

Discovery Elementary School

Parent Involvement Policy and Procedures

2008/2009

Discovery Elementary School is committed to the goal of providing quality education for every child within our school. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Discovery Elementary School and families work together to promote high achievement by our children. Neither home nor Discovery Elementary School can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Discovery Elementary School recognizes that some students may need the extra assistance available through the Title 1 program to reach the state's high academic standards. Discovery Elementary School intends to include parents in all aspects of the school's Title 1 program. The goal is a school-home partnership that will help all students to succeed.

Part I – School Parental Involvement Policy Required Components

A. Discovery Elementary School will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to parents of participating children and make available the parent involvement policy/procedures to the local community.

- * *Discovery's Parent Involvement Policy and Procedures will be located in our office and linked to our school's website.*
- * *Discovery's Parent Involvement Policy and Procedures will be available to parents at evening events throughout the school year.*
- * *Discovery's Parent Involvement Policy and Procedures will be sent home with each Discovery student.*
- * *Discovery parents helped create the Parent Involvement Policy and Procedures through the work completed by the Parent Involvement Team.*
- * *The Parent Involvement Team is made up of both English and Spanish speakers.*

B. Convene an annual meeting, at a convenient time, to which all parents are invited and encouraged to attend. This meeting would be held to inform parents of their right to be involved with the school. (Describe when and where the annual meeting will be held)

- * *Discovery's annual meeting occurred during our school's Open House on September 25, 2008 from 6:00 – 7:00.*
- * *The Principal and Dean of Students greeted parents as they entered the school explaining the requirements and the right of the parents to be involved.*
- * *Parents have been invited to become involved with their child's education through the use of the school newsletter, PTA newsletter, targeted mailings,*

signage, classroom newsletters, school website, PTA website, and personal invitations.

C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, such services related to parental involvement. (Describe how flexibility is provided)

- * PTA meetings are held each month in the evening.*
- * Every Friday morning parents are invited to play math games with their children.*
- * Every morning parents are invited into both our school library and computer lab to academically support their children.*
- * Home visits are done by School Principal, Dean of Students, Nurse, Psychologist, and teachers as needed.*
- * Adult English Classes are provided during the evening (child care provided).*
- * Parent teacher conferences are held at times that support parent schedules.*

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116. (List Actions)

- * Both English and Spanish speaking parents are part of our Parent Involvement Team.*
- * Parent Involvement Committee meetings are held once every two months with "check-ins" from the Dean of Students every few weeks.*
- * Increasing Parent Involvement is one of our School Improvement Goals this year.*

E. Provide parents of participating children:

- a. Timely information about programs under this part.
 - * Information is provided through the school newsletter, PTA newsletter, targeted mailings, signage, school website, PTA website, classroom newsletters, and personal invitations.*
- b. 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
 - * Information is provided through the school newsletter, school website, parent teacher conferences, and Open House.*
- c. 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 practically possible.
 - * Both formal and informal parent teacher conferences provide parents the opportunity to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.*

** If appropriate, CST (Child Study Team) meetings may occur with the teacher/parent's consent.*

F. If schoolwide program plan 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 district. (List Action)

** Parents have been involved in the creation of the Parent Involvement Policy and Procedure Plan.*

** Parents have been involved in the creation of the Staff Parent Involvement Survey.*

** Discovery appreciates feedback that may make our school better. Parents may direct feedback concerning the Parent Involvement Policy and Procedure Plan to the Parent Involvement Team.*

G. Discovery Elementary School will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center (PIRC) in Washington. (Describe)

** The Parental Information and Resource Center's website has been linked to our school's website.*

** All current and new students are provided with information concerning school choice and accountability.*

PART II: REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic success.

** School, Teacher, Parent, and Student Compacts are sent home the first week of school to be signed and returned by all parties.*

** Parent/teacher conferences are held annually during which the compacts are reviewed as it relates to the individual child's achievement.*

** Parents are provided reports concerning a child's progress.*

** Parents are more than welcome to contact staff if they are interested in volunteer opportunities. Volunteer opportunities are explained both in the school and PTA newsletters.*

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and district under this part –

- a. Shall provide assistance to the parents of children served by the school or district, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards. State and district 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. (List Actions)
 - * *Parents have been introduced to the state's academic content standards and state academic achievement standards through our school's website, parent teacher conferences, targeted mailings, and student work.*
 - * *Translated academic content standards and academic achievement standards are located both on our school's website and in the Dean of Student's office.*

- b. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (List Actions)
 - * *Targeted mailings, school newsletter, PTA newsletter, flyers, website, and personal invitation have been provided sharing the multiple opportunities our school provides in helping parents work with their children to improve academic achievement.*
 - * *These trainings occur in the form of Adult English Classes, Friday morning math games, and AM family reading/math programs*

