Chilhowie Elementary School Parental Involvement Policy

Chilhowie Elementary School jointly developed this parental involvement policy in consultation with school personnel, community members, and parents and adopted it on April 29, 2013. A list of committee members responsible for the writing of this policy can be found in Appendix A. This policy was distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community by posting it on the school website. If the Title I plan (application) is not satisfactory to the parents of participating children, the local educational agency will submit any parent comments with the application when the plan is submitted to the state. This parent involvement plan will be updated annually prior to the beginning of school to meet the changing needs of parents and the school.

Part 1. POLICY INVOLVEMENT

Chilhowie Elementary School understands that parents are important partners in their children’s education. Therefore, in an effort to encourage parents to be involved and informed, our school will do the following:

(1) The school will hold an annual meeting on August 12th, Back to School Night, to which all parents of participating children shall be invited and encouraged to attend. This meeting will inform parents of school wide participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved.

(2) The school will hold an annual Kindergarten Transition meeting for incoming Kindergarteners and their parents in the spring.

(3) The school will offer opportunities for parents to meet with both Title I teachers and general classroom teachers. We will also hold a Fall Reading Night and a Spring Math Night and parent teacher conference. Both events will provide opportunities for parents to meet with teachers.

(4) Parents will be invited to be involved in the planning, review and improvement of the school’s Title I program as well as the school parental involvement policy. These planning meetings will be held in the spring. Two parent representatives are assigned to this review team; however, all parents are invited to attend.

(5) Parents will be provided timely information about Title I programs. This information will be sent home with parents and posted on the website.

(6) Parents will be provided with information regarding the curriculum and assessments used at the school as well as proficiency levels students are expected to meet. This school’s curriculum is in compliance with the standards set by the State of Virginia and reflects the Virginia Standards of Learning. Students are taught Reading and Math through the general classroom, Title I push-in and pull-out, as well as through a special education inclusion program. Student progress is monitored through PALS Assessments, benchmark testing, SOL tests, as well as teacher generated tests. All students are expected to meet the benchmarks on these assessments. Report cards will be sent home at the end of each nine weeks so that parents have written confirmation of their child’s progress. Individual
student reports on the performance of their child on the SOL tests will be given to parents as soon as practicably possible. Parents will be provided with opportunities to discuss their child’s progress twice a year during Parent Conferences as well as at other times as requested. Teachers and/or administrators will make a good faith effort to respond to parents’ suggestions.

(7) The school administration will provide parents 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; and

(8) If the schoolwide program is not satisfactory to the parents of participating children, the school will submit any parent comments on the plan when the school makes the plan available to the local educational agency.
Part 2. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

SCHOOL-PARENT COMPACT

Chilhowie Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve the state’s high standards.

This school-parent compact is in effect during school year 2013-2014.

School Responsibilities

Chilhowie Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state’s student academic achievement standards as follows:

   Provide instruction based on the Virginia Standards of Learning. We will use the Curriculum Framework to provide the basis of our Reading and Math instruction. We will also utilize curriculum maps to help pace our instruction. Children will be supported and challenged to do their best.

2. Hold parent-teacher conferences at least (2) annually during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:

   At the end of the 1st 9-weeks and during the 3rd 9-weeks.

3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:

   Reports of student progress will be sent immediately after the completion of the test and the analyzing of data. We will also send home mid 9 weeks reports at grades 2-5 and 9 weeks report cards. Other communication will be made by teachers throughout the year.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
Before school and after school teachers will be available for conferences. Parents may also request a meeting during the teachers planning time. We will have school wide conference nights twice a year.

5. Provide parents opportunities to volunteer and participate in their child’s school, and to observe classroom activities, as follows:

Parents may attend a volunteer in-service and participate in daily school activities. Or they may arrange a classroom visit to observe specific activities.

**Parent Responsibilities**

We, as parents, will support our children’s learning in the following ways:

1. Read together often
2. Ask about homework daily
3. Get my child to school on time every day, except in cases of illness
4. Express high expectations and offer praise and encouragement
5. Attend Parent/Teacher conferences
6. Involve my child in problem solving situations
7. Be a positive role model for my child
8. Notify the school in case of my child’s absence.

**Student Responsibilities**

I, as a student, will share the responsibility to improve my academic achievement and achieve the State’s high standards. Specifically, I will:

1. Complete homework assignments
2. Be on time and attend school regularly
3. Be a good school citizen
4. Be a good messenger between school and home
5. Show respect for my parents and my teachers
6. Read with an adult often
7. Limit screen time (TV, video games, computer, etc.)

