

# FL Moffett Primary School

## Parental Involvement Policy

### Statement of Purpose

FL Moffett Primary School is committed to the goal of providing the highest quality education to prepare our students for academic, emotional, and social success. We want to establish a strong commitment to partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement for our children. Parents play an extremely important role as the child's first teacher. Parental involvement with your child and school is critical to a student's success every step along the way. We recognize that some students may need the extra assistance available through the Title I Program to reach grade level goals. FL Moffett Primary School intends to include parents in all aspects of the Title I Program. The goal is that the school-home partnership will help all students in our school succeed.

### Parental Involvement in Developing the Policy

**Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describes the requirements outlined in Title I law.**

Parents, members of the community, and school staff will meet to discuss the implementation of the parental involvement policy. FL Moffett Primary School will actively recruit participation through various avenues of publicity, such as local news outlets, emails, teacher input, and other parent recommendations. The Campus Improvement Council and Parent Teacher Organizations will serve as parent advisory committees.

**Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;**

FL Moffett Primary School will hold meetings for parents during each school year. A meeting will be held by the end of October to specifically review with parents Title I School requirements and the school's Parent Involvement Policy. Parents will be informed of Title I guidelines and the variations from the previous year's program. Copies of the current campus parent involvement policy will be distributed. Parents will be encouraged to become involved in revising and updating the policy as deemed necessary. We will use the results of the evaluation of parent surveys in determining strategies for school improvement in revising the parental involvement policy at the campus level. The meetings will be held at convenient times and locations as agreed upon by all concerned parties. Translation for Spanish speaking parents will be made available upon request. Participation will be encouraged through notification by ads in local media and emails as well as letters sent home.

**Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;**

Parents are invited to participate in a variety of meetings and activities over the course of the school year. An Open House will be held each semester to provide parents the opportunity to formally visit their child's classroom to become better informed about grade level expectations and their student's academic progress. The school also hosts parent/teacher conferences that can be flexibly scheduled to accommodate the parent's work schedule, PTO Meetings, Literacy Nights, and encourages parental involvement on the LPAC committee and the Campus and District Improvement Committees.

Parents are invited to the school's Veteran's Day program, performances at community events, fall and spring book fairs, a Thanksgiving meal, multiple music and holiday programs, awards ceremonies, Book Character Day, and to accompany their student on a variety of Field Trips. F. L. Moffett also hosts Reading Days at the local Walmart, Grandparents' Day, and student performances at local nursing homes.

Due to the varying schedules of all members of our community, efforts will be made to provide as much information as possible on the school and district websites so that parents can access it twenty-four hours a day. Additionally, the school utilizes social media, teachers use the Remind App, and all students bring home a daily folder that will include important school and classroom information.

**Involve parents, in an organized, ongoing, and timely way in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parental involvement policy;**

Our school annually invites parents to participate in review and revision meetings to examine and discuss our Campus Improvement Plan and Parental Involvement Policy. An organized PTO has been established in our school to create a forum for parental input and involvement.

**Provide parents of participating children timely information about programs under this part; descriptions 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; and 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 suggestions as soon as practically possible.**

Our school communicates with parents the state's curricular and assessment expectations, school wide requirements for the delivery of instruction, techniques used to evaluate student work, and individual classroom procedures and routines pertinent to the academic success of our students. We use a variety of communicative techniques to solicit parent participation and deliver important information in hopes of creating productive dialogue between home and school concerning improved student achievement. (For additional information, please see "Regular Communication with Parents" below.)

## **Share Responsibilities for High Student Academic Achievement**

**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 student academic achievement.**

The education of a student is not only the responsibility of the teacher, but also of the parent and child. For this reason, a Parent-Teacher-Student Compact has been developed and is utilized in our school. This document serves as an agreement between all parties that they will adhere to certain duties and responsibilities to ensure the success of the student. It is reviewed by all parties and distributed at the beginning of the school year. Copies of the compact are kept in the school office and by the teachers and used in parent and student conferences to remind each participant of their responsibilities. These compacts are also used to motivate students and parents to become more involved in the educational process and to let parents know that they are equal partners in their child's learning.

## **Building Capacity 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 local educational agency under this part**

- 1. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the state's academic content standards and state student 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;**

FL Moffett Primary School will provide for this provision as stated in the Policy Involvement and Shared Responsibilities for High Student Achievement sections of this document.