- c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (List Actions)
 - * *Staff survey was created/data collected to determine staff's view concerning parent involvement. The data from this survey will be used to increase staff knowledge concerning the importance of Parent Involvement.*
 - * *Four members of the Parent Involvement Team participated in a State conference which focused on Parent Involvement.*

- d. Shall to the extent feasible and appropriate, coordinate and integrate parent 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. (List Actions)
 - * *Our librarian wrote and received the "Page Ahead Grant" which provides 3 books for every student at our school.*
 - * *Our students are provided with opportunities to have Public Library Cards.*
 - * *The "Book-mobile" parks near our school and provides books for students to check out.*

- e. 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 and, to the extent practicable, in a language parents can understand. (List Action)
- * *The Mukilteo School District translates a large percentage of the universal district documents.*
 - * *Our school provides translated documents for our Extended Day Programs.*
 - * *Our school has a Spanish speaking volunteer who translates documents and offers spoken translation services.*
 - * *Our school provides targeted mailings in Spanish.*
- f. Shall provide such other reasonable support for parental involvement activities under this part as parents may request. (Describe)
- * *Discovery has an outstanding PTA that provides many enrichment opportunities for our students and families. Parents are more than welcome to participate in these programs by contacting the PTA and do not require membership for involvement. These opportunities are presented in the monthly PTA newsletter.*
- g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- * *The Mukilteo School District sent four members of our parent involvement team to the State Conference on Parent Involvement. The team was made up of the Dean of Students, ELL teacher, Classroom teacher, and a parent. The four members of this team have worked together to lead the Parent Involvement Team in meeting the needs of staff and parents concerning Parent Involvement.*
- h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- * *Our school's ELL teacher provides evening English Classes to our school's parents.*
 - * *Parents have been invited through targeted mailings, school newsletter, signage, and flyers, to participate in our AM reading/math programs.*
- i. 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.
- * *Our school has a before/after school YMCA program. The YMCA provides child care during our PTA Meetings/Events and Evening Parent Classes*
- j. May train parents to enhance the involvement of other parents.
- * *Through our continued effort to increase parent involvement and connecting with parents who speak English as a second language we are making*

headway in using parents to involve other parents. The foundation of this work takes place in our Friday morning – coffee/parent/game time.

- k. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
 - * *Home visits are preformed by School Principal, Dean of Students, Nurse, Psychologist, and teachers as needed.*
 - * *PTA meetings are held in the evening*
 - * *Parent Teacher Conferences are held at flexible times – even over the phone*

- l. May adopt and implement model approaches to improving parental involvement.
 - * *Parent Involvement Team reflected over a book titled, “Beyond the Bake Sale.” The authors provided concrete examples to improve parent involvement within a school setting.*

- m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.
 - * *We have parents (both English and Spanish speakers) who are members of our Parent Involvement Team. They all play an important part of advising the team of ways to improve parent involvement at our school.*

- n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities.
 - * *This year several Boeing and local fire station employees are donating their time to serve as Lunch Buddies.*
 - * *Each Friday Starbucks donates over \$50.00 worth of breakfast treats for our coffee/parent/student/math game program.*

Part III-ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand. (List Actions)

- * *The Mukilteo School District translates a large percentage of the universal district documents.*
- * *Our school provides translated documents for our Extended Day Programs.*
- * *Our school has a Spanish speaking volunteer who translates documents and offers spoken translation services.*
- * *Our school provides targeted mailings in Spanish.*

PART IV-ADOPTION

This Discovery Elementary School Parent Involvement Policy/Procedures has been developed/revised jointly with, and agree upon with, parents of children participating in Title 1 program, as evidenced by meeting minutes.

** These notes are located in Discovery's Parent Involvement Binder*

The Parent Involvement Policy/Procedures were developed/revised by Discovery Elementary School on January 23, 2009 and will be in effect for the period of 2008/2009 school year. The school will distribute these Parent Involvement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before January 26, 2009.

Signature of Title 1 Authorized Representative

Date

These parents were involved with the development of this document and the ideas located within: (list parents/parent involvement committee)

- * Ivonne Gauzin - Parent
- * Phyllis Meacham - Grandparent
- * Sue Davis - Parent
- * Yadira Gayton - Parent
- * Deyanira Ruiz - Parent
- * Robin Hoheisel - Teacher
- * Lisa Dodson - Teacher
- * Katie Milici - Teacher
- * Martine Wayman - Teacher
- * Mary Moyer - Teacher
- * Sue Sander - Teacher
- * Cathy Chapman - Teacher
- * Shawn Ryan - Dean of Students
- * Roz Schott - Principal

