

**Title I School-Wide Parent Involvement Policy
Spotswood Elementary School
2016-2017**

Statement of Purpose

Spotswood 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 jointly develop with parents a policy which describes how the school will comply with the requirements of this law. The following policy was developed by the school's Community Advisory Council and will be distributed to all parents in a language they can understand. Currently our policy is translated in Spanish, Russian, and Arabic (took out Tigrinya). 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

Spotswood Elementary School will:

Convene an annual meeting;

- *An Annual Title I Meeting will be held by October 31, 2016*
- *The purpose of the meeting will be to review the School Parent Involvement Policy and share the School-Wide Plan*
- *Refreshments will be provided and students will perform and/or participate in a variety of literacy activities*
- *Invitations will be sent to parents in several languages*
- *Interpreters will be provided*

Offer flexible meeting times and varied activities designed to support and encourage the involvement of all parents;

Spotswood Elementary will ensure the involvement of all parents by offering the following activities:

- *Literacy Nights*
- *Back to School Nights*
- *Math Nights*
- *ISTEM Nights*
- *Parent Workshops*
- *Heritage Night*
- *Community Saturday Events*
- *Parent Conferences*
- *Community Advisory Council Meetings*
- *PTO Activities*
- *Parents as Educational Partners (PEP)*
- *Field Trips*
- *Grade Level Programs*
- *First Grade Feast*
- ~~*Donuts for Dads and Muffins for Moms at Kindergarten Family Picnic*~~
- *Culture Lunch 4th Grade*
- *Parent Volunteers*
- ~~*School Pot Luck Meals in Connection with Musical Performances*~~
- ~~*Grade Level Movie Night/Social Night*~~

Involve parents in planning, reviewing, and improving the Title I program, including the School and District Parent Involvement Policy;

Spotswood Elementary School will ensure the involvement of parents in planning and reviewing the Title I program by;

- *Conducting a spring Title I Survey*
- *Reviewing and revising the Policy to incorporate suggestions based on the Title I Parent Survey results*
- *Sending home Parent Agreements*
- *Reviewing the School Parent Involvement Policy at the Annual Title I Meeting at the Literacy Night and at the first CAC meeting. The Division Parent Involvement Policy will be reviewed in the fall of 2016, by a group of parents representing each elementary school under the leadership of the Title I Coordinator.*
- *Expanding all avenues of communication with parents*

Provide 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;

Spotswood Elementary School will provide parents with timely information through;

- *Parent Conferences*
- *Open House Night*
- *Back To School Night*
- *Literacy Nights*
- *Newsletters*
- *Report Cards and Interim Reports*
- *School and Classroom Web Sites*
- *Parent Workshops*
- *Home Visits*
- *Day/Weekly Take Home Folders (Monday)*
- *Student Planners-Communication with parents involving homework for 3rd and 4th grade students*
- *Parent-Student Handbook*
- *Emails (Reminders about upcoming events)*
- *School Wide Calendar (Add to School Web Site)*
- *Robo Calls and Text Messages*

Inform parents if their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by the Title I law;

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 Spotswood or any other school in the district.

Part II: Shared Responsibilities for High Student Academic Achievement

Spotswood Elementary School will:

Develop jointly with parents and teachers a School/Parent/Student Agreement. The agreement will outline ways in which the parents, school staff, and students will work together to ensure high academic achievement.

The Parent/Teacher/Student Agreement is developed by CAC and reviewed annually. Revisions are made based on the Title I Survey results. The agreement is translated in Spanish and Arabic and other languages as necessitated by the percentage of speakers of other languages. It will be placed in the Parent School Handbook. It is reviewed with parents at the fall Parent-Teacher Conference.

