

# Westbrook Walnut Grove School

## 2017-2018 Title Program Parent Involvement Policy

Westbrook Walnut Grove Elementary Schools will promote partnerships within our communities that will increase parental involvement and participation in promoting the social, emotional, and academic growth of our children.

### **Title Program Defined**

The Federal Education Act 8910, Title I, allocates money for school districts to use with students who are determined to be educationally disadvantaged. That is, those students who are scoring below the 40<sup>th</sup> percentile on nationally normed tests on the reading, mathematics, or language components and/or are cited by their teachers as having the greatest needs in these areas.

One of the goals of the Title I program is to help eliminate student failure among the 20-25% of the student who have typically not been successful in school. The Westbrook Walnut Grove School District strives to accomplish this goal through supplemental educational programs and increased involvement of parents in their child's education. Students in the program may receive extra instructional services in reading, mathematics, or language skills. Parental permission is required to receive direct service by Title personnel.

### **Title Program Service Options**

**Paraprofessional Assistant:** The paraprofessional will work with the student to monitor progress on reading, mathematics, and language concepts and/or reteach and reinforce grade level benchmarks for 1<sup>st</sup> thru 6<sup>th</sup>.

**Reading Lab:** Students are given reading and mathematics support through additional work on phonetic and comprehension skills as well as additional support through repeated readings, fluency work, word building skills, etc. We also have reading lab skills for recommended students each morning before school starts, 7:45 AM – 8:15 AM.

### **Extended Day Services:**

--1st/6<sup>th</sup> grade Title I and Title III Reading and Math Program on Mondays and Wednesdays from 3:30-5:30 P.M. Four regular education teachers lead this program.

### **Belief Statements:** We believe...

- Parents are a child's first teacher.
- Parents and schools must work together to help children be successful in school.
- Parents can help their children achieve in school by showing an interest in their education.
- Parents can show their interest in education by attending school functions, visiting the classroom, helping their child with schoolwork, looking through papers that are brought home from school, and reinforcing good study habits at home.
- Parents who read to and with their children have laid the foundation for reading.
- All children in our school can learn and should receive the support and services needed to be successful in school.
- Title I instruction must be supplemental to classroom instruction.

### **Title I Parent Involvement Committee**

The Title I Parent Involvement Committee will consist of a group of 4-6 parents who have children in the Title I program, the lead teachers, and coordinator. The purpose of the committee is:

- Discuss the annual application and evaluation report
- Offer ideas for program improvement
- Offer suggestions for parent involvement and family activities
- Help plan meaningful activities

Westbrook Walnut Grove School District will involve parents in the joint development of district plan, review, and improvement. A committee made up of parents, teacher, administration, and community members who will meet to develop our district's Parental Involvement Policy. This committee will consist of people throughout the district. This committee will need to consist of several parents who currently have students in the Title I and Title III Program, or

whose children were participating in prior years. We will also send home a parent/student survey at the end of each school year to be filled out and returned.

Westbrook Walnut Grove School District will build the school's and parent's capacity for strong parent involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

The school district will, with the assistance of its Title school, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- State's academic content standards
- State's student academic achievement standards
- State and local academic assessments, including alternate assessments
- Requirements of Title I and Title III
- How to monitor their child's progress
- How to work with educators

This information will be shared at all parental informational meetings. This includes the Title I, preschool, K-6 Elementary Open House, 5<sup>th</sup> grade orientation, Hmong parental meetings, and parent/teacher conferences.

The school district will, with the assistance of its Title school, 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 parent involvement by:

- In-house Adult Basic Education classes for our Hmong adult parents. Classes are held Monday-Friday from 9:00-12:00 noon. Many of these parents are working on the same materials that their children are working on in class.

The school district will, with the assistance of its Title school 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:

**School-Parent Compact:** According to the new Title I regulations each school district must share responsibility with parents for making sure each child has the support to succeed. School-Parent Compacts will be evaluated each year to make improvements on responsibilities for all involved. Teachers, parents, and students will sign this compact and it will be kept in each child's file at school.

The criteria our district has set for student qualification of Title I services include:

- Does not meet / minimum requirements on MCA Testing
- Teacher/parent recommendation
- Aimes testing results that show improvement needed (Response to Intervention, or RtI Services)

Parents are included in writing the district plan each year. A letter is sent home inviting parents to discuss the needs of our school district.

