

*Harrisonburg City Public Schools  
Title I School-Wide Parent Involvement Policy  
Smithland Elementary School  
2016-2017*

**Statement of Purpose**

*Smithland Elementary School is committed to providing quality education programs and establishing high levels of performance for all children. Title I law requires that each school develop jointly with parents a policy which describes how the school intends to comply with the requirements of this law. The following policy was developed by the school's Parent Advisory Council and will be distributed to all parents in a language they can understand. Currently our policy is translated into Spanish, Russian, and Arabic. The policy is revised annually based on the results of the Title I Survey done each spring. Because parent involvement and support are essential components for each child to be successful, the school is committed to establishing a home-school partnership to ensure academic success for every child.*

**Part I: Policy Involvement**

*Smithland Elementary School will convene an annual Title I meeting no later than the last week in October. The purpose of the meeting will be to review the Title I Plan and the Division and School Parent Involvement Policies. This meeting will be part of Open House events in the fall. Information will be sent home to parents prior to the meeting in English and Spanish and to the extent possible in Russian, and Arabic.*

*Smithland Elementary School will offer flexible meeting times and varied activities designed to support and encourage the involvement of all parents. Smithland will encourage the involvement of all parents by offering the following activities: Literacy Nights, PEP (Parents as Educational Partners) or other parent outreach programming, PTO Meetings, Individual Classroom Activities, Family Nights, Math Night and Community Night.*

*Smithland Elementary School will involve parents in planning, reviewing, and improving the Title I program, including the School and District Parent Involvement Policy. Smithland will ensure the involvement of parents in planning and reviewing the Title I program by:*

- Establishing an advisory committee which meets 3 times per year*
- Reviewing the results of the Title I Survey*
- Revising the School Compact and Division and School Policies based on survey results.*
- Providing timely information about the Title I Program, the academic curriculum, assessments used to measure progress, grade level expectations, and opportunities to interact with teachers regarding the education of their children.*

*Smithland Elementary School will provide parents with timely information through:*

- Parent/Teacher Conferences*
- Open House*
- Report Cards*
- Interim Reports*
- School Website*
- Individual Teacher's Websites*
- Phone notification announcements*
- Principal's emails and texts to parents*
- Newsletters*
- Weekly Take Home Folders*
- Technology*

*Inform parents if their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified. It is the responsibility of the Director of Human Resources for Harrisonburg City Public Schools to inform parents by letter if this situation exists at Smithland or any other Title 1 school in the district.*

*Provide parents of participating children:*

- *timely information about Title I programs;*
- *a description 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 such suggestions as soon as practicably possible.*

### **Part II: Shared Responsibilities for High Student Academic Achievement**

*Smithland Elementary School will develop jointly with parents and teachers a Home-School Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high academic achievement.*

*The PAC (Parent Advisory Council) at Smithland Elementary School has developed a Home-School Compact. The compact is revised yearly based on results from the spring Title I Parent Survey. It is included in the school handbook which is distributed to all Smithland parents. To accommodate the diversity at Smithland the compact is translated in Spanish, Russian, and Arabic.*

### **Part III: Building Capacity for Involvement**

*Smithland Elementary School and Harrisonburg City Public Schools will provide information and assistance to parents regarding the state and local academic standards and assessments.*

*To ensure that parents are informed about academic standards and assessments, Smithland Elementary School will provide the following:*

- *Parent Handbook – Section on assessments*
- *Websites (Smithland and DOE)*
- *SOL Results mailed home late summer*
- *PALS website linked to school website (Section for Parents)*
- *Parent Conferences*
- *Report Cards*
- *Interim Reports*
- *Phone notification regarding upcoming SOL tests*

*Provide materials and training to parents:*

*Smithland Elementary School will provide training and materials to parents through the following events and activities:*

- *Parent Outreach Programming*
- *Parent Workshops – Individual Grade Levels*
- *Books for at-home reading*
- *English acquisition classes or Rosetta Stone*
- *Kindergarten Resource Notebooks for Dual Language – Correlated to Core reading program and given on request*

*Educate the academic community regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs:*

*Smithland Elementary values the involvement of parents and recognizes the impact parents have on their children's success. The importance of parent involvement is evidenced at Smithland by;*

- *Providing a parent involvement statement in the handbook - available to all parents*
- *Offering a wide variety of events for family participation*
- *Providing a Home-School Liaison and/or a Title I Parent Involvement Facilitator on site for assistance to Spanish-speaking parents. Sending information home in the major languages used by our families*
- *Providing interpreters at parent conferences and meetings*

*Inform parents of school and parent programs in a timely and practical format in a language they can understand.*

*To ensure that all parents are informed in a timely manner and in their first language to the extent possible, Smithland will provide;*

- Report cards, Interim Reports, school newsletters, and classroom newsletters in Spanish and English
- Home-School Liaisons to interpret and contact parents
- Division Title I information (Title I Surveys, Gus Bus Flyers in Spanish, Russian, and Arabic)

*Provide opportunities for parent involvement activities requested by parents;*

*Smithland Elementary School provides opportunities for parents to request programs and activities by encouraging parents to represent their child's classroom on the PAC, join the PTO and make requests through notes, emails, and direct contact with the staff.*

*Provide Title I funds for parent involvement activities;*

*The Title I Coordinator allocates Title I funds to Smithland to be used for Parent Involvement. These funds are used for parent activities such as authors for Literacy Nights, Kindergarten Resource Notebooks (for Dual Language), and materials for parent workshops.*

*Establish a school Community Advisory Council:*

*The Home School Liaison and/or Title I Parent Involvement Facilitator will contact each classroom teacher to provide recommendations for parents to serve on the CAC. Teachers will make an effort to assure all neighborhoods in our school district are represented. The PIF will contact recommended parents. Parents can also volunteer to serve on this council.*

*Provide to each parent an individual student report about the performance of their child on the State assessment in math and reading.*

*Provide each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.*

#### **Part IV: Accessibility**

*Smithland Elementary School will make parent involvement accessible to all parents including parents of children with disabilities, parents who are identified as migrant workers, and language minority parents.*

- *Smithland will ensure that parent involvement activities are accessible to all parents by providing; Translations of materials to the extent possible*
- *Interpreters on site*
- *Handicap access to all functions*
- *Collaboration with the Exceptional Education Department*
- *Collaboration with Shenandoah Valley Migrant Education Program*

*This policy was developed and adopted by the Parent Advisory Council May 10, 2016 and will be in effect for the 2016-2017 school year. The policy will be made available to the entire parent population at Smithland Elementary School by October 31, 2016.*

*Janis Churchill, Principal*

*Norris Bunn, Assistant Principal*

*Mariana Lorenzana, Teacher*

*Adam Shank, Home School Liaison*

*Susan Czyszczonek, Parent*

*Amy and Trevor Graham, Parents*

*Kristen Loflin, Parent*

*Bertha Nunez, Parent*

*Madel Rosario Perez, Parent*

*Yanet Padilla, Parent*

*Lee Pumphagen, Parent*

*Jose Ramos, Parent*

*Sandra Sagatume, Parent*

*Kinya Walker, Parent*

*Marcia Zook, PTO President*