

# Okapilco Elementary School Parent Involvement Policy

## PART I: GENERAL EXPECTATIONS

2016-2017 School Parental Involvement Policy

Revised: May 17, 2016

## PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Okapilco Elementary School will involve parents in the planning, review, and improvement of our Title I programs in the following ways.
  - Parents will be invited to participate in the Title I Schoolwide planning review meeting as well as for the revision of the school-parent compact and the parent involvement policy during the spring of the year.
  - Additional meetings will be held to provide parents an opportunity to give feedback regarding the policy, compact and how funds for parent involvement will be used during the fall of the year.
  - Notification for parents to participate in the meetings will be sent home with additional reminders sent out before the meeting is held.
2. Okapilco Elementary School convenes an annual Title I meeting which is held in the fall of the year. All parents are encouraged to attend this meeting. Announcements are sent home with each student as well as posting the information on the school marquee. Reminder notices are sent out prior to the meeting. An all call is made using One Call Now to all parents reminding them of the meeting place, date and time.

At the annual meeting, a Title I presentation is shared. The purpose of the meeting is to:

- Inform parents of the requirements of the parental involvement provisions of ESEA
  - Inform parents of our participation under Title I and to explain Title I requirements.
  - Inform parents of their rights to be involved in the education of their children.
  - Inform parents of their rights to request parent meetings throughout the year.
  - Explain the School-Parent Compact.
  - Review the Schoolwide Title I Plan
3. Okapilco Elementary School will offer a flexible number of meetings. Other meetings are held throughout the year and are scheduled at various times of the day, such as morning, lunch, or evening to accommodate differing schedules to accomplish the following:
    - Inform parents of their important role in their child's success
    - Parents are notified of meetings through the school marquee, flyers, One Call Now and school website
    - Inform parents of school, grade level, and individual teacher policies and procedures.  
Discuss the grade level curriculum
  4. Okapilco Elementary School will:
    - Okapilco Elementary School uses various means to provide parents with timely information about Title I programs, such as letters, flyers, phone calls, brochures and informational meetings. One Call Now automated phone call system is used to ensure all parents receive information about parent meetings and parent educational programs, parent-teacher conferences and school events. Adequate translators/interpreters are provided to facilitate the communication between school staff and families at all events.
    - The school provides parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet. All parents receive an explanation during parent-teacher conferences, and

literacy nights. Information is also shared to parents through teacher and Title I newsletters, report cards, standards posted in the classrooms and through the school website.

- Parents are invited and encouraged to participate in decision making at school by attending parent meetings, making suggestions, volunteering at school and serving on school and district committees.

5. Okapilco Elementary School will jointly develop with parents a school-parent.

The compact is jointly developed with parents that outlines how parents, the entire school staff, 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.

The school compacts are revised annually by:

- Being placed on the school website for parental review and suggestions.
- Being reviewed, discussed, and revised at the year parent review/revision night.
- Being reviewed by teachers and staff for review and suggestions.

All suggestions are reviewed and a draft is placed on the website and made available for all stakeholders for review. Upon completion of the review, the final documents are drawn up and adopted.

Compacts are included in the student handbook, sent home at the beginning of the school year and from that point forward, are given to parents when new students are registered. Parent-teacher conferences are held during the year and the compact is discussed as it relates to the individual student's achievement.

The compact is signed by the student, the parent and the classroom teacher, and is kept on file at the school.

6. Okapilco Elementary School will build the school's and parents' capacity for strong parental involvement by:

A. We will provide assistance to parents in understanding topics such as the following:

- The State's academic content standards.  
Parents are notified of the state's academic content standards and student's academic achievement standards through letters, school newsletters, school and system websites and parent teacher conferences. During the conferences, parents are informed of achievement standards, testing requirements, their student's progress and how to monitor and work with their child.
- The State's student academic achievement standards.
- The State and local academic assessments including alternate assessments.  
Parents will be provided information about the individual student assessments, how to interpret the results and a description and explanation of the school curriculum and assessments used to measure student progress, and the proficiency levels the students are expected to meet.

Parents will also be provided information to assist them in understanding State and local assessments through curriculum nights, parent involvement tips/flyers, monthly calendars, teachers' webpage, parent/teacher conferences and etc.

B. Okapilco Elementary School will provide materials and training to help parents to work with their child to improve their child's achievement by:

\*Our school will provide training and materials to help parents become more knowledgeable in the academic areas of math, reading, language arts, Science and social studies. The focus of these workshops will be to help foster strategies that our parents can use at home to help their children.

\*Kindergarten and middle school transition meetings will also be included for parents. Technology training will give the parents necessary information to be able to access important programs, such as Infinite Campus so that they are able to keep abreast of student grades, assignments due and progress in academics.

\*In addition to the workshops, parents are encouraged to visit the parent resource center to check-out instructional learning books and materials that will help them support their child at home.

- C. Okapilco Elementary School will provide training to educate the teachers, pupil services personnel, principal, and other staff by:
- \*Okapilco Elementary staff believes that by working with our parents as equal partners in the educational process, we will positively impact the academic achievement of our students. The staff will be provided staff development opportunities to facilitate ways to build ties between home and school, while stressing the value and utility of parental contributions and parental involvement.
  - \*Staff members will be provided training on strategies to engage parents as partners in their children's education. This ongoing process will give staff members a chance to collaborate and share ideas of how to get parents more involved in the classroom as well as to keep them more informed of student progress at school.
- D. Okapilco Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs by:
- \*Our school will coordinate and integrate parent involvement programs and activities with other programs. Pre-K/Pre-School parents are invited to a transition workshop which will provide them with a glimpse of what the expectations are for their rising Kindergartner. Materials will be provided for these and students to conduct learning activities for that night and home activities as well. Rising middle school students and parents will attend a transition meeting at the middle school where they will be provided valuable information of what they will need to know for middle school.
  - \*Additional meetings are provided for our EL (English Learners) and Migrant families.
- E. Okapilco Elementary School will send materials in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:
- \*In order to communicate effectively with parents/guardians, it is important that school related communications be provided in a language that parents can understand, and translated to the extent practicable. We will share information related to school and parent programs, meetings, and other activities in a variety of ways. Flyers will be used to notify parents of any meetings that are held at the school or district level.
  - \*Additional ways of communicating with parents will include: school website, marquee, teacher weekly newsletters, school/district monthly newsletters, emails, progress reports, report cards, parent/teacher conferences, and PTO meetings.
  - \*Information related to school reports, parent programs, meetings, and other activities will be sent home to encourage the participation of all parents, including parents with limited English proficiency, parents with disabilities, families that are homeless, and parents of migrant children.
  - \*In order to communicate effectively with parents/guardians, our school provides information in a language understandable by all parents to the extent practicable. Interpreters may be provided at workshops and other school events to the extent practicable.
- F. Okapilco Elementary School will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by:
- \*Parents may request meetings with the school's administrative staff or parent involvement coordinator to discuss other options and to provide suggestions. Parents may also send written communication to the school via students or email.

### **PART III. DISCRETIONARY SCHOOL PARENT INVOLVEMENT POLICY COMPONENTS**

Okapilco Elementary will develop appropriate roles for community-based organizations and businesses in parental involvement activities. This will include providing information about opportunities for organizations and businesses to work with parents and schools, and encouraging the formation of partnerships between Turner County Middle and local businesses that include a role for parents