Part III: Building Capacity for Involvement

Spotswood Elementary School 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 Spotswood Elementary School will provide the following:

- *Parent Conferences (Open Computer Lab to share information about the SOL tests)*
- *SOL Results sent to parents by school principal*
- *Phonological Awareness Literacy Screening (PALS) results shared at parent-teacher conferences*
- *ACCESS results for ELL students sent to parents*
- *Local assessment information (PALS, Ganske, Instructional Reading Level) shared with parents at conferences and on report cards*
- *DOE (Department of Education) link available to parents*

Provide materials and training to parents;

Spotswood Elementary School offers training and materials to parents through the following events and activities:

- *Literacy Nights*
- *Back to School Night*
- *Heritage Night*
- *ISTEM Nights*
- *PEP (Parents As Educational Partners)*
- *Adult English Classes*
- *Open Computer Lab for Parents (During the School Day)*
- *Monday Night Open Library*
- *Math Night*
- *Kindergarten Orientation*
- *Parent Workshops*
- *Second Home – After School Program for Students- Materials provided by the school*
- *Provide lists of community resources to individual parents and assistance in accessing these resources, as needed*

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

Spotswood Elementary School values and respects parent involvement in the school community. Through Heritage Nights and cultural awareness events, Spotswood welcomes and celebrates their diverse population. Interpreters are available at all events so that every parent can access the information shared. All written communication to the extent possible is translated in Spanish and Arabic and other languages as necessitated by the percentage of speakers of other languages. When situations occur involving students or the welfare of the entire school community, parents are always the first point of contact.

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 native language to the extent possible Spotswood Elementary School will provide;

- *Daily/Weekly Folders*
- *Notices of school functions in Spanish and English*
- *Report cards and Interim Reports in English, a Spanish copy is sent home the first 9 weeks of school for reference throughout the year. It is also available online.*
- *Home School Liaisons to assist as needed*
- *Phone Calls and Text Messages(English and Spanish)*
- *Year at a Glance provided at the beginning of the year that outlines evening events for the year*
- *List of Clubs offered at SES – Provided at the beginning of the year*

Provide opportunities for parent involvement activities requested by parents;

Spotswood Elementary School has an open door policy for parents with both administration and staff. In addition, parents are encouraged to participate in the following activities:

- *CAC (Community Advisory Council) & PTO (Parent Teacher Organization) Meetings*
- *Grade Level Parents*
- *Open House before school begins*
- *Registration Days*

Provide Title I funds for parent involvement activities;

- *The Title I Coordinator allocates Title I funds to Spotswood to be used for Parent Involvement. These funds are used for all parent activities, i.e., Literacy Nights, CAC meetings, and Materials for parent workshops.*

Establish a school and division Community Advisory Council;

The school's Home School Liaison/Title I Parent Coordinator will contact each classroom teacher and the school principal to provide recommendations for parents to serve on the CAC. Teachers are asked to consider the diversity in their classroom when selecting parents to represent them on the council. The coordinator contacts recommended parents and community members. Parents can also volunteer to serve on this council.

Part IV: Accessibility

Spotswood Elementary School will:

Make parent involvement accessible to all parents including parents of ELL, children with disabilities, and migratory children;

Spotswood Elementary will ensure that parent involvement activities are accessible to all parents by providing the following:

- *Notices of meetings/events sent in different languages*
- *Interpreters*
- *Flexible meeting times*
- *Home School Liaisons*
- *Handicapped Accessible Facilities*
- *Home Visits*
- *Phone Conferences*
- *Collaboration with community agencies; i.e., Community Services Board, Crossroads, Migrant Education, Refugee Resettlement, and JMU Career Development Academy*
- *Listen and Talk Kits*

This policy was developed and adopted by the Parent Advisory Council on May 19, 2016 and will be in effect for 2016-2017. The policy will be distributed to the entire parent population at Spotswood Elementary School by October 31, 2016 through the Student/Parent Handbook.

Joy Blosser - Principal, Spotswood Elementary School

Sal Romero– Assistant Principal, Elementary School

Jeremy Weaver – Title I Coordinator

Donita Rhodes – Home School Liaison

Kaitie Saunders –Instructional Coach, Spotswood Elementary School

Cosette Johnson – Parent

Susan Verson – Parent

Amy Labarge - Teacher

Nahon Tang Bau – Parent

Amy McCarter - Teacher

Grace Satterfield - Teacher

Kristin Wenger – Teacher
Blanca Ramirez – Parent
Elsy Noloseo – Parent
Sarah Campbell – Parent
Cierra Drummond – Teacher
Maueen Witmer – Parent
Aliese Gingerich – Teacher
Felecia Williams - Teacher
Steph Burgess – Teacher
Betsy Conyers – Teacher
Molly Stearn – Teacher
Kehin Bonilla – Parent
Yanahina Montoya – Parent