___________________________  _________________________  _______________________
School  Parent(s)  Student

___________________________  _________________________  _______________________
Date  Date  Date
Part 3. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Chilhowie Elementary School and Smyth County Schools will help parents in the following ways:

(1) Chilhowie Elementary School will provide assistance to parents, as appropriate, in understanding such topics as the Virginia Standards of learning, local academic assessments, monitoring their child’s progress, and working with educators to improve the achievement of their children. This will be accomplished through

- Letters to parents
- Notices on school web site
- Newsletters
- Workshops specific goals
- Parent Conferences
- Title I Resource Bus 1st Thursday each Month
- Translation services
- Parent Portal

(2) The school will provide materials and training in both English and Spanish to help parents work with their children to improve individual achievement and to foster parental involvement.

- Fall and Spring Title I Nights
- Parent Conferences
- PAC Meetings

(3) At the beginning of the year the school administration will provide in-service to educate school staff in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. Results from parent surveys will guide this in-service.

(4) The school will make every effort to coordinate and integrate parent involvement programs and activities with other community agencies and businesses. We will conduct activities that encourage and support parents in more fully participating in the education of their children.

- Encourage parents to use the “On-The-Go” Family Resource Bus
- Invite Head Start parents to Pre-K Parent Advisory meetings (PAC)
- Representatives from local schools and the school district office serve on the Smyth County Schools/Mountain CAP Collaboration Team
- PTO Meetings
- Fall and Spring Title I Nights
- PAC Meetings
- Head Start teachers and students will visit Chilhowie Elementary School in the spring.
- The principal/assistant principal and a Kindergarten teacher will periodically attend Head Start parent information meetings.
- ESL/Title I joint Christmas Event
- ESL Spring Family Picnic

(5) The school will take the following actions to ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand:
  - Newsletters In English and Spanish
  - School Website
  - Letters to parents (English and Spanish)

(6) The school will also provide such other reasonable support for parental involvement activities under this section as parents may request. Some examples of this may include; classroom visits and presentations, observations, or additional meetings to answer any questions they may have.

Part 4. ACCESSIBILITY

Chilhowie Elementary School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand. Communication will be provided in Spanish and English. Parents are invited to attend night classes to help their child with homework. These classes are often attended by our ESL parents.
Appendix A

**Schoolwide Title I Committee**

Mike Robinson    Superintendent
Dennis Carter    Director of Curriculum and Instruction
Patty Warren    Title I Supervisor
Sanders Henderson    Principal
Michael Colston    Assistant Principal
Leslie Sturgill    Title I Reading Teacher
Angela Little    Title I Reading Teacher
Susan Smarr    Title I Reading/Math Teacher
Diane Frye    Title I Reading Teacher
Julie Sturgill    Title I Math Teacher
Leslie Frye    Pre-K Teacher
Deanna Crewey    Pre-K Teacher
Lelia Rash    Reading Specialist – School Wide
K    Misty Davidson – Classroom Teacher
1st Grade    Kristen Haynes – Classroom Teacher
3rd Grade    Becky Dowell – Classroom Teacher
4th Grade    Misty Boardwine – Classroom Teacher
Title I Parent    Cindy Williams
Special Education    Susan Kilby – Inclusion Classroom Teacher
Parent    Tammy Blevins
ESL Coordinator    Leslie Peterson
## Building Level Parental Involvement Plan Committee Members

(Shopping Teachers, Title I Teachers, Parents, Administrators, etc.)

The above plan reflects the consensus of the school plan committee.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Susan Stamps</td>
<td>Parent</td>
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<tr>
<td>Tammy Burns</td>
<td>Parent</td>
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<tr>
<td>Jessica Blackwell</td>
<td>Parent</td>
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<tr>
<td>Leslie Peterson</td>
<td>ESL Coordinator</td>
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<tr>
<td>Michael Colston</td>
<td>Assistant Principal</td>
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<tr>
<td>Susan Smarr</td>
<td>Teacher</td>
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<tr>
<td>Angela Little</td>
<td>Teacher</td>
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<td>Leslie Springell</td>
<td>Teacher</td>
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<td>Leslie Frese</td>
<td>Teacher</td>
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<tr>
<td>Shannon Crowley</td>
<td>Teacher</td>
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<tr>
<td>Diane Ely</td>
<td>Teacher</td>
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Requested by: 
Principal

Approved by: 
Title I Supervisor

Date: 4/24/13