

Sycamore Park Elementary School Parent Involvement Policy

2017-2018

Sycamore Park elementary School will create and implement many opportunities for parents and families to participate in academic support programs as well as offer input into future events and activities

1. Sycamore Park Elementary School will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the Elementary and Secondary Education Act (ESEA):
Sycamore Park will hold an annual meeting to inform parents about the School-wide Title I Program at Back-to-School Night.
Parents will be encouraged to give their input regarding the Parent Involvement Policy. The Virginia Standards of Learning, the Sycamore Park Report Card, and information regarding the school's SOL accreditation and NCLB status will be made available to all parents at the annual meeting, via letters, notices, and will be on the Sycamore Park Elementary School and Culpeper County Public division website.
2. Sycamore Park Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
Information regarding the School Improvement Plan's goals, objectives and methods with an emphasis on the multi-tier reading and math instruction programs will be explained to parents at the annual meeting.
All parents will be notified of the opportunity to join the Parent Advisory Council (PAC) which will meet three times a year to review the implementation of the School Improvement Plan.
The PAC meetings will be open to all parents, community members, teachers, and administrators.
Translators will be available if necessary.
The PAC team will provide ongoing communication and monitoring concerning the progress of the goals and objectives outlined in School Improvement Plan.
3. Sycamore Park Elementary School will provide the following necessary coordination, technical assistance, and other support to assist parents and staff in planning and implementing effective parental involvement activities to improve study academic achievement and school performance:
The administration will provide a budget for parental involvement activities. Sycamore Park will offer at least one opportunity per semester for parent involvement each school year. All parents will be asked to attend the PAC meetings which will meet at least three times yearly.

All parent meetings and conferences will be offered at various times to accommodate parents' work schedules.

The Reading and Math Specialists will provide support to staff in planning Math & Literacy Nights, parent workshops and other community events.

Parents will be encouraged to use the Culpeper County Parent Resource Center, located in Eastern View High School.

The Parent Resource Center will have a variety of materials available for parents to check out (books, videos, audio tapes, journals, educational games, etc).

4. Sycamore Park will take the following actions, with the involvement of parents, to conduct an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its School-wide Title I program. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Pearl Sample will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Sycamore Park administration will send home a Parent Survey in order to obtain parent input into programs and times and determine the level of parent participation in the workshops and meetings, to identify barriers that may have prevented participation, and to gather suggestions for improving the program All Parent Surveys will be printed in English and Spanish.

The principal will use the Parent Survey as baseline data to improve parental involvement and participation.

The Parent Advisory Committee (PAC) will include parents and school personnel who will collaborate to develop the School Improvement Plan.

Sycamore Park staff will continue to publicize parent meetings via written notices, SP TV announcements, monthly newsletters, flyers, using the School Messenger calling system, posting on the Culpeper County schools and Sycamore Park websites. The Title One Parent Outreach Coordinator will use parent suggestions to develop topics for meetings or workshops thus increasing participation.

5. Sycamore Park will build a strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the Sycamore Park parents and the community to improve student academic achievement through the following activities specifically described below:
 - Sycamore Park staff with the assistance of the school division will provide assistance to parents of children attending Sycamore Park School in understanding topics including the following:

- The Virginia Standards of Learning(SOL) and its testing program to assess student academic achievement
 - National, state and local assessment data, the school's Report Card, accreditation status, any requirements as part the accountability measures under state and federal law
 - Information explaining screenings used to monitor their child's progress in reading and math
 - Information regarding the Multi-Tier reading model used in reading, math and behavior.
 - The Response to Intervention process utilized for all children
 - All teachers will provide a variety of information for parents, such as: daily schedules of class instruction, home work, school events, parent meetings/workshops and contact information. School and division websites, quarterly grade-level and school newsletters, teacher phone calls, automated phone system, home visits and student organizers, as ways to keep parents informed
 - The Sycamore Park parent involvement policy, as well as the division parental involvement policy, will be available at the Central Office, the Sycamore Park front office, and on the school and division websites
 - Additional items added to the school website to provide information to parents may include the following
(Involvement policy, supply lists, summer reading lists, lunch calendars, teachers' email addresses, upcoming family events)
 - Information regarding how to access division curriculum and state standards will be available on the Culpeper Schools website
 - The requirements of Title I Part A are explained on the division website
 - Title I and Title III Family Workshops will be offered periodically to assist parents. Topics may include:
Homework Help and Home Study Tips, SOL Prep for 1st Time Test Takers, Working with Your Gifted Children, Working with Your Children with Special Needs, Helping Your Child Learn to Read, STEM activities
 - The Parent Resource Center staff and Culpeper County Library staff will be available to assist parents who do not have access to computers
 - Sycamore Park Staff will seek additional community volunteers
6. Sycamore Park staff will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy and math training, and using technology, as appropriate, to foster parental involvement by:

- Teachers Involving Parents (TIPs) activities will be developed and presented at least four times per year at various times to accommodate parents' work schedules.
- The Title I and III, Parent Outreach Coordinators will collaborate to offer Family Workshops in English and Spanish on a regular basis at various times and locations to accommodate parents' work schedules.
- Flyers in English and Spanish will be sent home inviting parents to the Family Workshops. The Title I and Title III Parent Outreach Coordinators will utilize the phone messenger system to make announcements of events and reminders.
- Family activities will be provided to increase parent involvement and may include fun fairs, school play or musicals, father/daughter dance, family fitness night, talent show, family picnics, BINGO night. Family activities may provide child care, refreshments, free books, materials, and door prizes to encourage parent participation.
- Title I and Title III will purchase booklets and brochures containing information to assist parents in helping their children be successful in school, such as: *Help Your Child Learn to Read, Your Child and Writing, Raising a Reader, Your Child's Education, Homework tips*, etc. These materials will be distributed at Family Workshops and TIP meetings.
- *Home and School Connection*, School wide and/or teacher created newsletters will be sent home monthly. Reading newsletters will be sent home quarterly.
- Information for parents is offered in Spanish on the district website.
- Sycamore Park staff will communicate effectively with diverse populations of parents and community members. The school personnel will work with parents as equal partners in implementing programs and building relationships between parents and the school staff.

Sycamore Park will strive to be a "Family Friendly School" with appropriately implemented policies, procedures, and behaviors that promote and demonstrate this commitment by administrators, teachers, and classified personnel.

7. Sycamore Park staff will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and to the extent practicable in a language the parents can understand:
 - A variety of information for parents is offered in English and Spanish on the school and district websites. The school's parental involvement policy will be available at Sycamore Park and Central Office, and on the division website. Title III personnel will be available to assist non-English parents in understanding the policy.

- Information regarding division curriculum, pacing guides, writing samples and access to the *Virginia Standards of Learning* will be available on the division website: www.culpeperschools.org/curriculum.
- Teachers will send home report cards and interims four times per year with a brief narrative summarizing the student's performance in addition to a guide for understanding the grading system and descriptors used in grading the student.
- Teachers will regularly update the Parent Portal.
- Student assessments objectives and results will be explained in clear, concise terms reducing educational jargon to the maximum extent possible.
- Report card narratives and Individual Education Plans (IEP) will be written in clear, concise terms reducing educational jargon to the maximum extent possible.

Translators for Spanish-speaking parents will be made available upon request to the extent reasonably possible.