

# **Rochester Primary School Family Engagement Policy**

## **Parent Involvement Policy and Procedures 2018-2019**

Rochester Primary School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents, the community and any outside resources. The benefits are astronomical when Rochester Primary School and our families work together to promote high achievement for our children. Neither home nor Rochester Primary School can do the job alone. We acknowledge that parents are their child's first teachers. Supporting families will only create more opportunities for the success of our children.

Rochester Primary School recognizes that some students may need the extra assistance available through the Title 1 program to reach the state's high academic standards. Rochester Primary School includes parents in all aspects of the school's Title 1 school-wide program. The goal is to create a strong partnership between school and home so that every child succeeds.

### **Part I-School Parental Involvement Policy**

- A. Rochester Primary School will jointly develop/revise with parents the school parental involvement policy/procedures. It will be posted on the school website and copies will be available in the school office.
  - Revisions of the school parental involvement policy/procedures will be reviewed annually by a committee made up of community members, families, and staff
- B. Rochester Primary School will:
  - Provide parents with frequent reports on their children's educational progress
  - Will notify parents when their child is placed in a Title small group for reading or math support
  - Educate the community, parents, students and staff about research based programs and strategies utilized in reading, writing and math instruction
  - Express high expectations and educate families on the state and national standards
- C. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
  - At our annual Back to School Night, materials will be available for families to review
  - During the October Families and schools Together meeting, the principal will explain the Title 1 program and the Title 1 School/Family Engagement Policy
  - At the beginning of the year all parents will receive a pamphlet that will include a description of the Title 1 School-wide program and information on how to participate in the school.
- D. Offer flexible meetings, such as meetings in the morning or evening, and upon request provide, with funds provided under this part, child care, or home visits, as such services related to parental involvement.
  - A yearly calendar of activities will be established using family engagement goals. These activities will center on the PTA national standards for family engagement.
  - Information will be displayed through the school website

- E. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of the school plan under Section 1112, school-wide under Section 1114, and the process of the school review and improvement under Section 1116.
- Parent participation in School Improvement Planning team
  - Parent participation in Title 1 School-wide Parent Involvement planning
  - Parent participation in Curriculum Review committees
  - School compact located in the annual student packets that states the various ways parents can support their student's education
- F. Provide parents of participating children with curriculum and instructional resources.
- Timely information about programs via classroom and building newsletters and online resources, including grade level websites on the school's homepage
  - 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
    - Title I Program brochures
    - Parent/Teacher Conferences
    - Website information explaining assessments
  - If requested by parents, opportunities for meetings to formulate suggestions and to participated, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
  - Parent/Teacher Conferences
  - Phone Calls, e-mails, notes home, etc.
  - Interactions with all adults working with the student
- G. If the school-wide 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.
- All parent suggestions will be noted in the appendix of this document
  - Provide resources on the school-wide Title programs

## **PART II – SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

- A. 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 achievement.
- Conduct parent/teacher conferences in elementary schools, twice a year, during which the compact shall be discussed as the compact relates to the individual child's achievement
  - Provide frequent reports to parents on their child's progress
    - Skyward Access to families
    - Email access to teachers, counselors and principal
    - Progress reports sent home mid-quarter
    - Intensive and strategic intervention effectiveness (progress monitoring shared quarterly)
    - Assessment benchmark scores are shared with families three times a year

- Teachers use a variety of ongoing parent communication tools that include telephone calls, email and letters/notes home to families and classroom webpage for general classroom information
  - Interpretation and translation will be made available
  - Newsletters communicate how students and families may seek additional academic assistance
- B. Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
  - All certificated staff members have email accounts which are posted on the district's website
  - All certificated staff members have phones in the classrooms to take phone calls from parents
  - Family engagement liaison to connect families to the school, resources and volunteering.
  - Yearly school volunteer orientation.
  - Counselor and/or principal meet with families and teachers to discuss any specific concerns

#### **BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT**

- A. 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 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. Stat 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.
    - Letter explaining AIMS Web screening
    - Family engagement Liaison will hold workshops targeting families with students in need of additional support in the areas of reading, mathematics, and/or attendance.
    - Information on Intervention and Strategic Curriculum resources provided to parents during conferences and curriculum nights
  - 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.
    - Parent as Teachers Resource
    - Rochester Organization of Families (ROOF) programs
    - Right from the Start program
    - Boys & Girls Club
    - ESL classes in collaboration with Centralia College
  - Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs with other agencies and conduct other activities, such as parent

resources centers, that encourage and support parents in more fully participating in the education of their children.

- Rochester Pre-schools, Head Start, REIP, ELL instructors, Kindergarten teachers and the community will participate in the Kindergarten Readiness Program (providing materials and resources to families with pre-school aged children)
- Rochester Primary School staff coordinates with Right from the Start staff
- 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
- May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.

### **PART III – ACCESSIBILITY REQUIREMENTS**

- A. 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.
- Written and oral communication with families will be done in the language that a family requests.
  - Partner with community organizations to help remove barriers for family engagement. Barriers include but not limited to language, transportation, and schedules.
  - Child Action Team (advisory committee) will evaluate and make recommendations to ensure that all students and families are able to participate fully in the educational process

### **PART IV – ADOPTION**

This Rochester Primary School Parental Involvement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title 1 program, as evidenced by meeting minutes.

The Parent Involvement Policy/Procedures were revised by Rochester Primary School Title 1 Committee on 5/04/18. The school will distribute these Parent Involvement Policy/Procedures to all parents of participating Title 1 children and make it available to the community on or before 8/30/18.

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Maggie Evans  
(Director of Intervention and Enrichment)

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Amy Roney (RPS Principal)