**Parental Involvement Policy**

**PART I. GENERAL EXPECTATIONS**

**Walt Whitman Elementary School** agrees to implement the following statutory requirements:

* Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. (**See Enclosure**)
* Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
* In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
* If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
* The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
* The school will build its own and the parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
* The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
* The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

1. *that parents play an integral role in assisting their child’s learning;*
2. *that parents are encouraged to be actively involved in their child’s education at school;*
3. *that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
4. *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. DESCRIPTION OF HOW PARENTAL INVOLVEMENT POLICY COMPONENTS WILL BE IMPLEMENTED**

1. Walt Whitman Elementary School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
* Introduce general policy expectations at Parent Teacher Organization (PTO) and in the school-wide newsletter (Bulldog Journal)
* Solicit ideas from PTO general membership, the PTO Executive Board, Parent Involvement Committee and in the Bulldog Journal
* Review ideas at general PTO meetings and through parent calls and meetings
* Publish final policy – Bulldog Journal, separate take-home document and available on the school website
1. Walt Whitman Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
* Introduce school improvement plan at Curriculum Night and let parents know there will be further discussion at each PTO meeting
* Provide additional information at each PTO meeting throughout the school year, seeking input from parents regarding all aspects of the plan
* Provide information and details in the Bulldog Journal, with information on how to provide parent input through phone calls, meetings, email and any other venue parents wish to use
1. Walt Whitman Elementary School willhold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
* Notify parents at Curriculum Night of the School Improvement Plan data and action steps will be discussed at PTO meetings throughout the school year
* Notify parents at the PTO meetings and through the Bulldog Journal that their input is valued, and can be provided through the public meetings, through small group or individual meetings with the principal, as well as phone calls and emails to the principal
1. Walt Whitman Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet by:
* The School Improvement Plan and the Title I Schoolwide plan are available to parents on the Whitman website, and in paper format if requested
* Copies of the goals and action steps are made available at each PTO and parent meetings where they are discussed
* The explanation of school curriculum is provided to parents at Curriculum Night and class newsletters
* Proficiency levels are shared with parents at parent conferences and in report cards/mid-trimester reports, when parents are provided with benchmark assessment results
1. Walt Whitman Elementary School will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible:
* Regular meetings include: parent-teacher conferences, problem solving parent/team meetings, PTO meetings
* Suggestions will be discussed at staff meetings, Building Council meetings and School Improvement Plan meetings, as well as Administrative Title I meetings
1. Walt Whitman Elementary School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading:
* PARCC results are provided and can be discussed at a Parent Teacher Conference

ACCESS results are sent home prior to fall conferences and discussed at fall Parent Teacher Conferences

1. Walt Whitman Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
* If applicable, the district will notify parents via U.S. mail if a teacher is not highly qualified.
1. Walt Whitman Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below:
	* the state’s academic content standards,
	* the state’s student academic achievement standards,
	* the state and local academic assessments including alternate assessments,
	* the requirements of Part A,
	* how to monitor a child’s progress, and
	* how to work with educators.
* District 21 Title I schools will co-host a series of workshops designed to provide assistance to parents on selected educational topics
* At the request of parents, workshops will be provided on any of the topics listed above
* Parents will be informed of conferences and workshops designed for parents, that are being held in the community and state
* Goals, power standards, achievement standards will be discussed at PTO meetings, and in the Bulldog Journal, with an open invitation for parents to request additional information/understanding through small group meetings, emails, and phone calls
1. Walt Whitman Elementary School will 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 parental involvement, by:
* Parents will be encouraged to participate in Plazas Comunitarias, Pre-GED, & the District 21 Family Learning Program, where technology use & literacy training are addressed
* In the educational workshops (#8 above), improving academic achievement will be addressed with activities & materials that parents can use at home
1. Walt Whitman Elementary School will, with the assistance of its 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:
* Organizing a committee to enhance leadership capacity of parents and explore opportunities for the improvement of parent involvement
1. Walt Whitman Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
* District 21 offers a state/federally funded early childhood program. The program includes parent workshops, resources and opportunities for parents to begin involvement in their child’s education
* District 21 offers adult education classes and programs to connect parents to schools and the American education system
* District 21 offers kindergarten outreach classes to preschool families
1. Walt Whitman Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to 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:
* Notices in the school newsletter
* Separate take-home flyers about each activity
* Posting on school website

**PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

Walt Whitman Elementary School will offer the following opportunities for parent involvement:

* Offer family field trips that focus on an area of the curriculum, and that give families the opportunity to interact in the community guided activities

**PART IV. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by agendas and minutes from Curriculum Night and our PTO meetings.

This policy was adopted by Walt Whitman Elementary School on November 30, 2011 and was reviewed by PTO on May 4, 2016and will be in effect for the period of the 2016-2017 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before August 31, 2016.

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*(Signature of Authorized Official) (Date)*