide program plan is not satisfactory to the parents of participating children, parents can make comments on the plan in various way; informally through conversations, formally through a parent survey and various meetings.

## **PART II–REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT** (School/Parent Compact)

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part, a **school-parent compact** that outlines how parents, the entire school staff, and students will share the responsibility for improved students academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards. The compact shall read:

### **NEED TO ADD COMPACT**

- **Parent/teacher conferences at Stevens Elementary School are held two times a year, November and March. The compact is discussed at the November meeting as it the relates to the individual child’s achievement.**
- **Report cards are provided 3 times a year. Other conferences are set up throughout the year either through parent or teacher request. Report cards are sent home in November. Given at the March conference and the final report cards are sent to parents in June.**
- **Parents are provided reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities. There is a formal process in place for screening parent volunteers in the district. Parents are also welcomed as chaperones throughout the year. Parents are always welcomed into the classroom according to teacher and/or parent request.**

## **BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and district under this part–

- a. Shall provide assistance to the parents of children served by the school or district, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards. State and district assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.
  - **Parents are made aware of the OSPI website through our school report card. There they can find the New Core Common Standards for each grade level.**
  - **Through the Aberdeen School Website, parents can access what their child is expected to learn at each grade level.**
  - **During the open house or during the first conference, teachers share with parents CCSS and how their child is working toward standard.**
  - **The first PTO meeting and the first conference, parents receive information on the state Smarter Balance assessment and also how MAPs and DIBELS assessment is used to monitor and provide assistance to their child's learning. Also at the 1st conference parents are shown the MAPs and DIBELS assessment of their child and are explained the intervention if one is needed. Parents are also assisted with ways they can help their child at home, at this time as well as through the year**
- b. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
  - **Parent nights offered throughout the year**
  - **Resources are provided for home use such as IXL, Khan Academy and various apps.**
- c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
  - **Staff meeting provide opportunity to educate**
  - **Cultural competency training and reminders are provided in various ways**
  - **The district McKinney-Vento Homeless Liaison coordinates training for our staff concerning how to best support our homeless families and families in transition**
- d. Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent

resource centers, that encourage and support parents in more fully participating in the education of their children.

- **Through WaKids training, kindergarten and preschool teachers are participating in home/school visits with the families of each child before school begins for the purpose of coordinating home to school transition in a positive relaxed way. The hope with these meetings will ease students' apprehension in coming to school and bring an excitement around their first school experience. It is hoped that these meetings will help parents feel welcome and comfortable in the school setting**
  - **The preschool teachers conduct home visits before school and throughout the school on Fridays for the same purpose. Teachers conduct conference meetings as needed.**
  - **Family Service worker makes home visits to assist families.**
- e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.
- **Information is sent to our parents in Spanish and English**
  - **Monthly newsletter from the principal and weekly newsletters from the teacher**
  - **Other information letters are sent as needed**
  - **Lunch menus with upcoming events posted on the back are sent.**
- f. Shall provide such other reasonable support for parental involvement activities under this part as parents may request.
- **Parent requests are sent when asked**
  - **If the need should occur reasonable support for parental activities will be provided, such as bus passes in order to attend events**

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### Student – Family – School Compact

During the fall of each school year students, families, and teachers will be asked to sign this compact. The following lists some responsibilities of each party in regards to student achievement.

#### **As a school, we will:**

- get to know your child's needs and try to meet them.

- communicate regularly with families
- provide a safe and positive learning environment.
- provide meaningful learning activities both in and out of school.
- assist your child in the selection of reading materials.

**As a parent / guardian, I will:**

- o attend all scheduled family - teacher - student conferences.
- o help my child read for at least 15 minutes daily.
- o send my child to school on time.
- o make sure my child is well rested.
- o talk to my child about school and assist with homework.

**As a student at Stevens Elementary school, I will:**

- be respectful by:
  - o respecting myself, my school, and others.
- be responsible by:
  - o reading at least 15 minutes daily.
  - o completing and turning in schoolwork on time.
  - o going to bed at a reasonable hour.
- be ready by
  - o eating a healthy breakfast and lunch.
  - o coming to school on time and ready to learn.

We agree that students have the best opportunity to succeed in school when we work together to accomplish these things.

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Student Signature

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Family Member / Guardian Signature

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Teacher Signature

Date:

**Compacto de - Estudiantes - Familias – Escuela**

Durante el Otoño de cada año escolar a los estudiantes, familias, y maestros se les pedirá firmar este compacto. La lista siguiente son algunas de las responsabilidades para cada parte con respecto a los logros del estudiante.

**Como escuela, nosotros:**

- : Saber las necesidades de su hijo y tratar de satisfacer las
- : Comunicarnos regularmente con las familias
- : Proveer un ambiente seguro y positivo de aprendizaje
- : Proveer actividades significativas de aprendizaje ambas en y fuera de la escuela
- : Asistir a su hijo con la selección de materiales de lectura

**Como padre / tutor, yo:**

- Asistir a todas las conferencias de familias-maestros-estudiantes

- Ayudar a mi hijo a leer por lo menos 15 minutos diariamente
- Mandar a mi hijo a la escuela a tiempo
- Asegurarme que mi hijo esté bien descansado
- Hablar con mi hijo acerca de la escuela y asistir con las tare

**Como estudiante de la escuela Stevens yo:**

- = Sere respetuoso por:
  - o Me respetaré a mi mismo, a mi escuela, y a los demás.
- = Sere responsable por:
  - o Leeré por lo menos 15 minutos diariamente.
  - o Completar y entregar la tarea a tiempo
  - o Ir a la cama a una hora razonable
- = Estar listo:
  - o Comer un desayuno y almuerzo saludable.
  - o Venir a la escuela a tiempo y listo para aprender.

Estamos de acuerdo que los estudiantes tienen las mejores oportunidades de triunfar en la escuela cuando trabajamos juntos para lograr estas cosas.

Firma del Estudiante \_\_\_\_\_

Firma del Familia/Tutor \_\_\_\_\_

Firma de Maestro \_\_\_\_\_ Fecha \_\_\_\_\_

**PART III–ACCESSIBILITY REQUIREMENTS**

In carrying out the parental involvement requirements, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such that parents can understand.

- **All parent letters are translated**
- **An interpreter is provided for all meetings**

Stevens School Parental Involvement Policy/Procedures has been developed/revised jointly with, and agreed on with, parents of children participating in the Title I program, as evidenced by meeting minutes.

The Parent Involvement Policy/Procedures was developed/revised by Stevens Elementary on 11/19/19 and will be in effect for the period of the 2019-20 school year. The school will distribute this Parent Involvement

Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 11-19-2019.

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Signature of Title I Authorized Representative

Date

The following parents and hopefully others will be involved with the development of this document:

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