

West Village Academy Parent Involvement Policy

GENERAL EXPECTATIONS

West Village Academy agrees to implement the following statutory requirements:

- **PARENT INVOLVEMENT:** West Village Academy's Parent Involvement Policy is jointly developed with parents and distributed to all parents, ensuring that the policy is distributed of children participating in a Title I program. This is a Parental Involvement Policy that the school and parents of participating children agree on. [Section 118 (b)]
 - West Village Academy will gather and disseminate to parents for review the following materials:
 - District wide Parental Involvement Policy
 - School-parent compact and
 - Parent Notices from the Table on page 45 of the Title I, Part A Non-Regulatory Guidance.
 - These materials will be disseminated to parents at Title I parent meetings, regular parent committee meetings, School Site Board meetings, and parent/teacher conferences. Written and oral input from parents will be solicited through parent meetings, School Site Board meetings, parent/teacher conferences, phone calls and surveys.

- **CONVENE AN ANNUAL MEETING: [1118(C)(1)]** West Village Academy will convene an annual meeting to inform parents of the following:
 - West Village Academy participates in Title I,
 - The requirements of Title I
 - Of their rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, the district wide parental involvement policy, and the school's parental involvement policy and
 - **[1118(C)(2)]** Meetings will be held at various and convenient times to encourage parents to attend.
 - Parents will be notified about meetings through:
 - Newsletters
 - School web page
 - School Reach phone system.
 - Indoor and Outdoor Marquee
 - Child care will be provided by Academy staff.

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- West Village Academy will ensure the **involvement of parents in planning and reviewing the School-Wide Title I program** through the following activities: [118(c)(3)]
 - Reviewing the School Improvement plan at the Annual Title I Meeting.
 - Posting the Parent Involvement Plan on the School website.
 - Provide parents with surveys for feedback of Title I programs.
 - Providing an opportunity to review and edit the Parent Compact at the Spring Title I Parent Meeting.
 - Distribute and discuss Compacts at a minimum of two Parent Teacher Conferences.

- West Village Academy will take the following actions to **distribute to parents of participating children and the local community the Parental Involvement Policy and additional timely information:** [118(c)(4)(A)]
 - The School Parental Involvement Policy will be distributed to parents at the orientation and Fall Title I Meeting.
 - The policy and pertinent parent information will be posted on the school web site.
 - Parents of new participating students will receive the policy upon registration.

- [118(c)(4)(B)] West Village Academy will provide parents of participating children with 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. This timely information will be provided through the following:
 - Annual Title I Parent Meeting/Curriculum Night
 - Regularly Scheduled Parent/Teacher Conferences
 - Progress Reports And Report Cards
 - Zangle Student Data System
 - Family Reading Night
 - Family Math Night
 - School And Classroom Newsletters
 - Phone Calls And Emails
 - Preschool Trainings, Workshops And Campus Visits
 - Parent Development Workshops
 - Parent/Student Handbook
 - Course Syllabus and Welcome Letters
 - Written Communications

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- **Provide parents of participating [Title I]children**, 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; **Ensure that if the schoolwide program plan** under Section 1114(b)(2) is not satisfactory to the parents of participating children, **submit any parent comments on the plan when the school makes the plan available** to the local educational agency. [1118 (c) (4) (c)] & [1118 (c) (5)] West Village Academy will provide parents an opportunity to interact with their child's school as follows:
 - Include School-Wide Title I program as a agenda item at Parent Meetings; a minimum of once per quarter.
 - Utilize parent feedback to revise and update our School-Wide Title I program to meet the needs of all parents and students.
 - Conduct a parent survey in the spring for all parents. Results will be used to make adjustments to goals, objectives, strategies and activities in the plan.
 - Hold a Title I meeting in the Fall and Spring to review the Title I program, Parent Involvement Policy, and ask for suggestions for improvement.

- **Jointly develop a compact** that outlines how the entire school staff, parents and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high Standards. [1118(d)(1)]
 - Providing an opportunity to review and edit the Parent Compact at the Spring Title I Parent Meeting.
 - Distribute and discuss Compacts at a minimum of two Parent Teacher Conferences.

- **Include** a schedule for **elementary school parent-teacher conferences**, at least annually, **during which the compact shall be discussed** as the compact relates to the individual child's achievement. [1118(d)(2)(A)]
 - Parents will receive a school calendar which detailed dates of the parent conferences.
 - School and Classroom Newsletters will also be used as reminders for upcoming conferences.