There will be a parental evaluation form sent home with each student in the spring. Our parental involvement committee will then go over suggestions and complaints.

The school district will coordinate and integrate parental involvement programs and activities with Head Start, Home Instruction Programs for preschool youngsters, 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, by continually sending home information about all early childhood program. These are also put in our local newspaper and on our school website. An educational packet is also sent home in early August with a school calendar and all early childhood program schedules for the upcoming year.

The WWG school district will take the following actions to ensure that Title 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 parents can understand.

Our school will communicate with parents through our monthly newsletter. Parents will also be notified of activities and meetings through phone calls, conferences, E-mail and student take-home notes. Translation will be used for all information in English/Hmong. Staff members will continually discuss ways to improve school to home communication. This will include providing translators at all meetings. We will check before each meeting if one is requested or needed. We also have a Hmong phone tree to inform our parents of important events/meetings.

Westbrook Walnut Grove School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.) The school district will use the findings of the evaluation about its parent involvement plan and activities to design strategies for more effective parent involvement, and to revise, if necessary (and with the involvement of parents) its parent involvement plan.

**Our Title program will be reviewed each spring in two ways.**

The first will be a district-wide Title Advisory Committee Meeting, which will include parents, teachers, administrators, paraprofessionals, and other community members. This committee will come together to evaluate our school district's program.

The second will be a Westbrook Walnut Grove Title Evaluation Form, which will be given to each parent of participating students. Parents will be asked to give us their thoughts on positive and negative feedback on our program. The review committee will review and revise its Parental Involvement Policy on the basis of this annual review.

**ADOPTION**

Westbrook Walnut Grove Parental Involvement Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes.

This Parent Involvement Plan was developed/revised by Westbrook Walnut Grove School District on

\_\_\_\_\_ This will be in effect for the period of the school year. Westbrook Walnut Grove School District will distribute this policy/procedures to all parents of participating in Title on or before

\_\_\_\_\_.

\_\_\_\_\_  
Title Authorized Representative

\_\_\_\_\_  
DATE

These parents were involved with the development of this document: (list)

WESTBROOK WALNUT GROVE  
TITLE PROGRAM  
PARENT EVALUATION FORM

Please return to WWG School by \_\_\_\_\_

Student \_\_\_\_\_

Teacher \_\_\_\_\_

Paraprofessional \_\_\_\_\_

Subject \_\_\_\_\_

Date \_\_\_\_\_

This information will be shared at our annual Title Advisory Committee Meeting in late May.  
Please be honest. We can only make improvements if we know about them.

Also remember you are invited to this meeting on \_\_\_\_\_.

1. What are our program's strengths?

2. What are our program's weaknesses?



# Westbrook Walnut Grove School

## Title Student, Teacher, Parent, and School Compact

### As a school, we will

- Communicate with families frequently at convenient times by newsletters, phone calls, and meetings.
- Give parents/families timely reports on student progress.
- Involve parents on decisions involving their child.
- Assign meaningful homework with clear directions.
- Provide a safe learning environment for your child.

### Student Compact/As a student, I will

- Ask my teacher questions when I don't understand something.
- Read everyday.
- Serve as a role model to my peers by following our school's rules.
- Promise to bring homework home and bring it back completed.
- Talk to my parents each day about what I learned at school.
- Inform parents about daily homework assignments not yet completed.

### Teacher Compact/As a teacher, I will

- Keep parents informed about child's progress through newsletters, e-mail, phone calls, and meetings.
- Teach your child new skills and provide a challenging curriculum.
- Provide a safe and friendly learning environment for students.
- Serve as a role model to all students.
- Call the parents at least once a month about student's progress.
- Set firm and fair safety rules for all students.
- Follow all Title I requirements.

### Parental Compact/As a parent, I will

- Read to my child every day for at least 30 minutes.
- Participate in school decisions by attending school meetings and functions.
- Keep our school safe by talking with our child about the dangers of alcohol, drugs, and weapons.
- Help our child with his/her homework.
- Work collaboratively with our school to plan our child's academic program.
- Call our child's teacher at least once a month to check on our child's progress.
- Discuss with our child the importance of working hard to get the most out of school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_