

Gatzert Elementary School's Parent Involvement Policy and Procedures 2016-2017

Gatzert School is committed to the goal of providing quality education for every child who attends our school. We will establish partnerships with parents and with the school community. Families and the school staff will work together to promote high achievement of our children. Families play a critical role as they are children's first teacher. Family support of their children and for the school is crucial to the children's success.

Gatzert recognizes that some students may need extra assistance through the Title I program to reach the state's high academic standards. Gatzert School intends to include parents in all aspects of the school's Title I program and services. The goal is that this home-school partnership will support the acceleration of student achievement.

PART I. GENERAL EXPECTATIONS

PART 1 – SCHOOL PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS

- a.) Gatzert will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to parents of participating children and make available the document to the local community
 - Meet with families to develop parent involvement policy
 - Discuss the content of the parent involvement policy for input and revision in language specific meetings
 - Distribute parent involvement policy translated in all major languages (via "kid mail", newsletter and website)
 - Ongoing communication of policy as it relates to everyday school practice via newsletter, bulletins
- b.) Gatzert will take the following actions to involve parents in the process of school review and improvement.
 - Parent representative on Building Leadership Team to provide input during the development and implementation of the Indistar Plan
 - Communicate plan (in all the major languages) to families
 - Share school progress and test scores to parents and community through annual reports and parent meetings
 - Provide time for parents to ask questions

- Provide opportunity for parents to formally volunteer for specific opportunities
- c.) Offer flexible meetings in the morning and evening using Parent Activity funds for food, transportation, childcare and/or home visits to facilitate active parent involvement.
- Provide parent meetings that expand parent involvement and support academic achievement support at home. (Curriculum Nights, Family Engagement Action Team meetings, Principal talks, Family Talk Time, Strengthening Families classes, Building Leadership Team meetings)
 - Provide childcare (upon request), food and transportation when necessary
- d.) Involve parents in planning, review and improvement of school plan in an organized, ongoing and timely way, as outlined under Section 1114 School wide and the process of the school review and improvement under Section 1116.
- Building Leadership Team meetings (monthly)
- e.) Provide parents of participating children:
- Communication of the curriculum and academic expectations (math, literacy, writing, science)/ Curriculum Nights
 - Communication of assessment and student proficiency to be shared with parents during Parent/Teacher Conferences and Principal chats
 - Title 1 Specialists and teachers will communicate with parents of the children they serve each trimester regarding school progress and support needed
- f.) If the school program plan is unsatisfactory to any parents of participating children, any parent comments will be noted on the plan when the school makes the plan available to the district.
- Parents will be provided with language translation support in order to assist them in commenting on the plan

PART II – REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

- Include and distribute parent compact in the Family First Day Packet sent home the first day of school.

Building Capacity Requirements for Involvement

- 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 involving shared responsibilities for academic achievement.
- Review state test score and annual yearly progress
 - Parent information meetings / Principal chats and FEAT meetings
- b.) Shall provide materials and training to help parents work with their children to improve their children's achievement through literacy kits (K-1) and curriculum nights.
- Parent education meetings through the Family and Community Partnerships program
 - Parent breakfast meetings with principal
- 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 coordinate parent programs and build ties between parents and the school.
- Access current information about our families to increase our understanding of our communities. This may be achieved by reading and or sharing cultures with our school community.
 - Include our families in reviewing and revision of our school discipline and safety plan through the BLT parent representative and at parent meetings.
- d.) Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Pre-Kindergarten, local Head start and ECCAP programs, and Early Learning Department "Play and Learn" program to support parents in more fully participating in the education of their children.
- Provide before school services and after school extended learning through school staff and partners.
 - Provide Pre-K families with a Kindergarten summer readiness academy and gradual start
- e.) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parent of participating children in a format and, to the extent practical, in a language parents can understand
- Translate school communication in major languages and access instructional assistants for translation for parents for whom English is a second language, as requested.

- Robo-calls

- f.) Shall provide such other reasonable support of parental involvement activities as parent may request.
- g.) May involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training
- h.) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- i.) May pay reasonable and necessary expenses associated with local parents involvement activities, including transportation and childcare costs, to enable parents to participate in school related meetings and training sessions.
- j.) Identify district and / or state parent meetings and provide parents with transportation and registration.
- k.) May arrange school meetings at a variety of times, or conduct home conferences between teachers, who work directly and participating children and parents who are unable to attend conferences at school, in order to maximize parental involvement and participation.
- l.) May adopt and implement model approaches to improving parent involvement
- m.) May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported in this section
- n.) May develop appropriate roles for community based organizations and businesses in parent involvement activities.

PART III – ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of districts and schools, to the extent practical, 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 practical, in a language such parent can understand.

PART IV – ADOPTION

This Gatzert School Parental Involvement Policy and Procedures have been developed/revised jointly with, and agreed upon, with parents of children participating in Title1 Program, as evidenced by meeting minutes. These policies and procedures were reviewed at a parent Family Engagement Action Team meeting (1/12/17). This document is available in the school office and posted in our school web site. The Parental Involvement Policy and Procedures will be updated in the fall of 2017, and sent to all parents of participating Title 1 students.