

Pearl Sample Elementary School Parental Involvement Policy 2015-2016

1. Pearl Sample Elementary School will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the Elementary and Secondary Education Act (ESEA):

- Pearl Sample will hold an annual meeting to inform parents about the School-wide Title I Program at Back-to-School Night.
- Parents will be encouraged to give their input regarding the Parent Involvement Policy.
- The Virginia Standards of Learning, the Pearl Sample School Report Card, and information regarding the school's SOL accreditation and NCLB status will be made available to all parents at the annual meeting, via letters, notices, and will be on the Pearl Sample Elementary School and Culpeper County Public division website.

2. Pearl Sample Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- Information regarding the School Improvement Plan's goals, objectives and methods with an emphasis on the multi-tier reading and math instruction programs will be explained to parents at the annual meeting.
- All parents will be notified of the opportunity to join the Parent Advisory Council (PAC) which will meet three times a year to review the implementation of the School Improvement Plan.
- The PAC meetings will be open to all parents, community members, teachers, and administrators. Translators will be available if necessary.
- The PAC team will provide ongoing communication and monitoring concerning the progress of the goals and objectives outlined in School Improvement Plan.

3. Pearl Sample Elementary School will provide the following necessary coordination, technical assistance, and other support to assist parents and staff in planning and implementing effective parental involvement activities to improve study academic achievement and school performance:

- The administration will provide a budget for parental involvement activities.
- Pearl Sample will offer at least one opportunity per semester for parent involvement each school year.
- All parents will be asked to attend the PAC meetings which will meet at least three times yearly.
- All parent meetings and conferences will be offered at various times to accommodate parents' work schedules.
- The Reading and Math Specialists will provide support to staff in planning Math & Literacy Nights, parent workshops and other community events.
- Parents will be encouraged to use the Culpeper County Parent Resource Center, located in Eastern View High School.
- The Parent Resource Center will have a variety of materials available for parents to check out (books, videos, audio tapes, journals, educational games, etc).

4. Pearl Sample will take the following actions, with the involvement of parents, to conduct an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its School-wide Title I program. The evaluation will include identifying barriers to greater participation by parents in parental 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). Pearl Sample will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- Pearl Sample administration will send home a Parent Survey in order to obtain parent input into programs and times and determine the level of parent participation in the workshops and meetings, to identify barriers that may have prevented participation, and to gather suggestions for improving the program. All Parent Surveys will be printed in English and Spanish.

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- The principal will use the Parent Survey as baseline data to improve parental involvement and participation.
- The PAC Team will include parents and school personnel who will collaborate to develop the School Improvement Plan.
- Pearl Sample staff will continue to publicize parent meetings via written notices, monthly newsletters, flyers, using the School Messenger calling system, posting on the Culpeper County schools and Pearl Sample websites.
- The Title One Parent Outreach Coordinator will use parent suggestions to develop topics for meetings or workshops thus increasing participation.

6. Pearl Sample will build the schools' and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the Pearl Sample parents and the community to improve student academic achievement through the following activities specifically described below:

- Pearl Sample staff with the assistance of the school division will provide assistance to parents of children attending Pearl Sample School in understanding topics including the following:
 - The Virginia Standards of Learning and its testing program to assess student academic achievement
 - National, state and local assessment data, the school's Report Card, accreditation status, any requirements as part the accountability measures under state and federal law
 - Information explaining screenings used to monitor their child's progress in reading and math ➤ Information regarding the Multi-Tier reading model used in reading, math and behavior.
 - The Response to Intervention process utilized for all children
 - All teachers will provide a variety of information for parents, such as: daily schedules of class instruction, home work, school events, parent meetings/workshops and contact information. School and division websites, quarterly grade-level and school newsletters, teacher phone calls, automated phone system, home visits, student organizers, local TV and newspapers are other ways to keep parents informed
 - The Pearl Sample parent involvement policy, as well as the division parental involvement policy, will be available at the Central Office, the Pearl Sample front office, and on the school and division websites ➤ Additional items added to the school website to provide information to parents may include the following (involvement policy, supply lists; sight words or summer reading lists; lunch calendars, teachers' email addresses,)
 - Information regarding how to access division curriculum and state standards will be available on the Culpeper Schools website
 - The requirements of Title I Part A are explained on the division website
 - Title I and Title III Family Workshops will be offered periodically to assist parents. Topics may include: Home Math Activities with Alternative Strategies, SOL Prep for 1st Time Test Takers, Working with Your Gifted Children, Working with Your Children with Special Needs, Working with Your Children with ADHD, Homework Helpers, Helping Your Child Learn to Read, Home Study Tips; Make-and-Takes ➤ The Parent Resource Center staff and Culpeper County Library staff will be available to assist parents who do not have access to computers
 - Pearl Sample Staff will seek additional community volunteers

7. Pearl Sample staff will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy and math training, and using technology, as appropriate, to foster parental involvement by:

- Teachers' and parents' activities will be developed and presented at least four times per year at various times to accommodate parents' work schedules.
- The Title I and III, Title One Parent Outreach Coordinator will collaborate to offer Family Workshops in English and Spanish on a regular basis at various times and locations to accommodate parents' work schedules.
- Flyers in English and Spanish will be sent home inviting parents to the Family Workshops. The Title I and Title III Title One Parent Outreach Coordinator will utilize the phone messenger system to make announcements of events and reminders.

- Family activities will be provided to increase parent involvement and may include fairs, school play or musicals, father/daughter dance, family fitness night, talent show, family picnics, winter fun fair. Family activities may provide child care, refreshments, free books, materials, and door prizes to encourage parent participation.
- Title I and Title III will purchase booklets and brochures containing information to assist parents in helping their children be successful in school, such as: *Help Your Child Learn to Read, Your Child and Writing, Raising a Reader, Your Child's Education, Homework tips Parents*, etc. These materials will be distributed at Family Workshops and TIP meetings.
- Home and School Connection*, Tiger Times and/or teacher created newsletters will be sent home monthly.
- Information for parents is offered in Spanish on the district website.
- Pearl Sample staff will communicate effectively with diverse populations of parents and community members. The school personnel will work with parents as equal partners in implementing programs and building relationships between parents and the school staff.
- Pearl Sample will strive to be a “Family Friendly School” with appropriately implemented policies, procedures, and behaviors that promote and demonstrate this commitment by administrators, teachers, and classified personnel.

8. Pearl Sample staff will 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 the parents can understand:

- A variety of information for parents is offered in English and Spanish on the school and district websites. The school’s parental involvement policy will be available at Pearl Sample, at Central Office, and on the division website. Title III personnel will be available to assist non-English parents in understanding the policy.
- Information regarding division curriculum, pacing guides, writing samples and access to the *Virginia Standards of Learning* will be available on the division website: www.culpeperschools.org/curriculum.
- Teachers will send home report cards and interims four times per year with a brief narrative summarizing the student’s performance in addition to a guide for understanding the grading system and descriptors used in grading the student.
- Teachers will regularly update the Parent Portal.
- Student assessments objectives and results will be explained in clear, concise terms reducing educational jargon to the maximum extent possible.
- Report card narratives and Individual Education Plans (IEP) will be written in clear, concise terms reducing educational jargon to the maximum extent possible.
- Translators for Spanish-speaking parents will be made available upon request to the extent reasonably possible.