- **Provide frequent reports to parents on their children's progress.** [1118 (d) (2) (B)]
 - Report Cards (every 10 weeks)
 - Progress reports (every 5 weeks)

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- Phone Calls and Emails
- Zangle Student Data System
- Summer School/Extended Year Summaries
- After School Tutoring/Extended Day Summaries
- Assessment Reports
 - MEAP for grades 3-8
 - Performance Series Test for grades K-8
 - EXPLORE Test Grade 8
 - DRA/MLPP Progress Monitoring Assessment for Grades K-5
 - ELPA Screening
- **Afford** parents, of children receiving Title I services, **reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities** [1118 (d) (2) (C)]
 - **West Village Academy** parents are encouraged to participate in the following activities:
 - PIC (Parent Involvement Committee)
 - Volunteer to assist with basic school operations
 - Lunch Moms & Dads
 - Coaching & Mentoring
 - Chaperones for field trips
 - Accelerated Reader Volunteers
 - Classroom observation as requested by parents
 - Parent readers during National Reading Month
 - Open House/Curriculum Night
- **Shall provide assistance to 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 academic achievement standards, state and local academic 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[1118 (e) (1)]
 - West Village Academy will provide the following information / activities to ensure that parents are informed about academic standards and assessments:
 - Parent-Teacher Conferences 1st Quarter and 3rd Quarter
 - Parent copy of Common Core Standards given to parents at Title I Parent Meeting
 - MEAP, Performance Series Test and Terra Nova test results sent to parents and/or shared with parent at Parent-Teacher Conferences.
 - Students receiving additional assistance will be progress monitored; frequency depends upon the need.
 - Preschool Meetings and Visits: Staff share kindergarten expectations and provide all parents with examples activities that can be done at home with their future kindergarten student.
 - Access to Academy's online educational software.

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- **Shall provide materials and training to help parents to work with their children to improve their children's achievement**, such as literacy training and using technology, as appropriate, to foster parental involvement. [1118 (e) (2)]
 - West Village Academy will provide materials and training for parents as follows:
 - PreSchool Meetings and Visitation Days
 - Open House/Curriculum Night
 - Parent Development Workshops
 - Parent Resource Room
 - Social Worker Meetings and lists of community resources and assistance in accessing these resources

- **Shall, with the assistance of parents, educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions.** Educators should also **receive guidance in ways to reach out to parents**; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [1118 (e) (3)]
 - West Village Academy will provide materials and training for teachers as follows:
 - Staff will attend workshops and implement new ideas for effective parent communication.
 - Teachers will receive training on how to utilize Zangle district website to post classroom newsletters and add materials and resources to the website.

- **Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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. [1118 (e) (4)]
 - West Village Academy will work to coordinate involvement programs through the following activities:
 - PreSchool Planning Meetings with preschool staff
 - Parent Development Meetings
 - PreSchooler Visitation Days
 - The Academy has sponsored a kindergarten roundup with preschool teachers and kindergarten teachers being present.
 - PreSchool-Kindergarten Readiness Assessment and Parent Feedback on checklist for improvement.

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- **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, to the extent practicable, in a language the parents can understand.** [1118 (e) (5)]
 - West Village Academy will provide the following to ensure that all parents are informed in a timely and user-friendly manner:
 - School newsletter
 - Classroom newsletters
 - All newsletters are written a language parents can understand
 - Bilingual office staff available for interpretation
 - Accommodations for deaf parent when needed
 - School Reach
 - School Website and Marquee
 - Written Communications

- **May** pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. [1118 (e) (8)]
 - West Village Academy may provide support for parental involvement activities:
 - Child Care during identified Parent Meetings
 - Transportation during Family Nights if needed

- **Shall provide such other reasonable support for parental involvement activities under this section as parents may request.** [1118 (e) (14)]
 - West Village Academy will ensure that support is provided for parental involvement activities as parents may request.
 - Child Care during identified Parent Meetings
 - Transportation during Family Nights if needed

- **Shall 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 in a format and, to the extent practicable, **in a language such parents understand,** in carrying out parental involvement policy in the school division and in the schools. [1118(f)]
 - West Village Academy will provide full opportunities in a timely and user-friendly manner:
 - School and Classroom newsletters
 - All newsletters are written a language parents can understand
 - Bilingual office staff available for interpretation
 - Flexible meeting times
 - Accommodations for deaf parent when needed
 - School Reach Phone System
 - School Website and Marquee
 - Written Communications