- 2. 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;**

FL Moffett Primary School will provide for this provision as stated in the Policy Involvement and Shared Responsibilities for High Student Achievement sections of this document.

- 3. 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;**

FL Moffett Primary School faculty and staff members will be cognizant of educational research on parent involvement. Parental input will be solicited throughout the year in meetings through surveys, and during one-on-one conferences. Information derived will be utilized by the school's Administrative Team to strengthen the tie between school and home for the purpose of increasing student achievement. This team will take the lead in providing a variety of opportunities for parent to become involved in our school over the course of the year in order to take full advantage of the benefits that come with active parent involvement.

- 4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with community based early learning 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;**

On campus activities and meetings are plentiful throughout the year, and parents are encouraged to attend these events as often as possible.

- 5. 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 extent practicable, in a language parents can understand.**

Due to the amount of paper that is sent each year from school to home, written information is purposefully as compact and concise as possible. FL Moffett Primary School has made it a practice to translate specific information into Spanish to ensure all information related to our school is understandable. Office staff fluent in Spanish is always available to share information with parents and to answer questions in their home language, translators are available upon request for meetings and conferences, and written communication is translated to the extent possible.

### **Types of Parent Involvement:**

Parent involvement activities will be fully integrated into the Campus Improvement Plan process for academic accountability. Elements of this plan will include:

1. **Regular Communication with Parents:** In order to build consistent and effective communication between the home and the school, regular communication will include:
  - School Calendar
  - Student Handbook-Online
  - Special Event/Reminder Notices
  - Progress Reports
  - Report Cards
  - Parent-Teacher Conferences
  - Parent Nights
  - District and Campus Websites
  - RTI and ARD Meetings
  - PTO Meetings
  - Campus Improvement Council Meetings
  - Telephone Conferences
  - Written Notices
  - School Assemblies
  - Parent Needs Assessment Surveys
  - Remind
  - Social Media Posts (Facebook)
  - School-Parent Compact
  
2. **Parent Information and Training Nights:** These are opportunities to help parents develop skills to use at home that support their children's academic efforts and social development. They provide parents with techniques and strategies they may utilize to improve their children's academic success and assist with learning at home. Some of these activities may include:
  - Meet the Teacher
  - Fall Open House / Title I
  - LEP Parent/Teacher Conferences
  - Parent / Family Learning Nights for Literacy
  - Spring Open House
  
3. **Parent Volunteer Opportunities:** FL Moffett Primary School will provide multiple opportunities for parents who would like to volunteer in the school. Parents are always welcome to come in to the school to be a part of routine daily activities and/or special events. Information will be provided to the CIC committee at the beginning of each year about opportunities for parents who wish to volunteer in the school. Examples of parent volunteer opportunities are:
  - CIC
  - LPAC
  - PTO Meetings
  - Field Days and Field Trips
  - Special Events (Holiday Programs, Family Nights...)
  - Volunteers
  - Book Character Day
  - Family Literacy Nights
  - Parent-Teacher Conferences
  - District Parent Training Opportunities
  - Thanksgiving Family Meal
  - Reading Cafe
  - Book Fairs

### **Matching Programs to the Needs of Our Community**

The community will be consulted in the design and implementation of the Title I Program. Student needs will be assessed through questionnaires and parental suggestions targeted at creating a successful school environment. Our school will welcome and promote parental involvement suggestions from parent volunteers, the Campus Improvement Council, and the PTO. The Parent Teacher Organization will generate ideas to involve parents in the success of our students. Parent workshops and programs will be tailored to meet the unique student and parent needs of our stakeholders and the community. Parents will be informed of involvement activities through the school website and reminder notices. Parents may call our local school office at any time to express an interest or make suggestion about workshops that could be offered.

### **Evaluation**

Parents will be asked to give input about the effectiveness of the Title 1 Parental Involvement Program and offer suggestions for improvement. The evaluation procedure will include assessment of successes in the parent involvement policy, as well as recommendations for improvement in emergent areas. Our school will conduct an ongoing assessment of parent involvement initiatives. These assessment opportunities will allow the school to evaluate the effectiveness of parent involvement initiatives and the level of responsiveness to parents' concerns. Examples of assessment opportunities that would be appropriate are:

- Responses to the annual parent surveys
- Parent Involvement Checklist
- Increase in the number of parents involved in school activities.
- Attendance at parent-teacher conferences.
- Attendance at workshops and learning experiences for parents.
- Professional development for staff on working effectively with parents